



UNITED TRIBES
TECHNICAL COLLEGE

2016

ANNUAL SECURITY & FIRE SAFETY REPORT

This is the Annual Security and Fire Safety Report for United Tribes Technical College,
3315 University Drive, Bismarck, ND 58504



UNITED TRIBES
TECHNICAL COLLEGE

2016 Annual Security Report
2013, 2014, 2015

TABLE OF CONTENTS.....2

ANNUAL SECURITY REPORT.....4

PREPARATION OF THE ANNUAL SECURITY REPORT
AND DISCLOSURE OF CRIME STATISTICS.....4

REPORTING CRIMES AND OTHER
EMERGENCIES.....4

VOLUNTARY, CONFIDENTIAL REPORTING.....4

REPORTING TO 911 AND THE UTTC SAFETY AND
SECURITY DEPARTMENT.....5

EMERGENCY PHONES ON CAMPUS.....5

REPORTING TO OTHER CAMPUS SECURITY
AUTHORITIES.....5

CAMPUS SECURITY AUTHORITIES.....6

PASTORAL AND PROFESSIONAL COUNSELORS.....7

ABOUT UTTC SAFETY & SECURITY
DEPARTMENT.....7

ROLE, AUTHORITY, AND TRAINING.....7

UTTC’S COMMITMENT TO SAFETY.....7

WORKING RELATIONSHIP WITH LOCAL, STATE,
AND FEDERAL LAW ENFORCEMENT AGENCIES.....8

MEMORANDUM OF UNDERSTANDING BETWEEN
UTTC AND THE BURLEIGH COUNTY SHERIFFS
DEPARTMENT.....8

TIMELY WARNINGS-CRIME ALERTS.....8

EMERGENCY RESPONSE AND EVACUATION
PROCEDURES.....9

EMERGENCY MANAGEMENT AT UTTC.....9

DRILLS, EXERCISES, AND TRAINING.....9

EMERGENCY NOTIFICATION.....9

SECURITY OF AND ACCESS TO UTTC
FACILITIES.....9

EMERGENCY NOTIFICATION/TIMELY WARNING/
NOTIFICATION MATRIX.....10

MISSING STUDENTS.....11

FIREARMS AND WEAPONS POSSESSION.....11

DORM ACCESS.....12

DRUG AND ALCOHOL POLICY.....12

DRUG AND ALCOHOL EDUCATION PROGRAMS...12

SEXUAL HARRASSMENT, SEXUAL MISCONDUCT,
DATING VIOLENCE, DOMESTIC VIOLENCE, AND
STALKING.....13

DEFINING SEXUAL ASSAULT, DOMESTIC
VIOLENCE, DATING VIOLENCE, STALKING, AND
CONSENT AS DEFINED BY THE VIOLENCE AGAINST
WOMEN’S ACT (VAWA).....13

INVESTIGATION PROCESS, DISCIPLINARY ACTIONS,
AND POSSIBLE SANCTIONS/UTTC STUDENT CODE
OF CONDUCT.....13

PROCEDURES FOR REPORTING A SEXUAL
ASSAULT, DOMESTIC VIOLENCE, DATING
VIOLENCE, AND STALKINGNG.....14

SERVICES FOR VICTIMS.....14

CRIME PREVENTION AND SECURITY AWARENESS
PROGRAMS.....15

PERSONAL SAFETY AND CRIME PREVENTION
TIPS.....16

2013-2015 CRIME STATISTICS.....17

CLERY ACT REQUIRED CRIME STATISTICS/
UNDERSTANDING THE CRIME STATISTICS
TABLES:.....18

HATE CRIMES.....19

CRIMES REPORTED IN CLERY ACT
CATEGORIES.....19

EMERGENCY PHONE NUMBERS AND CONTACT
INFORMATION.....20

UTTC FIRE SAFETY REPORT.....21

COLLEGE WIDE PROTOCOL FOR FIRE
EMERGENCY.....21

FIRE LOG.....23

PORTABLE ELECTRONIC APPLIANCES.....22

SMOKING.....22

OPEN FLAMES, FIREWORKS, EXPLOSIVES, AND
FLAMMABLE MATERIALS.....22

UTTC FIRE LOG.....23-24

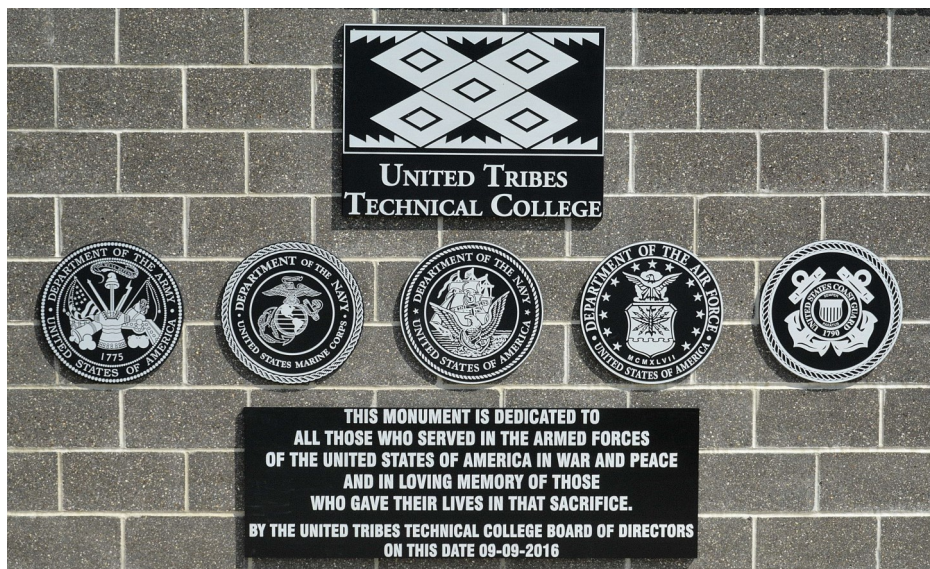
UTTC FIRE DAMAGE REPORT
2013,,2014, 2015.....26

FIRE SAFETY SYSTEMS AND DRILLS FOR 2015.....28

UTTC CAMPUS MAP 2016-2017.....30

APPENDIX A.....31

APPENDIX B.....34





ANNUAL SECURITY REPORT

PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

United Tribes Technical College Safety and Security Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the UTTC Safety & Security Department, information provided UTTC offices such as Student Services Programs, Campus Services Programs and other Campus Security Authorities and information provided by local law enforcement (Burleigh County Sheriffs Office).

This report provides statistics for the previous three years (2014, 2015, and 2015) concerning reported crimes that occurred on campus, in certain off-campus property owned, leased or controlled by UTTC. This report also includes college policies and procedures about campus security, including policies regarding sexual and gender-based violence, alcohol and drugs, and maintaining a safe campus.

UTTC distributes a notice of the availability of this Annual Security Report by October 1 of each year to every member of the UTTC community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting the UTTC Safety & Security Department at (701)221-1700.

REPORTING CRIMES AND OTHER EMERGENCIES

United Tribes Technical College has a number of ways for the UTTC community members and visitors to report crimes, serious incidents, and other emergencies to appropriate UTTC officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire UTTC community that you immediately report all crimes and other emergencies to 911 or the UTTC Safety & Security Department at **(701)221-1700** to ensure an effective investigation and appropriate follow-up actions, including issuing a Timely Warning or Emergency Notification.

VOLUNTARY, CONFIDENTIAL REPORTING

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage UTTC community members to report crimes promptly and to participate in and support crime prevention and safety awareness efforts.

If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the college or criminal justice system, we ask that you consider filing a voluntary, confidential report.

Depending upon the circumstances of the crime you are reporting, you maybe able to file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow the college to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security Report. Exceptions exist for sexual assault and crimes where victims or witnesses would be at risk should their names be released to the public Anyone may call the UTTC Safety & Security Department at (701) 221-1700 to report concerning information, callers may remain anonymous.

REPORTING TO 911 AND THE UTTC SAFETY & SECURITY DEPARTMENT

We encourage all members of the UTTC community to immediately report all crimes and other emergencies to 911 and the UTTC Safety & Security Department in a timely manner. We are available by phone at (701) 221-1700. or in person 24 hours per day at Building 63. We encourage campus community members to report all crimes or concerning behavior or activities to 911 and the UTTC Safety & Security Department, whether or not they want to pursue a formal investigation, to assure the college can assess security concerns and inform the UTTC community if there is an on-going threat.

EMERGENCY PHONES ON CAMPUS

The college has Emergency Phones on the following Residential Life buildings on campus: COED Dorm, Sitting Bull Hall, Sakakwea Hall, and at Touchstone Lodge. The Emergency Phones are located at the entrance to each building. Picking up the Emergency Phone will directly connect you to the UTTC Security Officer (s) on patrol.

REPORTING TO OTHER CAMPUS SECURITY AUTHORITIES

While UTTC prefers that UTTC community members promptly report all crimes and other emergencies directly to 911 and the UTTC Safety & Security Department at (701) 221-1700 or 911, we also recognize that some may prefer to report to other individuals or college offices. The Clery Act recognizes certain college officials and offices as Campus Security Authorities (CSAs). These individuals are “officials” of an institution who have significant responsibility for student and campus activities, including, but not limited to student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution. CSA’s are required to report all crimes to the UTTC Safety & Security Director as soon as reasonably possible. While UTTC has identified a number of CSAs, we officially designate the following departments as places where college community members may report crimes:

OFFICE	CAMPUS	PHONE NUMBER
UTTC Safety & Security Dept.	#63, 3315 University Dr. UTTC, Bismarck, ND 58504	(701) 221-1700
Student Services	Jack Barden Center, 3315 University Dr., Bismarck, ND 58504	(701) 221-3103 front desk
Campus Services	Jack Barden Center, 3315 University Dr., Bismarck, ND 58504	(701) 221-1707
Residential Life Department	COED Dorm, 3315 University Dr., Bismarck, ND 58504	(701) 221-1513
VP of Student Services	Jack Barden Center, 3315 University Dr., Bismarck, ND 58504	(701) 221-1766

CAMPUS SECURITY AUTHORITIES

The Clery Act identifies certain categories of employees and non-employees as CSAs who have federally mandated responsibilities to report alleged Clery Act crimes that they witness or are reported to them. A Clery Act crime is considered reported when it is brought to the attention of a CSA, the UTTC Safety & Security Department, local law enforcement personnel by a victim, witness, other third party or even the offender.

The following categories identifies whom is a Campus Security Authority:

- The UTTC Safety & Security Department personnel and department administrators
- Local sworn law enforcement officials (Burleigh County Sheriffs Office)
- Officials with significant responsibility for student and campus activities

CAMPUS SECURITY AUTHORITIES

Any UTTC Safety & Security Officer or department administrator/employee (701) 221-1700

UTTC Safety & Security Director (Clery Act Compliance) (701) 221-1300

Vice President of Student Services (701) 221-1766

Vice President of Campus Services (701) 221-1708

Human Resource Director/Title IX Coordinator (701) 221- 1721

Athletic Director (701) 221-1361

Athletic Department Coaches (701) 221-1361

Athletic Department Assistant Coaches (701) 221-1361

Strengthening Lifestyles Director (701) 221-1357

Residential Life Director (701) 221-1513

Residential Service Coordinator (701) 221-1552

Residential Life Department Residential Assistants (RAs) (701) 221-1486, 221-1487, 221-1308, 221-1356



PASTORAL AND PROFESSIONAL COUNSELORS

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by UTTC to serve in a counseling role are not considered Campus Security Authorities (CSAs) when they are acting in the counseling role. UTTC encourages pastoral and professional counselors to notify those whom they are counseling of the many available options, including the voluntary, confidential reporting process.

