



To: All Rasmussen University Students and Employees

Date: June 30, 2021

RE: Annual Disclosures and Consumer Information

A copy of this notice is distributed to students and employees on an annual basis.

The disclosure is also available in the following locations, for students, prospective students and employees:

Website: <https://www.rasmussen.edu/sid>

Portal: <https://portal.rasmussen.edu/Pages/Annual-Disclosure.aspx>

Additionally, a copy can be obtained from your Advisor or Campus Director; Please call, email or stop by the campus to request a copy.

An updated version with 2021 Crime Statistics will be posted and distributed prior to October 1, 2021 as required.

The U.S. Department of Education requires schools that participate in awarding and distributing Title IV student financial assistance to provide important information to all students on an annual basis pursuant to the Student Right to Know and Campus Security Act (Public Law 101-542) ("Student Right to Know Act"), as amended, and other federal laws.

Rasmussen University provides written notice to each student and employee regarding the availability of this information on an annual basis. Any student can receive a paper copy of this annual report from their Advisor or Campus Director at any campus during normal operating hours.

The Rasmussen University catalog contains the following information: **Academic programs and curriculum, campus contact information, a list of administrators for each location; accreditation, licensing and approval information;** and policies applicable to students. **The current catalog and addendum, as well as archived catalogs and addenda, are available at <http://www.rasmussen.edu/degrees/course-catalog/>.** To request a printed copy of the catalog or addendum, please contact your advisor or Campus Director. Accreditation, licensing and approval details are also posted at: <http://www.rasmussen.edu/degrees/accreditation/>. Any student or employee with questions concerning this notice, information contained in this notice, or the information provided in the catalog should contact their Advisor or Campus Director.

Students **may purchase textbooks from the University for a \$15 fee** (plus applicable taxes based on their address of record) for each textbook or e-book required for each course. A textbook opt-out policy and process is available for students who wish to purchase books from a third-party vendor on their own as detailed in the catalog. **Details of course resources and required textbooks**, including ISBN, edition, market cost and the cost charged by Rasmussen University **are posted on the Student Portal**, on the bottom of the **schedule confirmation page** and are available upon request. Students who opt out should ensure they have their textbooks and e-books prior to the start of courses.

Rasmussen University participates in a variety of **Financial Aid Programs** in order to assist students in paying for

their postsecondary education. The University is dedicated to providing a high level of financial services to students while also complying with all state and federal requirements. The University maintains information for your convenience on the following pages:

- Financial Aid Student Information Guide: <http://guides.rasmussen.edu/fa>
- Tuition Estimator: <http://www.rasmussen.edu/tuition/>
- Net Price Calculator: <https://npc.collegeboard.org/student/app/rasmussen>
- VetConnect, A Resource Guide for Active Military and Veteran Students: <http://guides.rasmussen.edu/VetConnect/FinancialAidInfo>
- Military Education Benefits Guide: <http://guides.rasmussen.edu/militaryEducationBenefits/>
- Student Loans, Grants, And Discounts: <http://www.rasmussen.edu/tuition/student-loans-grants/> (please note all four tabs on the page)
- Financial Aid Resources: <http://www.rasmussen.edu/tuition/financial-aid/>

The pages specified above, along with the Rasmussen University catalog, specifically the “**Primary Sources of Financial Aid and How to Apply**” section, contain important information regarding the **financial aid process at Rasmussen University** and the resources available to help you make informed decisions about financing your education, including **details of grants and scholarship programs, assistance and steps in applying for federal financial aid** via the Free Application for Federal Student Aid (FAFSA). We encourage students to check the catalog and web pages regularly, as policies and procedures are reviewed and updated to with the latest information.

Admissions staff, Advisors and Student Financial Aid staff are available to answer questions and provide information regarding the University, programs, policies and financial aid availability for those who qualify.

The University has a professionally-staffed **Student Financial Aid department** designed to help students apply for federal, state, and private assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution to meet the cost of higher education. **The basic responsibility for financing education lies with the student and their family. Aid is based upon documented financial need** — the difference between the cost of college and the student’s ability to pay for it. Potential costs include books, tuition, supplies, room and board, transportation, living expenses, and childcare costs. **There are three basic types of aid available to Rasmussen University students:**

- Various state and federal student loan programs.
- Gift aid, also known as a grant, is assistance you do not have to pay back and is usually based upon financial need.
- Employment through work study programs may provide relevant work experience and decrease the necessity of borrowing student loans for living expenses.

A student must be officially accepted to Rasmussen University in an eligible degree or certificate program as one of the eligibility requirements to receive and have financial aid disbursed to their student account. Rasmussen University begins disbursing financial aid no earlier than three weeks into the term. Funds are first applied to the student’s tuition and fee charges. Any remaining funds (excess funds) are disbursed according to the student’s Credit Balance Directive. All financial aid excess funds and other school refunds are delivered to students through a partnership between Rasmussen University and BankMobile. The student account will show an unpaid balance until this disbursement occurs. If the aid the student is eligible to receive does not cover the charges, a Student Payment Plan is created and can be viewed on the Student Account Center.

In order to be eligible to receive Title IV financial aid, students must be meeting Satisfactory Academic Progress (SAP) and be enrolled in at least 6 credits. SAP is assessed at the end of each quarter, and calculations are based

on the cumulative Grade Point Average (GPA), Cumulative Completion Rate (CCR)—which is the pace at which a student progresses through the program—and Maximum Time Frame. Students must achieve a minimum 2.00 GPA and must not exceed 150% of the maximum time frame.

If a student is not meeting SAP and is therefore ineligible, a student may submit an appeal to have their access to financial aid reinstated based on mitigating circumstances that prevented the student from making satisfactory academic progress. Mitigating circumstances may include death of a relative, an injury or illness of the student, or other special circumstances. The appeal must be in writing and describe the mitigating circumstances that prevented the student from meeting SAP as well as what has changed in the student's situation that will allow them to demonstrate satisfactory academic progress at the next evaluation.