ABOUT THE UNITED TRIBES TECHNICAL COLLEGE SAFETY & SECURITY DEPARTMENT

ROLE, AUTHORITY, AND TRAINING

UTTC Safety & Security provide 24 hour security coverage six full time security officers providing a safe working and learning environment. Security Officers do not have arrest authority. The Safety & Security Department enforces traffic and parking regulations, promotes crime prevention, and secures the college's buildings and family housing areas. Excellent communication with law enforcement agencies, particularly the Burleigh County Sheriffs Department, is also maintained. Information relating to campus crime is collected annually and available upon request.

SAFETY & SECURITY OFFICERS ON DUTY MAY BE CONTACTED 24 HOURS A DAY, SEVEN DAYS A WEEK, BY CALLING (701) 221-1700 OR 1700 FROM ANY CAMPUS EXTENSION

The Safety & Security Department is comprised of:

- 1 Safety & Security Director
- 1 Campus Security Specialist
- 6 Full-time Security Patrol Officers
- 6 Part-time On-call Security Patrol Officers



UTTC COMMITMENT TO SAFETY

The college takes great pride in the community here at UTTC and has many advantages for students, faculty, and staff. UTTC is a great place to live, learn, work and study, however, this does not mean that the campus community is immune from all of the other unfortunate circumstances that arise in other communities.

The most effective thing you can do to reduce the likelihood of crime is to develop a strong sense of community with others at your family housing area, dorm, or workplace. Keep an eye on property, living, and work areas.

UTTC takes progressive measures to create and maintain a reasonably safe environment on campus. Though the college is progressive with its policies, programs, and education, it is up to each one of us to live with a sense of awareness and use reasonable judgement when living, working or visiting on campus. Please report suspicious activities to the UTTC Safety & Security Department at (701) 221-1700 or 911.

WORKING RELATIONSHIP WITH LOCAL, STATE, AND FEDERAL LAW ENFORCEMENT AGENCIES

United Tribes Technical College maintains a cooperative relationship with local and surrounding police agencies. This includes special event coordination, training programs, and investigation of serious incidents.

MEMORANDUM OF UNDERSTANDING BETWEEN UTTC AND THE BURLEIGH COUNTY SHERIFFS DEPARTMENT

UTTC has a memorandum of understanding (MOU) with the Burleigh County Sheriffs Office. The MOU outlines the operational responsibility. Key topics in the MOU are emergency response, 9 1 1 response, special events, and investigation of serious incidents. The MOU also addresses on-going communication and informational exchanges in the form of reports and statistical data.

TIMELY WARNINGS-CRIME ALERTS

In an effort to provide timely notice to the UTTC campus community in the event of a Clery Act crime that may pose a serious or ongoing threat to members of the community, the UTTC Safety & Security Department issues "Crime Alerts" for the following crimes; aggravated assault; criminal homicide; robbery; burglary; sex assaults; and hate crimes. UTTC Safety & Security will post these warning through a variety of ways, including but not limited to bulletins, emails, text alerts, and social media.

The purpose of these Crime Alerts is to notify the UTTC community of the incident and to provide information that may enable community members to protect themselves from similar incidents. UTTC Safety & Security will issue Crime Alerts whenever the following criteria are met:

1. A crime is committed;
2. The perpetrator has not been apprehended; and
3. There is a substantial and on-going risk to the physical safety of other members of the UTTC campus community because of the crime.

Such crimes include, but are not limited to: Clery Act crimes that are reported to any campus security authority or the local police; or when the College determines that the incident represents an on-going threat to the UTTC campus community.

In emergency situations, the UTTC Safety & Security Director may authorize a Crime Alert. Crime Alerts are sent out to the UTTC campus community via the e2campus Emergency Notification System. Any student, faculty, and staff can sign up online for the Crime Alerts; and the service is free to students, faculty, and staff. These messages are a very effective way to send important information to the campus community about safety on the UTTC campus.



EMERGENCY RESPONSE AND EVACUATION PROCEDURES

EMERGENCY MANAGEMENT AT UTTC

The UTTC Safety & Security Department is responsible for the UTTC Emergency Operations Plan (EOP). This plan is designed to be an all-hazards disaster response and emergency management plan that complies with FEMA guidelines for Higher Education that includes planning, mitigation, response, and recovery actions.

DRILLS, EXERCISES AND TRAINING

Annually, UTTC conducts emergency management exercises to test emergency procedures. The scenarios for these exercises change from year-to-year, and include several departments from across campus. These exercises may include drills, tabletop exercises, campus wide emergency response exercises. UTTC also conducts after-action reviews of emergency management exercises with assistance from the Burleigh County Emergency Manager.

EMERGENCY NOTIFICATION

UTTC is committed to ensuring that our campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. UTTC uses the emergency notifications system e2campus. E2campus is an emergency notification service that proactively contacts students, faculty, and staff at their email address and cell phone. E2campus can be used to send emergency messages within minutes of the occurrence of an incident. The system can send simultaneous messages to the UTTC community by email, telephone, cell phone, text messages, office phones, and social media.

UTTC campus community members can visit <https://www.e2campus.net/my/uttc/signup.htm> to sign up, update or change their contact information. UTTC performs a monthly test of the system to ensure its readiness.

SECURITY OF AND ACCESS TO UTTC FACILITIES

UTTC Safety & Security maintains control of access to campus facilities. UTTC Facility Director monitors the issuance of keys and administers alarm systems, with the assistance of the UTTC Safety Director. It is important to understand, however that the UTTC campus is generally open to the public. Administrative buildings are open from 8am to 5pm., Monday through Friday, and academic buildings are open from 8am until 8pm. Academic buildings re scheduled to be open on weekends, only as needed. Access to individual classrooms and laboratories is limited to those designated faculty personnel and students enrolled in the courses there. Likewise, access to most programs is limited to those enrolled in the program or designated faculty and staff personnel or otherwise authorized access.

Many cultural and athletic events held in UTTC facilities are open to the public. Other facilities such as the bookstore, cafeteria, and wellness exercise rooms/areas are likewise open to the public. Only designated staff are issued keys to a building.



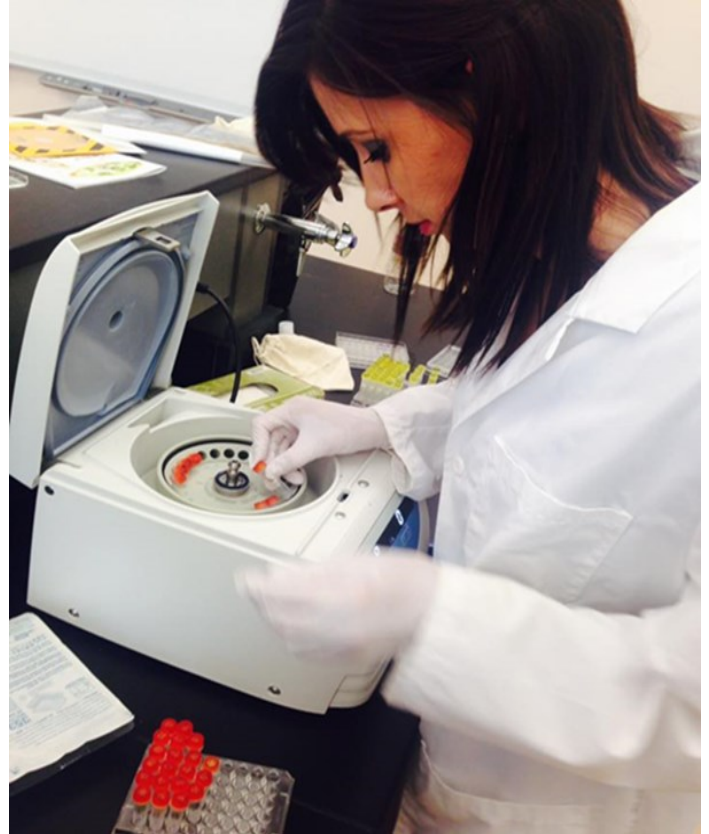
EMERGENCY NOTIFICATION/TIMELY WARNING/NOTIFICATION MATRIX

THUNDER ALERT (Text and Email)	This is a free automated messaging service (e2campus) that can deliver an email and text message.
DIGITAL SIGNAGE	Emergency alert message will appear on the front gate digital sign advising of the emergency situation and how to respond
UTTC HOME PAGE (www.uttc.edu)	An alert banner will appear on the front page of the UTTC website. Advising of the emergency situation and how to respond
UTTC OFFICE AND BUILDING PHONES	An automated system (e2campus) will deliver a voice message advising of the emergency situation and how to respond.
NOAA RADIOS	Provides automatic alerts of weather watches/warnings issued by the National Weather Service.
FIRE ALARM SYSTEMS	Each building has a fire alarm system to signal building evacuation if necessary.
TORNADO SIREN (BURLEIGH COUNTY EMERGENCY MANAGEMENT)	A tornado siren is located near the UTTC campus and sounds in the event of a tornado warning. The tornado siren is operated by the Burleigh County Emergency Management Department.
CAMPUS SIREN	A manual siren is located in building 63 and is initiated in the event of a tornado warning.

MISSING STUDENTS

UTTC Safety & Security is responsible for responding to a report of a missing student, which is a student who has been missing for less than 24 hours. Anyone who suspects that a student is missing shall immediately inform the UTTC Safety & Security Department at (701) 221-1700.

UTTC Safety & Security will investigate each missing student report and, if they determine the student is missing, they will notify the Burleigh County Sheriff's Office within 24 hours. UTTC Safety & Security does not have to wait a full 24 hours after receiving a missing student report to notify law enforcement.



FIREARMS AND WEAPONS POLICY

Possession, use, or distribution of explosive (including but not limited to fireworks and ammunition), guns (including but not limited to air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives having blades in excess of six inches in length (except for culinary knives reasonably necessary for cooking in on-campus residences or), including the storage of any item that falls within The category of a weapon in a vehicle parked on UTTC property. The only exception to this rule is that Students Residing on campus will be allowed to store hunting weapons with the Safety and Security Department in a locked weapons safe.

DORM ACCESS

The UTTC Dorms (COED Dorm, Sitting Bull Hall, Sakakawea Hall) are locked from 12am to 7am, with entry controlled by a mechanical key system.

Resident Assistant staff are responsible for checking and security doors, when needed.

All dorms are equipped with locks with crash bars to ensure quick emergency exit. Only residents and their invited guests are permitted in the living areas of the dorms. It is the residents responsibility to ensure that his/her guests is aware of Resident Life policies. Guests are not provided with room keys. It is the responsibility of residents and staff members to challenge or report individuals who cannot be identified as residents or the guests of residents. When the Safety & Security Department receives a report of an unauthorized guest in a dorm, a security officer is dispatched to identify the person. UTTC encourages students to take personal responsibility for keeping themselves, their belongings and everyone they live with, safe.

DRUG AND ALCOHOL POLICY

UTTC is committed to the success of all students and adheres to zero tolerance policy in regards to drugs and alcohol. Drug and alcohol use can be a major hindrance to achieving a successful school career. UTTC policy prohibits the illegal use, possession, manufacture or distribution of controlled substances or drug paraphernalia on the College campus and any premises owned, leased, or rented by the College. Students violating this policy are subject to disciplinary action. Disciplinary action may include expulsion from college, eviction from campus residence, loss of student status, and punishment under applicable laws. UTTC Wellness Programs offer education and information on drug and alcohol use and can provide referrals to community agencies or rehabilitation. Students are encouraged to seek assistance.