If a student wishes to withdraw, they need to notify their Advisor, Campus Director or Dean to initiate the "change of school status" process, which initiates the withdrawal and the **Return to Title IV Funds** process. Students are allowed to convey their withdrawal verbally, in writing via email or by rejecting their student schedule and indicating in the notes their desire to withdraw. The change of school status and return to title IV funds processes are initiated when a student is expelled. Information regarding institutional adjustments of tuition upon withdrawal, including the required federal refund calculation required for all students who withdraw before completing 60% of the payment period or period of enrollment are found in the Rasmussen University catalog at <http://www.rasmussen.edu/degrees/course-catalog/>.

While a postsecondary degree is required for many professions, **completion of a Rasmussen University degree program does not guarantee employment in any profession.** Prior to enrollment, students are responsible to affirm and be comfortable with the education, training, experience and licensing requirements for employment in their chosen field. Several degree programs require passing a background check and/or completion of required vaccinations to be eligible for enrollment. Drug testing, proof of current immunizations, and proof of current CPR certification may not be entrance or acceptance requirements for a program; however, some practicum sites may require one or more of these prior to professional practice experience." **The Rasmussen University catalog contains a complete list of programs, entrance requirements, tuition/fee details, institutional licensing and complete policies such as transfer of credit, background checks, immunizations, and standards of satisfactory academic progress (SAP).** Current and archived catalogs, along with catalog addenda are available upon request on campus, via your advisor and Campus Director as well as online at: <http://www.rasmussen.edu/degrees/course-catalog/>.

In addition to residing in the catalog, the current tuition structure sheet which lists all tuition rates and fees is included in each student's enrollment agreement.

The careers our programs are designed to prepare students for are listed on the page for each program in the Rasmussen University catalog. While we monitor the outcomes of our graduates for purposes of helping our academic leaders assess the quality of our programs, **we do not publish rates for individual programs unless required to by a programmatic accreditor.** For programs where that requirement exists, we publish rates on the applicable program page of our website. We encourage you to review the information posted on our website, as well as data published by federal agencies about Rasmussen University including the College Navigator at <http://nces.ed.gov/collegenavigator> and the College Scorecard at <https://collegescorecard.ed.gov>.

Transfer of Credit

Rasmussen University reserves the right to accept or deny transfer of credit. Students who wish to transfer credits to Rasmussen University must first apply for admission to the University. Students must request that

official transcripts containing coursework for review either be emailed directly to transcripts@rasmussen.edu or mailed directly to Rasmussen University at:

Rasmussen University
Attn: Transcript Department
8300 Norman Center Drive, Suite 300
Bloomington, MN 55437

It is the student's responsibility to ensure that all official transcripts have been received by Rasmussen University. As part of the acceptance process, official and unofficial transcripts will be evaluated for transfer of credit. Students will receive notification regarding the total number of credits accepted for transfer and the equivalent Rasmussen University courses. Students in bachelor completer programs excluding Health Information Management will be withdrawn from the University if official transcripts are not received by the Friday of the 13th week of enrollment. A student may send copies of transcripts or documents during the initial admissions process for estimation purposes only. Any transfer credit conditionally awarded in fulfillment of a prerequisite or co-requisite through the use of an unofficial transcript will be rescinded if an official transcript is not received by Rasmussen University at the time the required course is scheduled due to curriculum sequence. All necessary credits will be required to be completed in order to graduate. College-level courses completed at regionally- or nationally-accredited institutions of higher learning as recognized by the U.S. Department of Education and the Council on Higher Education Accreditation (CHEA), or recognized by the American Council on Education will be considered for university transfer. Students must complete 33% of their program requirements at Rasmussen University, and no more than 67% may be completed via transfer credits, course waivers, and credit by examination or other means except for certain programs. Rasmussen University awards quarter credits. In considering transfer courses, 1 semester credit is equivalent to 1.5 quarter credits. The calculated number is rounded down. Transfer credits based on a different unit of credit than quarters will be subject to conversion prior to being transferred. International transcripts must be evaluated by a NACES-approved organization (National Association of Credential Evaluation Services) to ensure the student's credit transfer is equivalent to Rasmussen course content. The evaluation is the student's responsibility. Transcripts from institutions located in U.S. Territories and Commonwealths that are accredited by an accreditor recognized by the U.S. Department of Education require a NACES evaluation only when the transcript is not written in the English language. Credits earned at Rasmussen University will be transferred directly from one Rasmussen University campus to another. Only the courses that are applicable to the current program will be posted or calculated.

When courses are not accepted for transfer, a student may file an appeal through the following process:

- 1) The student completes an appeal form. Supplemental information such as a syllabus, course description, or text may be required.
- 2) The information will be reviewed by the Director, Central Student Operations – Transfer.
- 3) The student will be notified of the decision.

Course-by-course transfer credits from regionally- or nationally-accredited institutions of higher learning will be evaluated on course content. Most courses that are comparable in content will be accepted. The course must have the minimum number of credits to that of the Rasmussen University course. Only courses completed with a grade of "C" or higher or a grade of Pass (in a Pass/Fail grading system) or Satisfactory (in a Satisfactory/Unsatisfactory grading system) that can be verified as equivalent to a grade of "C" or higher will be eligible for transfer credit. See the Satisfactory Academic Progress Policy to understand how transferred credits from institutions other than Rasmussen University and prior learning assessments including test-outs, credit by assessment, and course waivers impact Cumulative GPA and other Satisfactory Academic Progress standards in the student's program of enrollment and progress toward program

completion. General education credits may be considered for transfer regardless of completion date. Please see the Transfer of Credit Policies for information on program- and school-specific policies as well as additional information.

Graduation Rates at Rasmussen University are reported to federal agencies by state. The following rates are the most recent disclosures provided under the **Student Right to Know Act**:

Florida	Illinois	Minnesota	North Dakota	Wisconsin	Kansas
40%	31%	36%	42%	43%	50%

Graduation Rate Calculation

The rates above are based on a calculation that includes **only “full-time, first-time” students who enrolled at Rasmussen University in 2013**. This cohort is measured at 6 years to determine the percentages shown as specified in federal regulations.

Students who have **previously attended another postsecondary institution**, or who began their studies on a **part-time basis** are excluded from this rate. **At Rasmussen University, a small percentage of students, as few as 15%, are considered “full-time, first-time”** for purposes of calculating the rates shown above.

For additional details, including **student body diversity, retention rates and graduation rates broken down by gender as well as racial/ethnic groups**, please see the information provided below, and visit the **U.S. Department of Education’s National Center for Education Statistics College Navigator** at <https://nces.ed.gov/collegenavigator/>. Outcome measures, including details of degree/certificate-seeking undergraduate students who are part-time attending and non-first-time students, and for students receiving Pell grants and for those not receiving Pell grants can be found in our listings on the Navigator.

Another source of information is the [U.S. Department of Education’s College Scorecard](https://collegescorecard.ed.gov/school/?138309-Rasmussen-College-Florida). Information about **outcomes** and the percentage of students receiving Pell Grants can be viewed here as well. The listings for Rasmussen University are delineated by State on the College Scorecard site, for example, “Rasmussen College – Florida” can be found here: <https://collegescorecard.ed.gov/school/?138309-Rasmussen-College-Florida>

Undergraduate Student Attendance Status

Full-Time	47%
Part-Time	53%

Undergraduate Student Age

24 and under	26%
25 and over	74%

Undergraduate Student Gender

Men	13%
Women	87%

Undergraduate Student Body Diversity

Hispanic/Latino	13%
American Indian or Alaska Native	1%
Asian	3%
Black or African American	20%
Native Hawaiian or Other Pacific Islander	0%
White	42%
Two or more races	3%
Race and ethnicity unknown	18%

For information regarding Rasmussen University **program costs**, required credits and program length, please see the **Rasmussen University Catalog** at www.rasmussen.edu/degrees/course-catalog, our **tuition estimator** at www.rasmussen.edu/tuition, or our **net price calculator** at: <https://npc.collegeboard.org/student/app/rasmussen>.

Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, originally known as the Campus Security Act, mandates that colleges and universities disclose information about certain categories of crimes that are committed on and around their campuses. The Clery Act, enacted by Congress and signed into law by President George Bush in 1990, was championed by Howard & Connie Clery after their daughter Jeanne was murdered at Lehigh University in 1986.

Campus Security and Awareness is a top priority at Rasmussen University. As part of the campus crime prevention plan, the institution provides staff and faculty training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse, and provides students with resources and information regarding security and crime statistics as required by the Clery Act. In addition, **each Campus Director presents information regarding these important topics at every quarterly orientation session.**

Reporting a Crime

All instances of a suspected crime occurring on Rasmussen property should be directed to the Campus Director as soon as possible after the occurrence of the suspected crime. If the Campus Director is not on site or unavailable, please report the incident to the Dean or Director of Admissions. Information related to the suspected crime will be reported immediately, as required under school policy, to the appropriate law enforcement authorities. Rasmussen University does not employ licensed or pastoral counselors. Any information reported to a Rasmussen University official will be held in confidence at the victim's or witness' request unless disclosure is otherwise mandated by law.

Response to a Reported Crime

School officials and administrators **will notify appropriate law enforcement upon being informed of a suspected crime.** Non-emergency notifications will be made through the Campus Director. Emergency notifications and any suspected crime requiring immediate investigation will be reported directly to the local police department. A record of all reported crimes will be maintained in the office of the Campus Director. **School officials will notify the students and employees of Rasmussen University regarding the occurrence of a reportable crime within 48 hours.** This notification will be sent via email to all employees and students whenever deemed necessary. Information specific to the Campus Security Report can also be found on the Department of Education's online Campus Safety and Security Data Analysis Tool at <http://ope.ed.gov/security/>.

Policy Regarding Access to Facilities

Only students, prospective students, employees, invited guests, and community members with official school business are allowed on the campus premises. Other individuals will be asked to leave and, if necessary, will be escorted to an exit by school personnel.

Emergency Response and Evacuation Procedures

In the event of emergency, students, faculty, and staff are to **follow instructions from local emergency personnel. If evacuation of the campus is necessary, the fire alarm will be activated and all students will be asked to leave the building. Disabled students requiring assistance during an evacuation should proceed to the nearest stairwell and wait for assistance** from the fire department. **If a campus lockdown is necessary, the campus door will be closed and locked from the inside, the lights turned off and students and faculty will position themselves in the classroom so that they are not visible from doors or windows.** If a situation warrants that students en route to a campus cannot enter the campus, Rasmussen University will coordinate with local police to restrict access to the campus and will attempt to contact students via e-mail and telephone. If an emergency occurs on campus that involves an immediate threat to the health or safety of students or staff (whether due to crime, natural disaster, or any other unsafe condition), the University will contact students via email and other available means to provide notice of the threat as soon as possible after the University receives confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The law enforcement authority on every campus is the local Police Department. Rasmussen University officials have the authority to contact the local law enforcement authorities to request assistance in preventing or reacting to a crime within the immediate vicinity of school facilities. The University is authorized to detain suspected criminal offenders for the local authorities. Campus Directors are to be considered the security authority on campus and have the authority to detain criminals when it is safe to do so but they are not authorized to make an arrest. The officials at Rasmussen University have a strong working relationship with the local, county and state authorities and work in partnership to offer students and employees the safest possible environment. Rasmussen University has entered into Memoranda of Understanding with local law enforcement agencies for each Minnesota campus, in order to coordinate responses to incidents of sexual violence. See Minn. Stat. § 135A.15

Students and school employees are encouraged to be aware that they are responsible for their own security and the security of others and are encouraged to report crimes to the appropriate school personnel and law enforcement authorities.