DRUG AND ALCOHOL EDUCATION PROGRAMS

UTTC recognizes chemical dependency as a treatable illness. Additionally, the college recognizes that chemical problems may interfere with student ability to achieve their academic goals. UTTC shares in the responsibility to assist students through the scope of services offered at the Chemical Health Center. Services include, but are not limited to:

- Alcohol and drug education/counseling
- Alcohol and drug counselor training classes
- Anger management
- Smoking Cessation Program
- After Care
- 16 hour DUI Classes
- Spiritual/Cultural advising
- Various drug and alcohol prevention activities
- Referrals
- One-on-one counseling
- Intervention Counseling
- Prevention education video library

Chemical Health Center Office hours are Monday to Friday, 8am to 5pm.

Visit them online at:

<http://www.uttc.edu/student-life/wellness/chemical-health>

SEXUAL HARRASSMENT, SEXUAL MISCONDUCT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

UTTC is committed to maintaining a working and learning environment that is free from discrimination, harassment, and violence and in which all Members of the UTTC Community are treated with dignity and respect. UTTC strives to create an environment that supports, encourages and rewards career and educational advancement on the basis of ability and performance. Accordingly, UTTC prohibits, to the extent permitted by applicable law, discrimination on the basis of sex, gender, sexual orientation, and pregnancy; sexual misconduct, domestic and dating abuse and violence, and stalking. UTTC expects all members of the UTTC community to avoid any behavior or conduct that could be reasonably be interpreted as unlawful sex or gender-based discrimination or harassment.

All members of the UTTC community must promptly notify the Title IX Director or the Safety & Security Director after being informed of or having a reasonable basis to suspect that there has been discrimination against, harassment of, or retaliation against a student, faculty or staff.

Additionally, many survivors of gender-based violence struggle to identify what has happened to them. Sometimes it takes days or even weeks before a person can think clearly and recognize that they have experienced a sexual assault. It is important to seek help regardless of how long ago a trauma may have occurred. UTTC offers guidelines to help you identify what happened to you and the options you have.

DEFINING SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, STALKING AND CONSENT AS DEFINED BY THE VIOLENCE AGAINST WOMEN'S ACT (VAWA)

UTTC prohibits the crimes of sexual assault, domestic violence, dating violence, and stalking as those terms are defined for the purposes of the Clery Act. Definitions of the crimes of sexual assault, domestic violence, dating violence, and stalking as defined by the Violence Against Women's Act (VAWA), the definition of consent in reference to sexual activity is located in Appendix A of this report.

Sexual misconduct, domestic violence, dating violence, and stalking can occur within any combination of genders, gender identities/expressions, and sexual orientations.

INVESTIGATION PROCESS, DISCIPLINARY ACTIONS, AND POSSIBLE SANCTIONS/UTTC STUDENT CODE OF CONDUCT

UTTC is dedicated to prohibiting sex discrimination among its students, staff and on its campus. Importantly, it is expressly and unequivocally noted here that sexual harassment, including acts of sexual violence, is expressly a form of sex discrimination governed by Title IX and is strictly prohibited by United Tribes Technical College (hereinafter "UTTC"). Moreover, sexual harassment is an especially egregious form of sex discrimination and will not be tolerated under any circumstances. UTTC recognizes that sexual harassment can occur in many different ways, including incidents of verbal or physical nature. It is the express goal of UTTC to prevent sexual harassment through education of the UTTC community. Should sexual harassment occur, UTTC will take appropriate steps to prevent recurrence by promptly and effectively eliminating the hostile environment created by the harassment and to assist the victim using all

available resources. UTTC will investigate any claim of sex discrimination and/or sexual harassment to the fullest extent possible in a prompt and effective manner. UTTC's investigation (s) will be independent of and separate from law enforcement investigations, but may be coordinated with local law enforcement investigations should the need arise. All allegations of discrimination based on sex, including instances of sexual harassment, will be taken very seriously by UTTC. UTTC will in all cases endeavor to execute a prompt and equitable resolution to every complaint (s) of sexual discrimination submitted to it. Any complaint (s) should be reported to UTTC's Title IX Coordinator by filing a grievance.

Additionally, UTTC Student Code of Conduct policy is located in Appendix B of this report.

PROCEDURES FOR REPORTING A SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

- A. Go to a safe place and speak to someone you trust. Tell this person what happened.
- B. If you have been sexually assaulted or have been the victim of domestic violence, dating violence, or stalking, we encourage you to report this crime to one of the following:
 - Safety & Security Department (701) 221-1700
 - Burleigh County Sheriff's Office (911)
 - If you prefer to contact another UTTC campus member and be assisted in contacting authorities, options include:
 - Title IX Director (701) 221-1721
 - Human Resources (701)221-1321
 - UTTC Domestic Violence Advocate (701) 221-1372
 - Abused Adult Resource Center (701) 222-8370

SERVICES FOR VICTIMS

Services for victims include, but are not limited to:

- Crisis intervention, emotional support, and advocacy for victims of domestic violence, sexual assault, stalking and dating violence.
- Advocacy and support to victims who witness violence
- Informational and referral to appropriate agencies including legal services, medical, mental health, counseling, victim/witness, law enforcement, social and employment agencies
- Provide public prevention education and awareness on and off campus



CRIME PREVENTION AND SECURITY AWARENESS PROGRAMS

UTTC would much rather prevent crimes from occurring than react to them after the fact. Crime prevention and security awareness programs is based on the concepts of eliminating or minimizing criminal opportunities whenever possible and encouraging the UTTC campus community to be responsible for their own security and the security of others.

New Student Orientation: Every year during new student orientation, the Safety & Security Director provide information to new students regarding personal safety, crime prevention, crime notifications, bystander intervention, and campus safety & security resources and reporting options.

Campus Security Authority (CSA): CSA training is provided to all Resident assistants and Security personnel. Clery Act and Title IX training is also provided to better assist direct staff in providing assistance to students and understanding the basics of the Clery Act and Title IX.

Additionally throughout the year, the UTTC Safety & Security Department, local law enforcement present crime prevention and awareness sessions to both students, faculty, and staff on personal safety, active shooter survival training, security procedures, first aid and cpr/aed, defensive driving, adverse weather driving; and local and campus resources. These are available to any student group and campus department upon request and are also scheduled throughout the year.

In addition to the presentations/programs described above, UTTC employs the following crime prevention and risk reduction tools:

Emergency Dorm Phones: These phones are located on all dorms and are clearly marked.

Alarm Systems: Fire alarms systems are utilized in buildings on the UTTC campus

Security Surveys: Safety & Security staff conduct surveys of exterior doors, exterior lighting, campus facilities, and campus grounds on a regular basis.

Printed Crime Prevention Materials: Crime prevention material related motor vehicle safety, personal safety, life safety, are distributed electronically and posted throughout campus.

Security Escort Service: Security escort is available and will be provided upon request by calling UTTC Safety & Security at (7010 221-1700. The service is free and available 24 hours.

CCTV: A network of cameras is utilized on campus in select areas to augment the UTTC Safety & Security Department security services/patrol.

Anonymous Crime Reporting: UTTC students and employees can report non-emergency crimes, threats or other concerns anonymously by text message by texting to 50911 the word THUNDER, followed by your crime tip.

Event Security: UTTC Safety & Security can provide security services to support events on campus. Questions or requesting assistance, call the Safety & Security Director at (701) 221-1300.

Social Media: UTTC utilizes social media on a daily basis to advise and educate the campus about topics ranging from property theft, life safety, personal safety, driver safety, etc., utilizing Facebook and Twitter.

PERSONAL SAFETY AND CRIME PREVENTION TIPS

Most crimes can be deterred, if not entirely prevented, by developing simple tasks and habits. While following the tips below cannot guarantee that you will not be a victim of a crime, your chances of being victimized can be reduced.

- ◆ Report all suspicious activity to the UTTC Safety & Security Department and/or local law enforcement. Every time a crime is reported, there is a chance to catch the criminal. When a crime goes unreported, the criminal walks free to victimize again. UTTC encourage students and employees to program the UTTC Safety & Security Department phone number (701) 221-1700 into their mobile devices.
- ◆ Lock your car doors anytime you leave the car. It takes only seconds to lock and unlock your car doors, and these seconds can save you from being victimized.
- ◆ Don't leave obvious valuables in plain view in your car. Temptation and availability is all that is needed to cause a would-be thief to attempt and complete a theft.
- ◆ Check the back seat of your car before you get in. You may have an uninvited passenger.
- ◆ Lock your dorm room or family housing unit. This is probably the best simple deterrent available to protect your property and you. A criminal will often take the path of least resistance.
- ◆ Don't display large sums of cash or expensive jewelry. Cash and jewelry are often impossible to trace and easy for a thief to dispose of quickly.
- ◆ Know who is at the door before you open it. Know who is at your door and what they want. If it doesn't seem right, keep the door shut and communicate through the door.
- ◆ Walk with a friend when out late at night, and walk on designated path areas and well-lit areas. Safety in Numbers. Use the Security Escort Service available 24 hours, by calling (701) 221-1700.
- ◆ Secure bicycles with adequate locking mechanisms. Always lock your bike; an unlocked bike is an easy target for a thief.
- ◆ Do not drive drunk. UTTC is an alcohol and drug free campus. Don't impair your judgement with alcohol or illegal drugs.
- ◆ Do not leave doors propped open
- ◆ Program the UTTC Safety & Security Department phone number into your mobile device. (701) 221-1700
- ◆ Sign up for free THUNDER ALERTS, by going to <https://www.e2campus.net/my/uttc/signup.htm>. In an emergency, UTTC will alert students and employees by using THUNDER ALERTS.
- ◆ Make sure that you have verbal and sober consent from anyone before engaging in sexual activity.
- ◆ Remain vigilant and never take personal safety for granted.

2013-2015 CRIME STATISTICS

Reports of crimes are calculated per Clery requirements. When counting multiple offenses, UTTC uses the FBI's UCR Hierarchy Rule. This rule requires that only the most serious offense is counted when more than one offense was committed during a single incident, or when a single offense could fall under the definition of more than one crime. However, there are some exceptions to this rule. Hate crimes, arrests and referrals for drug/liquor/weapons violations, and the crimes of arson, domestic violence, dating violence, and stalking do not fall under the Hierarchy Rule and are counted along with the most serious crime committed in situations where more than one Clery crime has occurred in a given incident. Additionally, if a murder and a sex offense are committed during the same incident, both are counted. If an incident occurs in University Housing properties, it is counted twice: once in the "On Campus" section and once in the "Residential Life/Dorms" section.

Additionally, with the passing of the Violence Against Women Reauthorization Act (VAWA) of 2013, the crimes of domestic violence, dating violence, and stalking were added to the list of crimes that UTTC is required to collect statistics for and report beginning in 2014. For definitions of these crimes, see [Appendix A](#). In 2014, the definition of "rape" in the Uniform Crime Reporting (UCR) Summary Reporting System was also revised to reflect the Federal Bureau of Investigation's (FBI) updated definition, which encompasses the categories of rape, sodomy, and sexual assault with an object that are used in the UCR National Incident-Based Reporting System. The updated definition of rape is used for Clery purposes in this report.