School officials, and the local authorities are available to discourage crime on campus and assist crime victims, but individuals should be aware that **the best prevention for crime is to avoid at-risk situations.** The following simple guidelines can help individuals decrease the potential of being victimized:

1. Do not leave personal items unattended or out of sight.
2. Do not carry expensive items or larger than necessary amounts of cash.
3. Minimize time spent alone in isolated areas.
4. Know where and how to obtain assistance if you need it.
5. Safety in numbers - **If you have a concern for your personal safety while on campus, notify the Front Desk and an escort will be provided for you.**
6. **Report suspicious and unusual activity** to the Campus Director. The Campus Director will immediately pass along this information to the appropriate authorities if appropriate. (If the Campus Director is not on site or unavailable, please report the incident to the Dean or Director of Admissions.)

7. **Lock your car** and take the keys with you.

Distribution of Security and Crime Information

Information regarding campus security procedures and crime occurrences on record is updated prior to **October 1st each year** and posted on the bulletin board in each student lounge. The Campus Director is responsible for collecting details for the crime statistics report. Statistics from the local, county and state police are collected and compiled for distribution each year. All incident reports filed are voluntary and are kept confidential in nature. Current information is available to anyone upon request. Additionally, information about crime statistics can be found online via the U.S. Department of Education's Campus Safety and Security Data Analysis Tool: <http://ope.ed.gov/security/>.

Sex Offender Registry

In accordance with the Campus Sex Crimes Prevention Act, information regarding registered sex offenders can be found on the **Dru Sjodin National Sex Offender Public Website** at <http://www.nsopw.gov>. State-specific sex offender search tools for states with Rasmussen University campuses are listed here:

- **Florida:** <https://offender.fdle.state.fl.us/offender/sops/offenderSearch.jsf>
 - Miccosukee Tribe of Indians of Florida, <http://miccosukeetribe.nsopw.gov>
- **Illinois:** <http://www.isp.state.il.us/sor/>
- **Kansas:** <http://www.kbi.ks.gov/registeredoffender/>
 - Iowa Tribe of Kansas and Nebraska, <http://iowatribe.nsopw.gov/>
 - Prairie Band Potawatomi Nation, <http://pbpnation.nsopw.gov>
- **Minnesota:** <http://coms.doc.state.mn.us/PublicRegistrantSearch/>
 - Bois Forte Band of Chippewa, <http://boisforte.nsopw.gov>
 - Red Lake Band of Chippewa Indians, <http://redlake.nsopw.gov>
- **North Dakota:** <http://www.sexoffender.nd.gov/>
 - Spirit Lake Tribe, <http://spiritlake.nsopw.gov>
 - Standing Rock Sioux Tribe, <http://srst.nsopw.gov/>
 - Three Affiliated Tribes, <http://mhanation.nsopw.gov>
 - Turtle Mountain Band of Chippewa Indians, <http://tmbci.nsopw.gov>
- **Wisconsin:** <http://offender.doc.state.wi.us/public/>
 - Menominee Indian Tribe of WI, <http://metp.menominee-nsn.gov/SORN/Disclaimer.aspx>

Please contact your Campus Director with any requests for additional information.

Monitoring and Recording of Criminal Activity

All **reported crimes and other security issues are to be directed to the Campus Director** for entry into the official school security log. Statistics are gathered from the local authorities to provide to students, employees, government agencies, and other interested parties upon request. Information is **compiled and reported using the definitions of the Federal Bureau of Investigation's Uniform Crime Reporting System**, Hate Crime Data Collection Guidelines and the Training Guide for Hate Crime Collection. This information is reported electronically to the Department of Education in the annual security report which is due October 1 of each year and contains the required crime statistics for the three calendar years preceding the year in which the report is disclosed.

2020 Crime Statistics for all Rasmussen University Campuses

See bottom of table for campus identifier key

Please note that this data represents alleged criminal activity and unless specifically designated does not constitute arrests or convictions.

Category	Clery Geography Location	2017	2018	2019
Murder	On Campus	0	0	0
	Public Property	0	0	0
Negligent Manslaughter	On Campus	0	0	0
	Public Property	0	0	0
Non-Negligent Manslaughter	On Campus	0	0	0
	Public Property	0	0	0
Sexual Assault (Rape, Fondling, Incest, Statutory Rape)	On Campus	0	0	0
	Public Property	0	0	0
Robbery	On Campus	0	0	0
	Public Property	0	0	0
Aggravated Assault	On Campus	0	0	0
	Public Property	1*	0	1*
Burglary	On Campus	0	0	0
	Public Property	0	0	0
Motor Vehicle Theft	On Campus	0	0	1&
	Public Property	1#	0	0
Arson	On Campus	0	0	0
	Public Property	0	0	0
Bias/Hate Crimes				
Category	Clery Geography Location	2017	2018	2019
Larceny-Theft	On Campus	0	0	0
	Public Property	0	0	0
Simple Assault	On Campus	0	0	0
	Public Property	0	0	0
Intimidation	On Campus	0	0	0
	Public Property	0	0	0
Vandalism/Destruction/Damage	On Campus	0	0	0
	Public Property	0	0	0
Violence Against Women Act				
Category	Clery Geography Location	2017	2018	2019
Domestic Violence	On Campus	0	0	0
	Public Property	0	0	1*
Dating Violence	On Campus	0	0	0
	Public Property	0	0	0
Stalking	On Campus	0	0	0
	Public Property	0	0	1*
Disciplinary Action				
Category	Clery Geography Location	2017	2018	2019
Liquor Law Violation	On Campus	0	0	0
	Public Property	0	0	0
Drug law Violation	On Campus	0	0	0

	Public Property	0	0	2%
Weapons Violation	On Campus	0	0	0
	Public Property	0	0	0
Arrests on Campus				
Weapons: carrying, possessing, etc.	On Campus	0	0	0
	Public Property	0	0	0
Drug Abuse violations	On Campus	0	0	0
	Public Property	1*	0	0
Liquor Law violations	On Campus	0	0	0
	Public Property	0	0	0
Disciplinary Referrals				
Category	Clery Geography Location	2017	2018	2019
Liquor Law Violation	On Campus	0	0	0
	Public Property	0	0	0
Drug law Violation	On Campus	0	0	0
	Public Property	0	0	0
Weapons Violation	On Campus	0	0	0
	Public Property	0	0	1%
Campus Identifiers:				
* = Rockford, IL, & = Blaine, MN				
% = Tampa/Brandon, FL # = New Port Richey/West Pasco, FL				
Clery Act Crime Data Note 1: No crimes were reported for the following campuses: Florida: Fort Myers, Land O' Lakes/East Pasco, Ocala, Ocala Nursing, Orlando. Illinois: Aurora/Naperville, Mokena/Tinley Park, Romeoville/Joliet, Centro de Aprendizaje learning center. Kansas: Kansas City/Overland Park, Topeka. Minnesota: Bloomington, Brooklyn Park/Maple Grove, Eagan, Lake Elmo/Woodbury, Mankato, Moorhead, St. Cloud. North Dakota: Fargo. Wisconsin: Green Bay, Wausau.				
Clery Crime Data Note 2: No bias/hate crimes occurred in 2016, 2017 or 2018 as detailed above. As such, no actual or perceived bias by the victim, including Race, Gender, Gender Identity, Religion, Sexual Orientation, Ethnicity, National Origin or Disability could be categorized and included in this report.				
Clery Crime Data Note 3: Rasmussen University has no "Non-campus buildings and property" as defined under Clery Act Geography. All buildings owned or controlled by Rasmussen University are counted under the "On Campus" and "Public Property" definitions and crime statistics are attributed as such. There are also no "non-campus locations of student organizations."				

Emergency Notification and Timely Warnings

An “emergency notification” as notification to the campus community that an immediate or imminent threat, such as a fire, gas leak, or terrorist incident, has occurred. If any such threat arises to the safety or health of our students or employees, Rasmussen University will follow our emergency notification procedures to provide a warning in an effective and time-sensitive manner.

A “timely warning” is an alert to the University community regarding incidents that are considered a serious and continuing threat to students and employees. In the event of such an occurrence, Rasmussen University officials will work with state and local law enforcement to stay informed regarding events that may require a timely warning or other action. The decision to notify segments of the University community will be based on the type and severity of the threat and will be made in consultation with local law enforcement authorities when possible. The Campus Director is primarily responsible for carrying out such procedures, however the Dean and Director of Admissions at each campus are also responsible.

Clery Geography

Under the Clery Act, the term “Campus” is defined as:

- 1) Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes; and
- 2) Property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

Under the Clery Act, the term “Public Property” is defined as:

- 1) All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, street, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.

For Rasmussen University, the above definitions include our campus buildings and property, including privately managed parking lots. There are some nuances and exceptions for multi-tenant buildings such as our campuses in Rockford, IL and Bloomington, MN where the parking lot is not immediately adjacent, but for all intents and purposes the “campus” and “public property” definitions above apply and any crimes occurring within the defined areas are included in this report. If any question exists regarding the location/Clery Geography category, Rasmussen University takes the cautious approach and reports the crime.

While withholding as confidential the names and other identifying information of victims, as defined in section 40002(a) (20) of the Violence Against Women Act of 1994, Rasmussen University will provide warnings to our University community if the following crimes occur, to aid in the prevention of further or future crimes:

1. Criminal homicide
 - Murder and non-negligent manslaughter
 - Negligent Manslaughter
2. Sex Offenses
 - Rape
 - Fondling
 - Incest
 - Statutory rape

3. Robbery
4. Aggravated assault
5. Burglary
6. Motor vehicle theft
7. Arson
8. Arrests and referrals for disciplinary actions, including:
 - Arrests for liquor law violations, drug law violations, and illegal weapons possession
 - Persons not included in [34 CFR 668.46\(c\)\(1\)\(ii\)\(A\)](#) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession
9. Hate crimes, including:
 - The number of each type of crime in [34 CFR 668.46\(c\)\(1\)\(i\)](#) that are determined to be hate crimes
 - The number of the following crimes that are determined to be hate crimes:
 - Larceny-theft
 - Simple assault
 - Intimidation
 - Destruction/damage/vandalism of property

Dating violence, domestic violence, and stalking as defined in [34 CFR 668.46\(a\)](#)

The **Family Educational Rights and Privacy Act (FERPA)** affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review the student's education records** within 45 days of the day the institution receives a request for access. Students should submit to the Campus Director, Advisor, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. **The right to request the amendment of the student's educational records** that the student believes is inaccurate/ misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. The written request to the Campus Director must clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information** contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. **The right to disclose – without the written consent or knowledge of the student or parent – personally identifiable information from the student's education records to the Attorney General of the United States or to his/her designee** in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b (g) (5) (B) and 2331 of title 18, U.S. Code. In

addition, the institution is not required to record the disclosure of such information in the student's file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

5. *The right to disclose – without the written consent or knowledge of the student or parent – information from a student's education records in order to comply with a **lawfully issued subpoena or court order** in three contexts.*
 - a. *Grand Jury Subpoenas* – The institution may disclose education records to the entity or persons **designated in a Federal Grand Jury Subpoena**. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution's response.
 - b. *Law Enforcement Subpoenas* – The institution may disclose education records to the entity or persons designated in **any other subpoena issued for a law enforcement purpose**. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution's response. Neither notification requirements nor recordation requirements apply.
 - c. *All Other Subpoenas* – The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent or student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.
6. The right to disclose – without the written consent or knowledge of the student or parent – information in education records **to appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals**. Imminent danger of student or others must be present.

Note: Rasmussen University only discloses personally-identifiable information from an education record to appropriate parties in connection with an emergency **if knowledge of the information is necessary to protect the health or safety of the student or other individuals**.
7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
Phone: 1-800-USA-LEARN (1-800-872-5327)

Directory Information

Directory Information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. **Students can choose to suppress all directory information or specific items via the Student Portal.** (View "My Profile" > "My FERPA" and use the drop-down menu to change permissions for each piece of directory information.) Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined above.