CRIMES REPORTED IN CLERY ACT CATEGORIES

2013-2014-2015

Criminal Offense	On Campus			Non Campus			Public Property		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Murder/Non-Negligent Manslaughter	0(0)	0(0)	0(0)	0	0	0	0	0	0
Negligent manslaughter	0(0)	0(0)	0(0)	0	0	0	0	0	0
Forcible sex offenses (including forcible rape)	6(0)	0(0)	0(1)	0	0	0	0	0	0
Non forcible sex offenses	0(0)	3(0)	0(0)	0	0	0	0	0	0
Incest	0(0)	0(0)	0(0)	0	0	0	0	0	0
Statutory Rape	0(0)	0(0)	0(0)	0	0	0	0	0	0
Robbery	0(0)	0(0)	0(0)	0	0	0	0	0	0
Aggravated assault	2(0)	2(0)	0(0)	4	0	0	0	0	0
Burglary	2(0)	6(0)	3(2)	2	0	0	0	0	0
Motor vehicle theft	2(0)	2(0)	0(0)	0	0	0	0	0	0
Arson	0(0)	1(0)	0(0)	0	0	0	0	0	0
Stalking	1(0)	0(0)	0(0)	0	0	0	0	0	0
Domestic Violence	53(13)	5(0)	7(1)	5	0	1	0	0	0
Dating Violence	0(0)	0(0)	0(0)	0	0	0	0	0	0

ARRESTS/Student Discipline Referrals for liquor, drug and weapons law violations IN CLERY ACT CATEGORIES 2013– 2015

Arrest	On Campus			Non Campus			Public Property		
	2013	2014	2015	2013	2014	2015	2013	2014	2015
Liquor law violations (arrests)	22(16)	19(0)	7(1)	2	0	0	0	0	0
Number of disciplinary actions/judicial referrals	29(12)	19(0)	13(3)	0	0	0	0	0	0
Drug law violations (arrests)	5(2)	18(0)	6(2)	2	0	0	0	0	0
Illegal weapons possessions (arrests)	0(0)	0(0)	0(0)	0	0	0	0	0	0

HATE CRIMES

There were no hate crimes reported to college or law enforcement officials in calendar years, 2013,2014,2015

	On Campus			Non Campus			Public Property		
Reported Crimes	2013	2014	2015	2013	2014	2015	2013	2014	2015
Gender									
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/vandalism	0	0	0	0	0	0	0	0	0
Race									
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/vandalism	0	0	0	0	0	0	0	0	0
Religion									
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/vandalism	0	0	0	0	0	0	0	0	0
Sexual Orientation									
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/vandalism	0	0	0	0	0	0	0	0	0
Ethnicity									
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/vandalism	0	0	0	0	0	0	0	0	0
Disability									
Larceny/ Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/vandalism	0	0	0	0	0	0	0	0	0

A hate crime is one that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. The categories of bias include race, gender, religion, sexual orientation, ethnicity/national origin or disability. The Clery Act requires colleges and universities to disclose all instances of Clery Act crimes listed in the crime statistics table above plus any other crime involving bodily injury that manifests evidence that the crime is a hate crime. The disclosure of each hate crime must include information about the geographic location where it occurred and the category of bias that was involved.

Emergency Phone Number & Contact Information

Dial **9-1-1**

Abused Adult Resource Center

Call for the location

Phone: 222-8370

Archway Mental Health Services of St. Alexius Medical Center

401 North 9th Street, Bismarck

Phone: 224-7192

Burleigh County Sheriff's Department

Burleigh County Court House, 514 East Thayer Avenue, Bismarck, ND 58501

Emergency Service: 911

Non-Emergency Phone: 222-6651

Bismarck Police Department

700 South Ninth Street, Bismarck, ND 58504

Emergency Service: 911

Non-Emergency Phone: 223-1212

UTTC Safety & Security Department

Office Phone: 221-1700



United Tribes Technical College (UTTC) Fire Safety Policy and Report

Reporting period for this report is January 1, 2013, to December 31, 2015. The US Department of Education now requires colleges and universities to post to the community an annual fire safety report. The report must include:

- The number of fires in each on-campus housing facility.
- The number of deaths related to the fire.
- The number of injuries related to the fire that resulted in treatment at a medical facility.
- The value of property damage related to the fire.
- A description of the fire safety system for each on-campus student housing facility.
- The number of fire drills held the previous calendar year.
- The university's policies regarding portable electrical appliances, smoking and open flames in student housing facilities.
- Procedures for student housing evacuation.
- Policies for fire safety education and training programs for students, faculty and staff.
- A list of titles of each person or organization to which individuals should report that a fire has occurred.
- Plans for future improvements in fire safety, if determined necessary by the institution.
- The institution must maintain a "Fire Log" that is available upon request to any person.

College-Wide Protocol for Fire Emergency

The following procedure is the College-wide protocol in cases of fire emergency:

1. Pull the fire alarm as you exit the building.
2. Dial 911 from a safe location.
3. State that you are calling from UTTC.
4. Provide the proper name of the building, floor and room numbers.
5. Specify fire type (chemical, paper, wood, electrical, etc.).
6. Direct fire/emergency/Security personnel to location.
7. Notify the Safety & Security Department at (701) 221-1700.
8. If you are unable to use the stairs for any reason wait for rescue in the nearest stairwell.

Stairwells are designated "areas of refuge."

Do not attempt to extinguish a fire unless trained and in a controlled environment with proper equipment available.

PORTABLE ELETRONIC APPLIANCES

The electrical system in the residence halls is not designed to carry heavy loads of Electrical equipment. Students are required to be responsible in their use of appliances/electronics which includes proper and judicious use of multi-outlet strips and surge protectors. Extension cords are not permitted. All electrical equipment must be UL listed.

SMOKING

Smoking is prohibited on the UTTC Campus; including family housing unit and dorms.

OPEN FLAMES, FIREWORKS, EXPLOSIVES, AND FLAMMABLE MATERIALS

Any item with an open flame or that burns (candles, incense, sterno stoves, alcohol burners, etc.) is prohibited. Fireworks of any type are prohibited and may not be kept anywhere in a residential facility. Explosives of any kind, or equipment or materials intended to be used in making explosives, are not allowed. Hazardous chemicals or flammable liquids are also prohibited, including propane tanks or gas cylinders for grills and camping equipment.

All fires, even if extinguished, must be reported to the Safety or Security Department on UTTC's campus.

Fire Log

The campus housing fire log is a summary of any fires that occurred in on-campus housing or residential hall for the past year. The log records date and time, general location, estimate of property damage, number of injuries and/or deaths associated with the fire. The Safety and Security Department maintains an electronic log of all incidents brought to their attention on campus which includes any fire. It is reported on an annual basis and is available for inspection for the most recent 60 day period. This log is available to anyone upon request free of charge. Simply notify the Director of Safety and Security, in writing, and provide the date ranges you would like to see in the log. The information will be provided to you. Portions of the log older than 60 days are available within two business days of a request for public inspection. The fire log records are filed for a period of seven years. In accordance with the Higher Education Opportunities Act of 2008, UTTC is providing mandatory fire safety information as a part of this report. Detailed information is listed in the table below about fires in any student housing area in 2010.

Reporting fires that have occurred (Not in Progress)

For any fire that has occurred (not in progress) individuals may report the incident to any member of any member of the Safety or Security Staff, the Director of Housing or Housing Staff, Resident Hall Director or any Resident assistant, the Director of Safety or Security.



UTTC FIRE LOG

Facility	2013			2014			2015		
	Fires	Injury	Death	Fires	Injury	Death	Fire	Injury	Death
Sakakawea Hall	0	0	0	0	0	0	0	0	0
Sitting Bull Hal	0	0	0	0	0	0	0	0	0
Coed Dorm	0	0	0	0	0	0	0	0	0
Touchstone Lodge	0	0	0	0	0	0	0	0	0
Kateri Hall	0	0	0	0	0	0	0	0	0
Solo Dorm	0	0	0	0	0	0	0	0	0
August Little Soldier Apart- ments	0	0	0	0	0	0	0	0	0
Washington Court Apartments 1	0	0	0	0	0	0	0	0	0
Washington Court Apartments 2	0	0	0	0	0	0	0	0	0
House 3	0	0	0	0	0	0	0	0	0
House 3	0	0	0	0	0	0	0	0	0
House 4	0	0	0	0	0	0	0	0	0
House 99	0	0	0	0	0	0	0	0	0
House 130	0	0	0	0	0	0	0	0	0
House 131	0	0	0	0	0	0	0	0	0
House 132	0	0	0	0	0	0	0	0	0
House 133	0	0	0	0	0	0	0	0	0
House 134	0	0	0	0	0	0	0	0	0
House 135	1	0	0	0	0	0	0	0	0
House 136	0	0	0	0	0	0	0	0	0
House 137	0	0	0	0	0	0	0	0	0
House 138	0	0	0	0	0	0	0	0	0
House 139	0	0	0	0	0	0	0	0	0
House 140	0	0	0	0	0	0	0	0	0
House 141	0	0	0	0	0	0	0	0	0
House 142	0	0	0	0	0	0	0	0	0
House 143	0	0	0	0	0	0	0	0	0
House 144	0	0	0	0	0	0	0	0	0
House 145	0	0	0	0	0	0	0	0	0
House 146	0	0	0	0	0	0	0	0	0
House 147	0	0	0	0	0	0	0	0	0
House 148	0	0	0	0	0	0	0	0	0
House 149	0	0	0	0	0	0	0	0	0

House 150	0	0	0	0	0	0	0	0	0
House 151	0	0	0	0	0	0	0	0	0
House 152	0	0	0	0	0	0	0	0	0
House 153	0	0	0	0	0	0	0	0	0
House 154	0	0	0	0	0	0	0	0	0
House 155	0	0	0	0	0	0	0	0	0
House 156	0	0	0	0	0	0	0	0	0
House 157	0	0	0	0	0	0	0	0	0
House 158	0	0	0	0	0	0	0	0	0
House 159	0	0	0	0	0	0	0	0	0
House 160	0	0	0	0	0	0	0	0	0
House 55	0	0	0	0	0	0	0	0	0
House 179	0	0	0	0	0	0	0	0	0
House 180	0	0	0	0	0	0	0	0	0
House 181	0	0	0	0	0	0	0	0	0
House 182	0	0	0	0	0	0	0	0	0
Building 1A/1B	0	0	0	0	0	0	0	0	0
Building 5	0	0	0	0	0	0	0	0	0
Building 6	0	0	0	0	0	0	0	0	0
Building 7	0	0	0	0	0	0	0	0	0
Building 9	0	0	0	0	0	0	0	0	0
Building 10	0	0	0	0	0	0	0	0	0
Building 11	0	0	0	0	0	0	0	0	0
Building 31/31	0	0	0	0	0	0	0	0	0
Building 47	0	0	0	0	0	0	0	0	0
Building 48	0	0	0	0	0	0	0	0	0
Building 51	0	0	0	0	0	0	0	0	0
Building 61	0	0	0	0	0	0	0	0	0
Buildign 62	0	0	0	0	0	0	0	0	0
Building 63	0	0	0	0	0	0	0	0	0
Building 64	0	0	0	0	0	0	0	0	0
Building 65	0	0	0	0	0	0	0	0	0
Building 69	0	0	0	0	0	0	0	0	0
Building 71	0	0	0	0	0	0	0	0	0
Building 72	0	0	0	0	0	0	0	0	0
Theodore Jameson TJES	0	0	0	0	0	0	0	0	0
Building 100	0	0	0	0	0	0	0	0	0
Building 200	0	0	0	0	0	0	0	0	0
Science & Tech Building	0	0	0	0	0	0	0	0	0

UTTCC FIRE DAMAGE REPORT 2013-2015

Facility	Report #	Nature of Incident	Cause	Date Occurred	Time Occurred	# of Deaths	# of injuries	Costs
Sakakawea Hall	0	0	0	0	0	0	0	0
Sitting Bull Hal	0	0	0	0	0	0	0	0
Coed Dorm	0	0	0	0	0	0	0	0
Touchstone Lodge	0	0	0	0	0	0	0	0
Kateri Hall	0	0	0	0	0	0	0	0
Solo Dorm	0	0	0	0	0	0	0	0
August Little Soldier Apartments	0	0	0	0	0	0	0	0
Washington Court Apartments 1	0	0	0	0	0	0	0	0
Washington Court Apartments 2	0	0	0	0	-	0	0	0
Building 3A/3B	0	0	0	0	0	0	0	0
Building 4 A/B	0	0	0	0	0	0	0	0
House 99	0	0	0	0	0	0	0	0
House 130	0	0	0	0	0	0	0	0
House 131	0	0	0	0	0	0	0	0
House 132	0	0	0	0	0	0	0	0
House 133	0	0	0	0	0	0	0	0
House 134	0	0	0	0	0	0	0	0
House 135	1	Fire	Smoking	4/3/13	10:32	0	0	\$433.00
House 136	0	0	0	0	0	0	0	0
House 137	0	0	0	0	0	0	0	0
House 138	0	0	0	0	0	0	0	0
House 139	0	0	0	0	0	0	0	0
House 140	0	0	0	0	0	0	0	0
House 141	0	0	0	0	0	0	0	0
House 142	0	0	0	0	0	0	0	0
House 143	0	0	0	0	0	0	0	0
House 144	0	0	0	0	0	0	0	0
House 145	0	0	0	0	0	0	0	0
House 146	0	0	0	0	0	0	0	0
House 147	0	0	0	0	0	0	0	0
House 148	0	0	0	0	0	0	0	0
House 149	0	0	0	0	0	0	0	0

House 150	0	0	0	0	0	0	0	0
House 151	0	0	0	0	0	0	0	0
House 152	0	0	0	0	0	0	0	0
House 153	0	0	0	0	0	0	0	0
House 154	0	0	0	0	0	0	0	0
House 155	0	0	0	0	0	0	0	0
House 156	0	0	0	0	0	0	0	0
House 157	0	0	0	0	0	0	0	0
House 158	0	0	0	0	0	0	0	0
House 159	0	0	0	0	0	0	0	0
House 160	0	0	0	0	0	0	0	0
House 55	0	0	0	0	0	0	0	0
House 179	0	0	0	0	0	0	0	0
House 180	0	0	0	0	0	0	0	0
House 181	0	0	0	0	0	0	0	0
House 182	0	0	0	0	0	0	0	0
Building 1A/1B	0	0	0	0	0	0	0	0
Building 5	0	0	0	0	0	0	0	0
Building 6	0	0	0	0	0	0	0	0
Building 9	0	0	0	0	0	0	0	0
Building 10	0	0	0	0	0	0	0	0
Building 11	0	0	0	0	0	0	0	0
Building 31/32	0	0	0	0	0	0	0	0
Building 47	0	0	0	0	0	0	0	0
Building 48	0	0	0	0	0	0	0	0
Building 51	0	0	0	0	0	0	0	0
Building 61	0	0	0	0	0	0	0	0
Building 62	0	0	0	0	0	0	0	0
Building 63	0	0	0	0	0	0	0	0
Building 64	0	0	0	0	0	0	0	0
Building 65	0	0	0	0	0	0	0	0
Building 69	0	0	0	0	0	0	0	0
Building 71		0	0	0	0	0	0	0
Building 72	0	0	0	0	0	0	0	0
Theodore Elementary TJES	0	0	0	0	0	0	0	0
Building 100	0	0	0	0	0	0	0	0
Building 200	0	0	0	0	0	0	0	0
Science & Tech Building	0	0	0	0	0	0	0	0

FIRE SAFETY SYSTEMS AND DRILLS FOR 2015

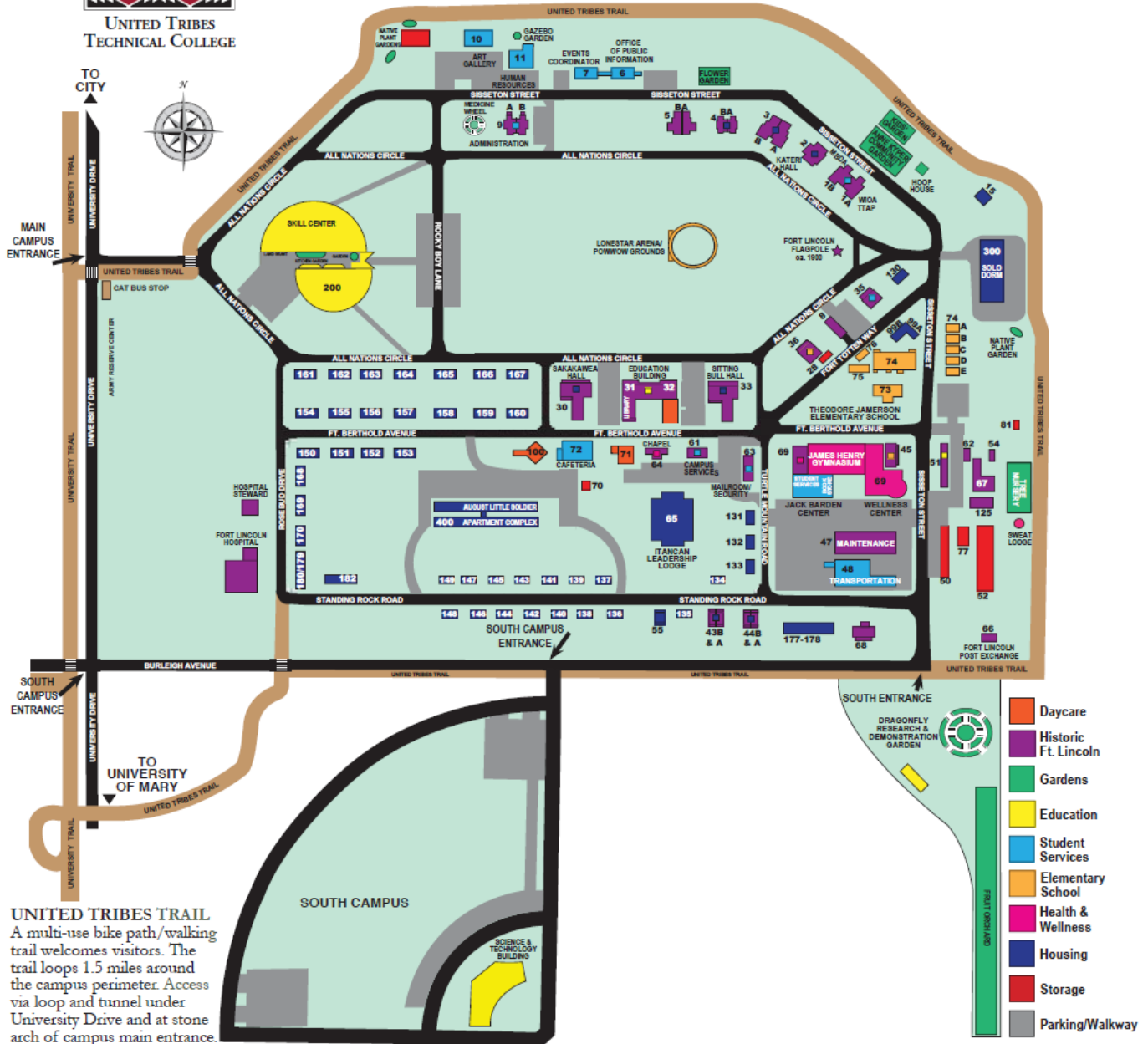
Facility	SMOKE DETECTORS, SINGLE STATIONS AND NOT MONITORED (FIRES SYSTEM IS NOT INTEGRATED WITHIN BLDG)	SMOKE DETECTORS, MONITORED BY BUILDING FIRE ALARM SYSTEM	24 HR MONITORING	SPRINKLER	FIRE EXTINGUISHERS	FIRE DRILLS
Sakakawea Hall	NO	YES	YES	NO	4/floor	2
Sitting Bull Hal	NO	YES	YES	NO	4/floor	2
Coed Dorm	NO	YES	YES	YES	4/floor	2
Touchstone Lodge	YES	NO	NO	NO	3	0
Kateri Hall	YES	NO	YES	NO	4	0
Solo Dorm	YES	NO	NO	NO	1/unit	0
August Little Soldier Apartments	NO	YES	YES	YES	1/unit	0
Washington Court Apartments 1	YES	YES	NO	YES	1/unit	0
Washington Court Apartments 2	YES	YES	NO	YES	1/unit	0
House 3	NO	N/A	NO	NO	1	0
House 3	NO	N/A	NO	NO	1	0
House 4	NO	N/A	NO	NO	1	0
House 99	NO	N/A	NO	NO	1	0
House 130	NO	N/A	NO	NO	1	0
House 131	NO	N/A	NO	NO	1	0
House 132	NO	N/A	NO	NO	1	0
House 133	NO	N/A	NO	NO	1	0
House 134	NO	N/A	NO	NO	1	0
House 135	NO	N/A	NO	NO	1	0
House 136	NO	N/A	NO	NO	1	0
House 137	NO	N/A	NO	NO	1	0
House 138	NO	N/A	NO	NO	1	0
House 139	NO	N/A	NO	NO	1	0
House 140	NO	N/A	NO	NO	1	0
House 141	NO	N/A	NO	NO	1	0
House 142	NO	N/A	NO	NO	1	0
House 143	NO	N/A	NO	NO	1	0
House 144	NO	N/A	NO	NO	1	0
House 145	NO	N/A	NO	NO	1	0
House 146	NO	N/A	NO	NO	1	0
House 147	NO	N/A	NO	NO	1	0
House 148	NO	N/A	NO	NO	1	0
House 149	NO	N/A	NO	NO	1	0

House 150	NO	N/A	NO	NO	1	0
House 151	NO	N/A	NO	NO	1	0
House 152	NO	N/A	NO	NO	1	0
House 153	NO	N/A	NO	NO	1	0
House 154	NO	N/A	NO	NO	1	0
House 155	NO	N/A	NO	NO	1	0
House 156	NO	N/A	NO	NO	1	0
House 157	NO	N/A	NO	NO	1	0
House 158	NO	N/A	NO	NO	1	0
House 159	NO	N/A	NO	NO	1	0
House 160	NO	N/A	NO	NO	11	0
House 55	NO	N/A	NO	NO	1	0
House 179	NO	N/A	NO	NO	1	0
House 180	NO	N/A	NO	NO	1	0
House 181	NO	N/A	NO	NO	1	0
House 182	NO	N/A	NO	NO	1	0
Building 1A/1B	YES	N/A	NO	NO	4/floor	0
Building 5	NO	N/A	NO	NO	4/floor	0
Building 6	NO	N/A	NO	NO	4/floor	0
Building 7	NO	N/A	NO	NO	4/floor	0
Building 9	NO	N/A	NO	NO	4/floor	0
Building 10	NO	N/A	NO	NO	4	0
Building 11	NO	N/A	NO	NO	4	0
Building 31/32	NO	N/A	NO	NO	4/floor	12
Building 47	NO	N/A	NO	NO	6	0
Building 48	NO	N/A	NO	NO	6	0
Building 51	NO	N/A	NO	NO	2	0
Building 61	NO	N/A	NO	NO	4/floor	0
Building 62	NO	N/A	NO	NO	2	0
Building 63	NO	N/A	NO	NO	2	0
Building 64	NO	N/A	NO	NO	2	0
Building 65	YES	NO	YES	YES	4/floor	0
Building 69	YES	NO	YES	NO	16	0
Building 71	NO	NO	NO	NO	6	12
Building 72	NO	YES	YES	YES	6	0
Theodore Elementary TJES	NO	YES	YES	YES	20	12
Building 100	YES	NO	YES	YES	6	12
Building 200	YES	NO	YES	YES	28	0
Science & Tech Building	YES	NO	YES	YES	20	0



UNITED TRIBES
TECHNICAL COLLEGE

Campus Map 2016-2017



UNITED TRIBES TRAIL
A multi-use bike path/walking trail welcomes visitors. The trail loops 1.5 miles around the campus perimeter. Access via loop and tunnel under University Drive and at stone arch of campus main entrance.