Directory Information includes: **Student's name, date of birth, address (es); Rasmussen University-issued student email address; personal email address; course of study; co-curricular and extracurricular activities;**

degrees and/or awards received; last school attended; dean's list or equivalent honors; attendance status (full-time, part-time) and **dates of attendance** (the period of time a student attends or attended Rasmussen University not to include specific daily records of attendance).

Drug and Alcohol-Free School Policy

Rasmussen University is committed to providing positive, **safe, alcohol and drug-free environment** for our students and employees that is conducive to learning. The policy and program detailed below is rooted in the University's **concern for the safety, health and welfare of our students, employees, families, and the communities we serve**. In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, 34 CFR Part 86, Rasmussen University is **hereby declared a drug- and alcohol-free university and workplace**, and the University will make a good faith effort to maintain a drug-free University through implementation of policy and programs.

Students, faculty and staff are prohibited from the **unlawful use, possession, manufacture, and distribution of controlled substances and alcohol in all facilities** owned, leased and/or controlled by the University, including **campuses, office buildings and grounds**. In addition, this prohibition applies to **students, faculty and staff** while participating in **education-related activities such as clinical, externship and practicum experiences**.

Students and employees **must not show up for school or work drunk, hung-over, or otherwise affected by drugs or alcohol**. Alcoholic beverages meant for human consumption cannot be stored anywhere on campus, including in student and employee lounges. Students who violate this policy will be **subject to disciplinary action up to and including dismissal from the University**. Employees who violate this policy may be **subject to disciplinary action up to and including suspension or termination of employment**. Additionally, it is important to note that students and employees must accept their responsibility to obey all federal and local laws, including those governing alcohol and drug use, possession and sale, and those that prohibit underage drinking.

Students involved with drugs could **lose their eligibility for financial aid** to fund their education. Further, they could also be denied other federal benefits such as disability, retirement, health, welfare, and Social Security. **Finally, a record of a felony or conviction in a drug- related crime may prevent a person from attaining employment in certain career fields**.

As a condition of enrollment, students must abide by the terms of this policy or **the University may take one or more of the following actions within 30 days with respect to any student who violates this policy** by:

1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such students, up to and including expulsion or termination of enrollment.
3. Requiring such student to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

Storage of alcohol in private motor vehicles, unless prohibited by state or local statute, is not prohibited. Moderate and legal consumption of alcohol at off-site events sponsored or organized by the University during non-work hours by employees is not prohibited.

Drugs and alcohol are **highly addictive and injurious to the person and can cause harmful effects to virtually every aspect of a person's life, i.e., relationships, family, job, school, physical, and emotional health**. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid,

depressed, inattentive, anxious, or experience sexual indifference, loss of physical coordination and appetite, go into a coma, experience convulsions, or even death.

People who **abuse drugs and alcohol face not only health risks, but often lose their ability to function in their personal and professional lives** as well. Some examples of this are a hangover, or a feeling of being “burned out”, being preoccupied with plans for the next drink, or “high” or slowed reflexes that can be especially dangerous while driving. Common warning signs that could indicate someone is having trouble with drugs or alcohol:

- *inability to get along with family or friends*
- *resistance to discipline at home or school*
- *uncharacteristic temperflare-ups*
- *getting into a “slump” at work or school*
- *increased “secret” type behavior*
- *increased borrowing of money*
- *abrupt changes in mood or attitude*
- *a complete set of new friends*

If you observe a classmate or coworker who displays any concerning behavior such as those listed above, please notify campus leadership (Campus Director, Dean or Director of Admissions) or a university administrator.

Consistent with our commitment to a drug and alcohol-free environment, **Rasmussen University prohibits:**

- The **presence of students or employees on campus or off campus at activities sponsored by the University** while under the influence of intoxicants, drugs or any other controlled substances.
- The **illegal use, possession, manufacture, distribution or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time** on Rasmussen University campuses or off campus at activities sponsored and controlled by the University.

Rasmussen University reserves the right to:

- Discipline students, **including dismissal, for felony convictions regarding illegal use, possession or trafficking of drugs.**
- Take disciplinary action against students who violate this policy. Students **may be suspended or dismissed pending the outcome of an investigation** regarding compliance with this policy.

Drug and Alcohol Abuse Prevention Program

The Drug and Alcohol abuse Prevention Program at Rasmussen University utilizes a targeted approach to help prevent alcohol and drug-related problems for our population of students, **whether they attend courses online or on-campus.** The primary elements of our program are detailed below and with each element designed to **reduce the illegal and high-risk use of alcohol and illicit drugs**, and to **prevent or reduce the negative impact** to our population of **students, employees, and our local communities**, and to ultimately keep them safe.

- **Providing Education/Increasing Awareness**
 - Rasmussen University will **distribute educational materials** to students at minimum twice each year, in October and April.
 - Materials will warn students about the dangers and negative consequences of using drugs and of alcohol abuse.
 - Materials will be sent via an email blast.

- The October timeframe coincides with, “*National Collegiate Alcohol Awareness* month.
 - Staff and faculty will receive similar information at least once each year in our *Compliance Quarterly* newsletter.
 - Rasmussen University will **dedicate space at each campus to educational materials about drug and alcohol abuse**. The materials will be displayed in a **prominent location** on each campus, either in a main hallway used by students, or in the student lounge, and the materials customized for each campus population. This aspect of the plan will happen after the pandemic subsides.
- **Prohibiting alcohol and alcohol advertisement on our campuses**
 - No promotional materials that either overtly or subtly promote alcohol or drugs, including tobacco or e-cigarettes are allowed on Rasmussen University campuses or offices.
- **Promoting alcohol-free social options and events**
 - As local events are planned by campus leaders, staff and faculty, Rasmussen University will make efforts for them to be **alcohol-free**, or at minimum to **include alcohol-free alternatives** so attendees are able to avoid the temptation of alcohol but still participate fully.
- **Maintaining an up-to-date list of resources for students, faculty and staff**
 - Rasmussen University will **publish and maintain a list of local and national resources** that are available to those who are affected by drug and alcohol use.
 - The resources will be available on each campus, and in a central repository developed and maintained by the University on our “guides” website: <https://guides.rasmussen.edu/studentssuccessguide/drugprevention>
 - Full time employees and members of their household have access to Cigna’s *Life Assistance Program*. This program offers access to no-cost, work/life support services including three **in-person counseling sessions** per year, legal, health and wellness resources, health and wellness topics with **multiple resources covering addiction and recovery**.

The program described above will be reviewed on a biennial basis to determine its effectiveness. The review will be conducted by a task force of the following: 1. Assistant Vice President of Campus Operations and Service, 2. Compliance Director, 3. A Regional Vice President, 4. A Campus Director, and 3. A Student Advisor. This group will submit a report following their review. One topic for 2021 will be to determine whether students should be required to complete an online education course such as AlcoholEdu.

The “Drug and Alcohol-Free School Policy” is included in the annual disclosure memo that is distributed to students and available to incoming students and all employees as noted at the beginning of this memo.

TITLE IX

Title IX of the Education Amendments of 1972 **protects students and employees of educational institutions from discrimination based on sex** and is **at the heart of efforts to create gender equitable schools**. The law requires educational institutions to maintain policies, practices and programs that do not discriminate against anyone based on sex. Title IX states: "***No person in the U.S. shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid.***"

Rasmussen University **takes our responsibilities under Title IX, the Clery act and the Violence Against Women Act seriously. We condemn and expressly prohibit sexual assault, domestic violence, dating violence, sexual harassment, and stalking.** The University will **comply with all applicable statutes relating to nondiscrimination** and will **investigate allegations of discrimination**. The complete Rasmussen University Title IX and Policy against

Sexual Misconduct is included below, and can be found in the University Catalog/Addendum at: <http://www.rasmussen.edu/degrees/course-catalog/>

The University maintains **information and resources regarding Sexual Misconduct and Title IX** at <http://www.rasmussen.edu/student-life/title-ix/>. This page contains information on Victim's/Survivor's rights, Law Enforcement Resources, Medical Facilities (forensic exams), Victim's/Survivor's Support and Advocacy Resources, and an online reporting system where complaints can be submitted anonymously.

Students and employees with questions, concerns or complaints related to gender discrimination, sexual harassment or assault should contact the **Rasmussen University Title IX Coordinator listed below:**

Joshua D. Collier
Director of Legal Compliance/Title IX Coordinator
Rasmussen University
1415 W 22nd Street - Suite 400
Oak Brook, IL 60523
630-366-2917, Joshua.Collier@rasmussen.edu or titleix@rasmussen.edu

Additional contacts are listed in the policy below, and additional information regarding Title IX can be found here:

- **U.S. Department of Education, Office for Civil Rights, Title IX and Sex Discrimination**
http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html
- **U.S. Department of Justice, Overview of Title IX**
<http://www.justice.gov/crt/overview-title-ix-education-amendments-1972-20-usc-1681-et-seq>

In our efforts to **prevent dating violence, domestic violence, sexual assault and stalking**, every new student is **encouraged to complete our Title IX training** within the first 10 days of the term. Each student is **also asked to complete the training again every 12 months while enrolled**. Additional information about our training, including content details, can be found on the vendor's website:

<https://title9.studentsuccess.org/not-anymore/non-traditional-students/>

New students are notified in the welcome video from their campus director, and a notification banner also appears in the student portal until they have completed the training. Additionally, e-mail prompts are sent to remind students to complete the training on days 2, 7, and 10 of the term.

Rasmussen University Title IX and Policy Against Sexual Misconduct

A. General Provisions

1. References to "this policy" means Sections A through K of this policy.
2. University policy strongly condemns and expressly prohibits sexual assault, domestic violence, dating violence, sexual harassment, and stalking.
 - a. References to "University policy" mean the rule outlined in this Section, A (2).
3. Title IX of the Education Amendments of 1972 (see 34 C.F.R. Part 106) protects people from discrimination based on sex in education programs or activities that receive federal financial assistance and applies to all gender identities. Title IX states that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

4. Title VII of the Civil Rights Act of 1964 (see 42 U.S.C. § 2000e *et seq.*) prohibits employers from discriminating against any individual with respect to their compensation, terms, conditions, or privileges of employment, because of such individual's race, color, religion, sex, or national origin.
5. This policy applies to the actions of students and employees, including co-workers, managers, or by any other persons doing business with or for the University.
6. Location of the alleged incident that violates this policy:
 - a. This policy applies to harms against students regardless of where the incident occurred.
 - b. This policy applies to harms against employees or third parties occurring on property owned or leased by the University, or at any activity, program, organization, or event sponsored by the University, or by a fraternity or sorority.
7. Complaints may allege violation of University policy, Title VII, or Title IX, subject to the following:
 - a. Complaints alleging violations of the University policy or Title VII are handled by General Counsel, Human Resources, Title IX Coordinator or a combination thereof, and follow the rules and procedures of this policy.
 - b. Complaints alleging violations of Title IX are handled by the Title IX Coordinator and follow the rules and procedures of this policy.
 - c. An employee complaint against the University or another employee will be handled by Human Resources as a violation of University policy, as outlined here and in the Employee Handbook, before the complaint may be pursued under Title VII or Title IX.
8. Nothing in these policies shall prevent anyone from contacting law enforcement or pursuing formal legal remedies or resolution through state or federal agencies or the courts.
9. Academic or other education-related complaints are rightly pursued under the Academic Appeals and Grievance Policy. The Academic Appeal Procedure must be used for a complaint regarding a final grade or program-specific academic policy. A grievance, which is an expressed feeling of dissatisfaction regarding an action taken by the University or by members of the University community, follows the Grievance Procedure. When the Academic Appeals and Grievance Policy process does not resolve an academic or other education-related complaint with an underlying Title IX issue or other violation of this policy, such a complaint may be subsequently pursued under this policy.
10. All students and employees shall be informed of this policy by training, the University catalog, inclusion in the annual disclosure memo, or other means.