NORTH CAMPUS

- 1A WIOA, TTAP
- 1B MBDA
- 2 Kateri Hall
- 3 A/B Student Housing
- 4 A/B Student Housing
- 6 Office of Public Information
- 7 Event's Coordinator
- 9 A/B Administration
 - Office of the President
 - Finance
 - Campus Planner
- 11 Human Resources
- 10 Art Gallery
- 15 Guest House
- 30 Sakakawea Hall
- 31-32 Education Building
 - Academic Advancement Center
 - Extended Learning
 - Children's Dwelling
 - Disability Support Services
 - Library
 - Computer Information Specialist
 - General Education

- 33 Office of Institutional Assessment
- 35 Teacher Education
- 33 Sitting Bull Hall
- 35 Office of Institutional Resources
- 43 A/B Student Housing
- 44 A/B Student Housing
- 47 Maintenance
- 48 Transportation
- 51 Property & Supply
- 55 Student Housing
- 61 Campus Services
- 61 VP of Campus Services & Security
- 62 Warehouse
- 63 Safety & Security
- 64 Mailroom
- 64 Chapel
- 65 Itan'can Oyanké Leadership Lodge
- 69 Housing Offices
- 69 James Henry Community Center
- 69 Jack Barden Student Life & Technology Center

- Student Services**
 - Admissions & Recruitment
 - Career Development
 - Financial Aid
 - Placement & Retention
 - Registrar
 - Student Accounts
- Lower Level**
 - Bookstore
 - Computer Lab
 - Student Union
- Lewis Goodhouse Wellness Center**
 - Academic & Personal Counseling
 - Chemical Health Center
 - Domestic Violence Advocate
 - Psychological Services
 - Strengthening Lifestyles
 - Student Health Center
- 71 Infant/Toddler Center**
- 72 Cafeteria**
- 73-76 Theodore Jamerson Elementary**
- 99 A/B Single Family Housing**
- 100 Child Development Center**

- 130-170 Single Family Housing**
 - 177-178 Touchstone Lodge**
 - 179-182 Student Housing**
 - 200 Skill Center**
 - Automotive Technology
 - Business Administration
 - Business Management
 - Community Health
 - Graphic Design
 - Heavy Equipment Operator
 - Land Grant Extension
 - Nutrition & Foodservice
 - Welding Technology
 - 300 Solo Dorm**
 - 400 August Little Soldier Apartments**
- SOUTH CAMPUS**
- Science & Technology Center
 - Computer Information Technology
 - Criminal Justice
 - Environmental Science & Research
 - Practical Nursing
 - Pre-Engineering

APPENDIX A

CLERY CRIME DEFINITIONS

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggressive bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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.

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 a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Dating Violence (As Defined by VAWA): 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.

Domestic Violence (As Defined by VAWA): A felony or misdemeanor crime of violence committed by:

- A current or former spouse or intimate partner of the victim;
- A person with whom the victim shares a child in common;
- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under the Violence Against Women Act); or
- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Drug Law 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 of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

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.

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Liquor law Violations: Violations 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.

Manslaughter by Negligence: The killing of another person through gross negligence.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (This includes all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding.)

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

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, violence, and/or by putting the victim in fear.

Sexual Assault (As Defined by VAWA): An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is 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. NOTE: This definition encompasses acts of sodomy and sexual assault with an object.
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instance where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical 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.

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.

Stalking (As defined by VAWA): Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition:

- A. Course of conduct means two or more acts, including, but not limited to, acts 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.
- B. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- C. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- D. Vandalism/Destruction/Damage 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.

Vandalism/Destruction/Damage 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.

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

GEOGRAPHY DEFINITIONS FROM THE CLERY ACT

On-Campus: (1) Any building or property owned or controlled by an institution within The same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified In paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building or Property: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

APPENDIX B

UTTC CODE OF CONDUCT (SCC)

Student policy is vital to the development and implementation of culturally based standards for community safety, security, and ethical integrity. United Tribes Technical College (UTTC) expects all members of the community to conduct themselves in a manner supportive of our educational mission. Any violations of established policy may lead to various sanctions, up to and including expulsion. All UTTC students and employees are also obligated to observe the laws and ordinances of the Bismarck/Mandan communities, North Dakota, and the United States of America. The policies listed below are not exhaustive; thus, UTTC has the right and obligation to act upon conduct not in accord with the SCC values and principles, whether or not expressly listed below. Students shall be provided with a copy of the Student Handbook annually. The Student Handbook is available through hard copy and the UTTC website. Students are responsible for having read and abiding by the provisions of the SCC and the Student Handbook.

Jurisdiction

The SCC process applies to the conduct of UTTC's students. For the purposes of the SCC, an individual is a student from initial enrollment through the actual awarding of a degree, even though conduct may occur before classes begin, or after classes end, during the academic year, or during periods between terms of actual enrollment. UTTC retains conduct jurisdiction over students who choose to take a leave of absence or withdraw for any misconduct that occurred prior to the leave or withdrawal. A student who has violated the SCC or the Student Handbook during the time periods described herein, may be sanctioned by UTTC for said violation. If sanctioned, a hold may be placed on the student's ability to re-enroll or obtain official transcripts, and all sanctions must be satisfied prior to reenrollment eligibility.

The SCC applies to behaviors that take place on the UTTC campus or at UTTC sponsored events, and may also apply to conduct occurring in other locations when the Vice President of Student Services (VPSS) or designee determines that the off-campus conduct affects a substantial UTTC interest. A substantial UTTC interest includes, but is not limited to:

- Any situation where the student's conduct appears to present a potential danger or threat to the health or safety of others on the UTTC campus or otherwise part of the UTTC community; or
- Any situation that significantly infringes upon the rights, property or achievements of others in the UTTC campus community or significantly breaches the peace and/or causes social disorder; or
- Any situation that is detrimental to UTTC's educational mission, operations and/or interests.

The SCC applies, within reason, to student's conduct online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. If UTTC becomes aware of postings made in violation of the SCC or the Student Handbook, UTTC shall be authorized to take corrective action against the violating student in accordance with the SCC, Student Handbook, and Catalog.

The SCC applies to students' guests. Students who host guests must take reasonable precautions to ensure that their guests comply with the SCC, and are subject to discipline if they fail to take such precautions. Visitors and guests may seek resolution of violations of the SCC committed against them by UTTC students. There is no time limit on reporting violations of the SCC; however, if the report is made more than 6 years after the alleged violation, UTTC is under no obligation to investigate if UTTC deems that an investigation will not lead to the discovery of useful information. Therefore, those with information about perceived violations must take caution that the longer someone waits to report an offense, the harder it will be for UTTC officials to obtain information and witness statements and to make determinations regarding alleged violations. UTTC requires persons reporting violations to provide their names and contact information. UTTC email is the primary means of communication with students. Students are responsible for all communication delivered to their UTTC email address.

Violations of the Law

Alleged violations of federal, state and local laws may be investigated and addressed under the SCC. UTTC may, but shall not be obligated to, delay processes when criminal charges on the basis of the same behaviors that implicate a student are being investigated. Whether criminal charges are pursued or not shall not determine whether UTTC may take action under the SCC for violations of the SCC and the Student Handbook. UTTC reserves the right to exercise authority to temporarily suspend a student upon notification that a student is facing criminal charges/convictions. Interim suspensions shall be imposed until a hearing can be held. The interim suspension may be continued if a danger to the community is posed and UTTC may be delayed or prevented from conducting an investigation and resolving the allegation pending completion of the criminal process. In such cases, UTTC will only delay the hearing until such time as that an internal investigation may be conducted or sufficient information may be obtained independently or from law enforcement upon which to proceed.

Students accused of crimes may request to take a leave from the UTTC until the criminal charges are resolved. In such situations, the UTTC procedure for voluntary leaves of absence is subject to the following conditions:

- The Responding Student must comply with all UTTC investigative efforts; and
- The Responding Student must comply with all interim actions or restrictions imposed during the leave of absence; and
- The Responding Student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

Any violation of the law should be immediately reported to UTTC Safety and Security and the VPSS.

Standards of Conduct

Good social conduct in the large majority of cases is a matter of common sense and the ordinary principles of fairness, respect, and honesty. Considering how we ourselves would like to be treated will usually provide guidance on how to interact with other members of the UTTC community. The social policies listed below cannot fully describe all values of a respectful and cooperative community; however, they do address the more serious issues that sometimes confront our community. Violations of the Student Conduct (SCC) include, but are not limited to, the following:

Integrity: UTTC students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

1. **Falsification.** Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments;
2. **Academic Dishonesty.** Violating the Academic Integrity Policy as defined by the Student Academic Integrity Policy, See Student Responsibilities.
3. **Unauthorized Access.** Unauthorized access to any UTTC building (including but not limited to access such as the unauthorized use of keys and cards), unauthorized possession, duplication or use of means of access to any UTTC building, or failing to report a lost UTTC identification card or means of access (e.g., a key or card), propping of doors (of any kind) or unauthorized use of alarmed doors for entry into or exit from a UTTC building;
4. **Collusion.** Action or inaction in concert with another or others to violate the SCC;
5. **Election Tampering.** Tampering with the election of any UTTC student organization;
6. **Taking of Property.** Intentional and unauthorized taking of UTTC property or the personal property of another, including goods, services and other valuables;
7. **Stolen Property.** Knowingly taking or maintaining possession of stolen property;

Community: UTTC students build and enhance their community. Behavior that violates this value includes, but is not limited to:

1. **Disruptive Behavior.** Substantial disruption of UTTC operations including obstruction of teaching, research, administration, other UTTC activities, and/ or other authorized non-UTTC activities that occur on campus;
2. **Infringement of Certain Intellectual Property Rights.** Unauthorized use (including misuse) of the name, images, logos, trademarks or service marks, or other infringement of intellectual property rights, of the UTTC or an organization recognized by UTTC;
3. **Damage and Destruction.** Intentional, reckless and/ or unauthorized damage to or destruction of UTTC property or the personal property of another;
4. **Information Technology.** Violating the UTTC IT Policy
5. **Weapons. Possession,** use, or distribution of explosives (including but not limited to fireworks and ammunition), guns (including but not limited to air, BB, paintball,

facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, or knives having blades in excess of six inches in length (except for culinary knives reasonably necessary for cooking in on-campus residences or), including the storage of any item that falls within the category of a weapon in a vehicle parked on UTTC property. The only exception to this rule is that Students residing on campus will be allowed to store hunting weapons with the Safety and Security Department in a locked weapons safe.

6. **Smoking.** Violating the UTTC Tobacco Free Policy.

7. **Fire Safety.** Violating the Fire Safety Policy. Please read link for definition, policy, and conduct procedures. College-Wide Protocol for Fire Emergency or Emergency Action Guide: Fire

8. **Animals.** Violating the Service and Therapy Animal Policies. For definition, policy, and conduct procedures see Service Animal Policy.

Social Justice: *Students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing campus community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:*

1. **Discrimination.** Any act or failure to act that is based upon an individual or group's actual or perceived status (sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation, gender identity/expression or other protected status) that is sufficiently severe that it interferes with, limits or denies the ability to participate in or benefit from UTTC programs or activities. UTTC reserves the right to sanction discrimination even if the behavior in question does not rise to the level of legally recognized or actionable discrimination.
2. **Harassment.** Harassment on the basis of race, color, religion, gender, age, national or ethnic origin, disability, veteran status, marital status, sexual orientation, gender identity or expression, or any other protected category constitutes violations of SCC, but such violations are adjudicated under policies below rather than under the procedures described here.

For sexual and gender-based harassment definition, policy, and conduct procedures, see [Student Sexual Harassment Policy and Procedures](#)

1. **Retaliation.** Any intimidation, harassment, discrimination, retaliation or other adverse action against an individual as a result of that individual participating in, or cooperating with, UTTC processes (including without limitation student disciplinary processes), or to reporting perceived violations of law or other UTTC policy.
2. **Abuse of Conduct Process.** Abuse or interference with, or failure to comply in, UTTC processes including student disciplinary processes, including, but not limited to:
 - Falsification, distortion, or misrepresentation of information;
 - Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
 - Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
 - Failure to comply with the sanction(s) imposed by the campus conduct system;
 - Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

Respect: *UTTC students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:*

1. **Harm to Persons.** Intentionally or recklessly causing physical or emotional harm or endangering the physical or emotional health or safety of any person.
2. **Threatening or Intimidating Behaviors:**
3. **Threat.** Written or verbal conduct that causes a reasonable fear of injury to the physical or emotional health or safety of any person or damage to any property.
4. **Intimidation.** Express or implied acts that cause a reasonable fear of injury to the physical or emotional health or safety of any person or damage to any property.
5. **Bullying and Cyberbullying.** Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate, intentionally harm or control another person physically or emotionally.
6. **Hazing.** Violating the Hazing Policy. For definition, policy, and conduct procedures, see Behavior Violations.
7. **Sexual and Gender-Based Misconduct (SGBM), including dating violence, stalking, and sexual misconduct.** In cases where a student is alleged to have violated the SGBM policy and other SCC policies during the same incident, the Integrity Administrator (IA) may charge the Integrity Committee (IC) to adjudicate all of the alleged violations. For sexual and gender-based misconduct definitions, policy, and conduct procedures, see Student Sexual Harassment Policy and Procedures.

Responsibility: *UTTC students are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes, but is not limited to:*

1. **Alcohol and Other Drugs.** Violating the UTTC Alcohol and Other Drugs Policy. For definition, policy, and conduct procedures, see Alcohol Policy AND Illegal Drug & Other Substance Policy
2. **Failure to Comply.** Failure to comply with the authorized directives of UTTC officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so;
3. **Financial Responsibilities.** Failure to promptly meet financial responsibilities to UTTC, including, but not limited to; knowingly passing a worthless check or money order in payment to UTTC or to an official of UTTC acting in an official capacity.
4. **Arrest.** Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime or offense (including but not limited to non-custodial or field arrests) to the Office of Student Conduct within 72 hours of release.
5. **Other Policies.** Violating other published UTTC policies or rules, including but not limited to Housing policies;
6. **Health and Safety.** Creation of health and/or safety hazards (dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc.)

Authority

The Vice President of Student Services (VPSS) is responsible for resolving student violations of social policies while the Vice President for Academic Affairs (VPAA) is responsible for resolving student violations of academic policies. All references to the VPSS and VPAA include their designees. Students and faculty should report an alleged violation to the student and to the vice president within three business days after the violation was committed; however, UTTC reserves the right to pursue disciplinary action whenever UTTC learns about a SCC violation.

UTTC may vary procedures with notice where the VPSS or VPAA determines that the circumstances make such action necessary or advisable (for example, upon determining that changes to law or regulation require policy or procedural alterations not reflected in this process). Minor modifications are acceptable to this procedure as long as the modifications do not jeopardize the fairness owed to any party. Questions of interpretation of the applicable rules or procedures may be referred to the VPSS for social policies and the VPAA for academic policies, who will have discretionary authority to resolve any disputed or ambiguous terms and whose interpretation is final.

Investigation

The VPSS or VPAA will appoint an investigator(s) for allegations under this Code, typically a Campus Safety Officer in the case of social policy violations, and the Career and Technical Education (CTE) Director in cases of academic integrity. The investigator(s) will take the following steps:

1. Determine the identity and contact information of the party bringing the complaint, whether that person is a harmed party, a UTTC representative, or a third party;
2. Conduct a preliminary investigation to identify an initial list of all policies that may have been violated, to review the history of the parties, the context of the alleged incident(s), any potential patterns, and the nature of the complaint;
 - a) If the harmed party is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the harmed party;
 - b) Notify the harmed party of whether UTTC intends to pursue the complaint regardless of their involvement, and inform the harmed party of their rights in the process and option to become involved if they so choose;
 - c) Implement appropriate action to maintain the safety of the campus community (or specific persons within the campus community) until the investigation or hearing process is complete, such as “no contact” directives, removal from campus residence facilities, removing a student from a class or classes, or interim suspension from UTTC. A student subject to such interim measures may appeal the decision to impose them to the VPSS within 3 business days after being notified of the decision;
3. If indicated by the preliminary investigation and authorized by the VPSS, conduct a comprehensive investigation to determine if there is reasonable cause to believe that the Responding Student violated UTTC policy, and to determine what specific policy violations should serve as the basis for the complaint;
 - a) If there is insufficient evidence through the investigation to support reasonable cause, the allegations will be closed with no further action;
 - b) If there is sufficient evidence through the investigation to support reasonable cause, the allegations will be referred for resolution as described below;
4. UTTC may deny a student participation in commencement activities if the student is the subject of an ongoing investigation or has disciplinary charges pending.

Resolution Options

A student accused of violating the SCC meets with the VPSS, VPAA, or their designee, to review the complaint and potential avenues for resolution (described below). A determination of the available processes will be used in any given case based upon factors including, but not limited to, the seriousness of the alleged violation, the existence of a pattern of repeat or multiple violations, or issues of fairness and equity. If a student withdraws from UTTC while disciplinary action is pending, UTTC may proceed with resolution based on available information in the student's absence, and include the finding in the student's permanent record. The student must resolve the disciplinary complaint before UTTC will consider readmission.

Administrative Conference: The VPSS or VPAA may conduct an administrative conference to determine and administer appropriate sanctions without an Integrity Committee hearing, typically when the Responding Student admits to violating the SCC. In an administrative conference, complaints will be heard and determinations as to responsibility and sanctioning will be made by the VPSS or VPAA. Sanctions may include any sanctions available in connection with a formal Integrity Committee hearing (described below).

Informal Resolution: If harmed parties are willing, the VPSS or VPAA may ask faculty and staff as appropriate to participate in mediation, conflict resolution, or restorative justice conferencing as an informal resolution that may remove the need for a formal IC hearing.

- a. **Mediation and Conflict Resolution Circles:** The VPSS or VPAA may recommend facilitated dialogues to help parties in a dispute find an agreement that best meets their needs. Students in conflict may be referred to mediation or a conflict resolution circle to find a mutually acceptable outcome. Participation in mediation or a conflict resolution circle does not require admission of a violation and agreements do not result in a conduct record.
- b. **Restorative Justice (RJ) Conference.** RJ is a collaborative decision-making process that includes harmed parties, Responding Students, and others seeking to hold Responding Students accountable by having them (a) accept and acknowledge responsibility for their misconduct; (b) to the best of their ability repair the harm they caused to harmed parties and communities; and (c) work to reduce the risk of further conduct violations by building positive social ties to the community. Trained facilitators guide the dialogue. After a discussion of the harm, the parties (rather than an Integrity Administrator or Integrity Committee) decides what steps the Responding Student can take to repair the harm. An RJ conference is a voluntary process used when a Responding Student has admitted to a violation. RJ agreements are included in the conduct record.
- c. Students participating in an informal resolution process may elect to withdraw from the process at any time. If the Reporting Individual or Responding Student withdraws, the matter will be addressed through an administrative conference or IC hearing.

3. Academic Integrity Resolution. Faculty are required to report suspected academic integrity violations of the SCC to the VPAA. When a student acknowledges responsibility for a violation, the VPAA administers institutional sanctions as prescribed by the Student Academic Integrity Policy. The faculty member retains authority over the grade consequence. Most cases alleging academic integrity violations are resolved between the VPAA, the student, and the instructor; however, students may question grade integrity by utilizing the grievance process.

4. The Integrity Committee (IC) will meet with the Responding Student and determine if the Responding Student is in violation of the SCC and, if so, assigns sanctions. The IC requires a student who has violated the SCC to be accountable for their misconduct and take steps to return the student to good standing. The procedures described below, which include fact-finding, discussion, complaint resolution, and assignment of sanctions, support these goals. The IC depends on the participants' honesty, integrity, and commitment to resolving complaints, and decides each case according to the merits of each and the disciplinary precedents that may apply.

Integrity Committee Structure and Process

Types of Boards

The VPSS establishes the Integrity Committee (IC).

Integrity Committee (IC): The VPSS or VPAA will impanel the IC to hear cases. An IC for a hearing includes three trained members from the administration/staff who are appointed by the VPSS to serve as in over-lapping two-year terms. In academic cases, the IC will include at least one faculty member.

Participants in the Hearing Process

- **Integrity Administrator (IA):** The IA provides the IC with information, answers questions about policy and procedure, and is responsible for IC training. The IC receives reports of suspected violations and provides information about the applicable process to the harmed party, Reporting Individual, and Responding Student. The IC also works with the IC chair to ensure an orderly hearing process and presents the investigation findings to the IC. In most cases, the CTE Director serves as IA for academic cases and an administrator from the VPSS serves as IA for social integrity cases.
 - **Integrity Committee Chair:** The IC chair assists with administrative oversight of the IC and is responsible for ensuring a fair and reasonable hearing. The IC chair manages the tone and pace of the hearing and leads the IC through the decision-making process. The chair works with the IA to inform the Reporting Individual about procedures, inform the Responding Student and Reporting Individual in writing of the IC's decision, and helps track compliance with sanctions. The chair decides, in consultation with the IA, what information, and which witnesses, will be presented and considered.
 - **Integrity Committee Member:** IC members are representatives of the UTTC community and are expected to be fair-minded and to promote the well-being of the community. IC members may ask questions of the various participants in the hearing and their decisions about determinations of responsibility and sanctions shall be by majority vote.
 - **Reporting Individual:** The Reporting Individual is the person alleging a violation of the SCC. In certain cases, the IA acts as the Reporting Individual on behalf of UTTC. For example, UTTC may pursue a violation of the SCC in response to a complaint.
 - **Responding Student:** The student charged with violating the SCC.
 - **Harmed Party:** The IA may invite, as feasible and subject to confidentiality restrictions under applicable law, anyone allegedly harmfully impacted by a violation. Harmed parties may be asked to specify how they have been harmed and ideas they may have for repairing harm and rebuilding trust.
 - **Witness:** If and to the extent deemed appropriate by the Chair, Responding Students, Reporting Individuals and/or the IA may invite witnesses to the hearing to assist the IC in their determination of responsibility.
- Resource Expert:** The IA may invite, as needed, individuals with specific expertise, such as a counselor with knowledge about rehabilitation resources.

Referral to Integrity Committee

Once a determination is made that reasonable cause exists for the IA to refer a complaint for a hearing, notice will be given to the Responding Student at least three days before the hearing. Notice will be in writing and may be delivered by one or more of the following methods: in person by the IA; mailed to the local or permanent address of the student as indicated in official UTTC records; or emailed to the student's UTTC-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. The letter of notice will:

- Include the alleged violation and notification of where to locate SCC and UTTC procedures for resolution of the complaint.
- Provide notice of the time, date and location of the hearing.

Preparation for Integrity Committee Hearings

- A meeting with the IA may be arranged to explain the nature of the complaint and the conduct process. At this meeting, the Responding Student must indicate in writing to the IA whether they admit to or deny the allegations of the complaint.
- The IA will ensure that the hearing information and any other available written documentation is shared with the parties prior to, or if prior exchange is not feasible at the commencement of, the hearing. In addition, the parties will be given a list of the names of all IC members in advance. Should any party object to any IC member, that party must raise all objections, in writing, to the IA immediately. IC members will only be unseated if the IA concludes that bias precludes an impartial hearing of the complaint. Additionally, any IC member who feels they cannot make an objective determination must recuse themselves from the proceedings. In either case, the IA shall appoint a replacement IC member. A party who does not object to an IC member prior to the hearing in accordance with this paragraph is deemed to waive any objection to the composition of the IC.
- Responding Students are expected to participate in the hearing, but may submit a written statement to the IC instead. If a student fails to attend the hearing, the hearing proceeds without the student present, and the IC renders a decision based on available information.
- At the discretion of the IA, Responding Students and harmed parties may participate by remote means such as phone or video conference.
- In hearings involving more than one Responding Student, the complaints may be heard jointly if all Responding Students consent, or if a joint hearing is otherwise determined by the IA to be appropriate if permitted by applicable law. In joint hearings, separate determinations of responsibility will be made for each Responding Student.

UTTC reserves the right to notify the parents/guardians of dependent students regarding any conduct situation. UTTC may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations, when UTTC has determined a threat to health and/or safety necessitates such notification or when otherwise permitted by applicable law.

The Committee Hearing

- The IC decides every case on an individual basis, after considering the information presented. The IC conducts hearings in a fair and reasonable manner, respecting the rights and needs of all participants, while also considering the importance of honoring the community value system.
- All procedural questions are subject to the final decision of the IA.
- Hearings will be closed to the public.
- All hearings are audio-recorded. The Reporting Individual and/or Responding Student may request to listen to the audio file in the event of an appeal. Deliberations are not recorded.
- Admission to the hearing of persons other than the parties involved will be at the discretion of the IC chair, in consultation with the IA.

Pertinent records, exhibits, and written statements may be accepted as information for consideration by the IC chair. Formal rules of procedure and evidence are not observed.

- During the hearing, Reporting Individuals and Responding Students have an opportunity to offer information, and to present materials and witnesses on their behalf, in each case at the discretion of the IC chair.
- The Reporting Individual, the Responding Student, the IC, and the IA will have the privilege of questioning all present witnesses, and questioning all present parties, at the discretion of the IC chair.
- The IC will base their decision on the information presented at the hearing. The standard of decision used by the IC is preponderance of the evidence. In other words, IC members must determine whether it is more likely than not that the alleged violation occurred. While the IC members seek full consensus in reaching their decision, in disputed decisions a simple majority vote will decide the case.
- The IC hearing has two parts: (1) Finding of responsibility and (2) determination of sanctions. In the first part, the IC reviews the allegations and determines if the Responding Student has violated the SCC. If a Responding Student is found not to be in violation, the hearing shall be adjourned. If a Responding Student is found in violation, the second part of the hearing is used to determine an appropriate sanction using the guidelines set forth below.
- The IC may decide which parties may be present for some or all of the hearing with the exception of private deliberations by the IC. Witnesses typically participate only in the first part of the hearing (determination of responsibility), though the chair may permit witnesses during the sanctioning phase if he or she determines their testimony to be relevant for purposes of enabling the IC to determine appropriate sanctions. Reporting Individuals, Responding Students, harmed parties, advisors, and support persons typically participate in both parts.

The IC usually informs a student of a decision immediately after reaching a determination and to responsibility and (if applicable) sanctioning. However, if necessary the IC may take up to three business days to issue its findings.

Guidelines for Sanctions

Sanctions preserve individual and institutional integrity and, whenever possible and appropriate, help students to learn from their mistakes, make amends, and regain their standing in the community. The IA will maintain a record of all disciplinary hearings and sanctions applied, and these are admissible in subsequent student conduct proceedings involving the student(s) in question. Sanctions may include, but are not limited to, those described below. Each listed sanction may be imposed alone or in combination with one or more others. Violations of the SCC may have an impact on eligibility for awards and honors such as, eligibility to hold a leadership position, scholarships, or awards.

Disciplinary Probation: The IA or IC may sanction students found in violation of the SCC in a variety of ways that protect the safety of the community, repair harm or rebuild trust. During the period from hearing to completion of sanctions, the student is on "Disciplinary Probation." If determined appropriate by the IC or the VPSS or VPAA, a student on Disciplinary Probation may not be eligible to register for the ensuing semester of study at UTTC. In the case of graduating students, students may not participate in the graduation ceremony until completion of all sanction requirements, unless specifically permitted by the IC. Note that some campus organizations, such as SGA, do not permit their members to serve in leadership positions if they are on Disciplinary Probation. Probation may also affect eligibility for attending conferences, or representing UTTC at an official function such as, an event or intercollegiate competition as a player, manager or student coach.

- **Warning:** An official written notice that the student has violated UTTC policies and that greater conduct action will result should the student be involved in other violations while the student is enrolled at UTTC.
- **Apology:** The IC may require the Responding Student to provide a written apology to any parties they have harmed. Apologies are to include:

What Happened: A description detailing the harm caused by the incident.

My Role: An acknowledgement that the student was responsible for the incident.

How I Feel: An expression of remorse or regret in causing harm.

What I Won't Do: A statement of commitment to responsible behavior and causing no further trouble.

What I Will Do: A statement of commitment to make amends for the harm caused.

- **Restitution:** Restitution is monetary payment or services that pay(s) for financial losses. Restitution is intended to compensate the harmed party for the estimated losses incurred by the harmed party. Restitution agreements seek to meet the needs of the harmed party, but may also take into account the Responding Student's ability to pay. Sometimes services are substituted for payment.
- **Community Service:** Volunteering in the community is a way to be helpful to others, show that one is socially responsible, and rebuild the trust that is lost through misbehavior. Community service should be meaningful and rewarding, potentially serving as a platform for personal development. Community service serves two important goals: making amends to the community and demonstrating good citizenship. Rather than focus on specific hours, the IC will help the Responding Student design a service project that best meets these goals.
- **Counseling:** A Responding Student may be required to engage in activities including, but not limited to, seeking academic counseling or substance abuse screening, anger management counseling, or similar evaluation and/or assistance. The IA or IC does not diagnose psychological problems or specify treatment; however, they may require the student to seek consultation and follow any recommended treatment plan.
- **Supervision:** A Responding Student may be required to meet regularly with one or more members of the community for mentoring, support, and reassurance to the community that the student is complying with sanctions and UTTC policies.
- **Educational Program:** The IC may require the Responding Student to attend, present and/or participate in a program related to the violation. This may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Students may be required to complete a research or reflection paper articulating the harm caused by their actions and/or strategies they may adopt to prevent further disruptive behavior.

- **Grade Penalties:** In academic integrity cases, the IC may make a recommendation to the appropriate faculty member about grade penalties. However, the faculty member has final say about any grade assigned in the course.
- **Specific Restriction(s):** The IC may impose specific restrictions on an individual to prevent either access to an area of campus or participation in one or more UTTC or UTTC-recognized or sponsored programs or activities (e.g., commencement).
- **“No Contact” Directive:** The IC may impose a prohibition against having any avoidable contact with one or more identified persons, in person or through telephonic, electronic, written or other means. A no contact directive may include additional restrictions and terms.
- **UTTC Housing Reassignment or Suspension:** The IC may reassign the student to another UTTC housing facility, or may remove the student from UTTC housing for a specified period of time, including permanent removal.

UTTC Suspension: The IC or IA may recommend suspension to the VPSS or VPAA. During the suspension period, the student is prohibited from being present on or at UTTC property, functions, events and activities without prior written approval from the IA. The board may also assign specific sanctions, such as community service, for completion during the suspension period. While suspended, students may transfer up to 18 credits taken at another institution, subject to the usual review by the Registrar and with the approval of the VPSS or VPAA. UTTC follows the refund practices as set forth in the financial aid policy found under the Financial Aid: Withdrawal Policy. A decision for suspension constitutes a recommendation to the VPSS or VPAA, who will consider whether to accept or modify the recommendation.

- **UTTC Suspension in Abeyance:** In cases of suspension, the IC may decide that there are circumstances that mitigate against the immediate separation of the student from UTTC. For example, the IC may allow the student to complete the current semester’s coursework and begin their suspension period at the semester’s end. However, should the student be found in violation of the SCC during the period of abeyance, the abeyance may be lifted and the suspension shall take effect immediately and continue through the originally scheduled expiration date for the suspension (subject to any additional sanctions that may be imposed as a result of the new violation).
- **Expulsion:** The IC or IA may recommend expulsion to the VPSS or VPAA. The student is prohibited from being present on or at UTTC property, functions, events or activities. Expulsion is a permanent status. The Responding Student must leave UTTC immediately and cannot register again as a student without going through a full readmission process. A decision for expulsion constitutes a recommendation to the VPSS or VPAA, who will consider whether to accept or modify the recommendation.

Disciplinary Record

The outcome of a conduct resolution (administrative conference, restorative justice conference, and/or IC) is part of the education record of the Responding Student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or non-forcible sex offense, UTTC will inform the alleged victim in writing of the final results of a hearing regardless of whether UTTC concludes

that a violation was committed. Such release of information may only include the Responding Student's name, the violation committed (including both the UTTC policy(ies) violated and the findings of fact supporting the conclusion that the violation occurred), and the sanctions assigned (if applicable).

In cases where UTTC determines through the student conduct process that a student violated a policy that would constitute a "crime of violence" or forcible or non-forcible sex offense, UTTC may also release the above information publicly or to any third party. In addition, UTTC reserves the right to release information regarding disciplinary proceedings in other circumstances when required or permitted under applicable law, including but not limited to FERPA.

For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. § 1092(f)(1)(f)(i)(i)-(viii), UTTC shall make a notation on the transcript of a Responding Student found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." For the Responding Student who withdraws from UTTC while such conduct charges are pending, and declines to complete the disciplinary process, UTTC shall make a notation on the transcript of such students that they "withdrew with conduct charges pending." Students who are suspended after a finding of responsibility for a code of conduct violation may submit a written appeal to the VPSS requesting that the transcript notation be removed from their transcript. Such a notation may not be removed from a student's transcript prior to one year after conclusion of the suspension. Notations for expulsion will not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

All conduct records are maintained by UTTC for seven years from the time of their creation except those that result in separation (suspension or expulsion), those that fall under Title IX, and violations of academic integrity, which are maintained indefinitely. Additional information about privacy, FERPA, and UTTC student educational records can be found at this website: [Family Educational Rights and Privacy ACT](#)

Appeals Process

A student involved in the conduct process as a Reporting Individual or a Responding Student may appeal any decision from the IC. Appeals will be considered on the following grounds: (a) A procedural error occurred that significantly impacted the outcome of the process (e.g. substantiated bias, material deviation from established procedures, etc.); (b) the discovery of new evidence, unavailable to the appealing party during the original hearing or investigation, that could substantially impact the original finding or sanction; or (c) sanctions are disproportionate to the nature or severity of the violation or violations, taking into account the totality of the circumstances (including the cumulative conduct record of the Responding Student, if any).

Individuals who wish to appeal a decision must submit their request for review in writing to the VPSS (for social policy violations) or the VPAA (for academic integrity violations) within three business days after receiving notification of the outcome being appealed. Upon receiving an

appeal, the Integrity Administrator (IA) may decline to consider the appeal if the appeal is not based on one or more of the criteria listed above. If the IA considers the appeal, he or she may review the record of the case and the Responding Student's prior disciplinary history (if any), and may consult participants present at the initial hearing (if any) as he or she deems appropriate. If the appeal is granted, the IA may alter the result of the case as to responsibility or sanctioning, remand the case to the original hearing IC to reconsider some or all of the case, or direct that a Board of Appeals hearing be convened to reconsider some or all of the case. The decision of the IA is final, subject to any further proceedings ordered by the IA as described above.

Board of Appeals (BOA): At the discretion of the VPSS or VPAA, the BOA may review cases heard by the IC. Members are appointed by the IA from the pool of IC members who did not participate in the initial hearing (if any). BOA membership is as follows:

- For social violations: three faculty and/or staff and chaired by the VPSS.
- For academic violations: two faculty and one staff and chaired by the VPAA.

REFERENCES

https://www.skidmore.edu/student_handbook/honor-code.php

<https://www.nchem.org/resources/model-code-project/download-the-code/>



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