B. Definitions

"University" and **"the University"** means Rasmussen University.

"Complainant" means the person bringing the complaint.

"Consent" has no definition in federal law and is defined differently across states and local jurisdictions. As part of the larger community, Rasmussen University is subject to, abides by, and supports federal, state, county, and local statutes and ordinances regarding criminal sexual conduct.

For purposes of any complaint filed under this policy, Rasmussen University follows and applies the definition of consent of the state or jurisdiction in which the alleged incident occurred. If the state or jurisdiction does not define consent in its laws, the University will apply the Illinois definition as stated below. The definition of consent for each state in which Rasmussen University has a residential campus is reproduced here:

Florida: "Consent means intelligent, knowing, and voluntary consent and does not include coerced submission. 'Consent' shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender." Fla. Stat. § 794.011(1) (a) (2016).

Illinois: The definition of consent, "at a minimum, recognizes that (i) consent is a freely given agreement to sexual activity, (ii) a person's lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent, (iii) a person's manner of dress does not constitute consent, (iv) a person's consent to past sexual activity does not constitute consent to future sexual

activity, (v) a person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another, (vi) a person can withdraw understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (A) the person is incapacitated due to the use or influence of alcohol or drugs; (B) the person is asleep or unconscious; (C) the person is under age; or (D) the person is incapacitated due to a mental disability. Nothing in this Section prevents a higher education institution from defining consent in a more demanding manner. 110 Ill. Comp. Stat. § 155/10(1) (2015).

Kansas: Kansas Statutes do not define "consent" as of September 2016, and re-verified March 2020.

Minnesota: "(a) 'Consent' means words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act. (b) A person who is mentally incapacitated or physically helpless. . . cannot consent to a sexual act. (c) Corroboration of the victim's testimony is not required to show lack of consent." Minn. Stat. §609.341, subd. 4 (2016).

North Dakota: The North Dakota Century Code does not define "consent" as of September 2016, and re-verified March 2020.

Wisconsin: "Consent, as used in this section, means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. . . . The following persons are presumed incapable of consent, but the presumption may be rebutted by competent evidence. . . (b) A person suffering from a mental illness or defect which impairs capacity to appraise personal conduct. (c) A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act. Wis. Stat. § 940.225(4) (2015)

"Dating Violence" means physical, sexual, psychological, or emotional violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Victim/Survivor. Dating violence can occur in person or by other means including electronically.

1. 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.
2. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, and stalking.
3. Dating violence does not include acts covered under the definition of domestic violence.

"Domestic Violence" means the infliction of physical injury, or the creation of a reasonable fear that physical injury or harm will be inflicted by:

1. a current or former spouse or intimate partner of the Victim/Survivor;
2. a person with whom the Victim/Survivor shares a child in common;
3. a person who is cohabitating with, or has cohabitated with, the Victim/Survivor as a spouse or intimate partner;
4. a member or former member of a child's household, against a child or against another member of the household;
5. a person similarly situated to a spouse of the Victim/Survivor under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
6. any other person against an adult or youth Victim/Survivor who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

"Online Reporting System"

1. The University provides an Online Reporting System to receive complaints under this policy.
2. This reporting system allows for anonymous submissions and is available on the University website at <http://www.rasmussen.edu/student-life/title-ix/>.

"Respondent" means the person accused of inflicting the alleged harm upon the Victim/Survivor.

“Sexual assault” is defined as and recognizes the following:

1. Sexual assault is sexual activity, including sexual penetration or sexual conduct carried out under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the Victim/Survivor is mentally or physically disabled or helpless.
2. Any sex offense defined in the FBI’s Uniform Crime Reporting (UCR) program.

“Sexual harassment” is defined as and recognizes the following:

1. Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement,
 - b. submission to or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment,
 - c. such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working or academic environment.
2. Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed.
3. There are two types of sexual harassment:
 - a. “Quid pro quo” harassment, where submission to harassment is used as the basis for employment decisions.
 - i. Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
 - b. “Hostile work environment,” where the harassment creates an offensive and unpleasant working environment.
 - i. Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment.
 - ii. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.
 - iii. Sexual harassment includes harassment based on sexual orientation. Sexual orientation harassment is verbal or physical conduct that is directed at an individual because of their sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

“Stalking” means:

1. Engaging in a repeated course of conduct directed at a specific person that would cause a reasonable person to:
 - a. fear for their own safety or the safety of others, or
 - b. suffer substantial emotional distress.
2. This definition includes “cyberstalking,” which is stalking conducted with technology such as computers or mobile devices, often occurring on or delivered through the Internet, e-mail, or text messages.

“Victim/Survivor” means the person upon whom the alleged harm was inflicted. These terms are used together throughout this policy to respect individuals who may identify as one or the other, or both.

C. Victim’s/Survivor’s Rights and Options

Victims/Survivors have the following rights and options under University policy.

1. If sexual assault is alleged, the Victim/Survivor is strongly encouraged to preserve physical evidence of the sexual assault. No attempt should be made to bathe, change clothes, or otherwise clean prior to examination by a medical practitioner to make determinations regarding sexual assault. The preservation of physical evidence is very important for any criminal or civil action that the Victim/Survivor may choose to pursue against the Respondent, and will also be useful in a University complaint Investigation and resolution process. A medical forensic examination shall be completed at no cost to the Victim/Survivor, and may be conducted at any medical facility. A list of medical facilities near each campus can be found at <http://www.rasmussen.edu/student-life/titleix/>

2. Victims/Survivors are **strongly encouraged to create a detailed written summary of the incident** while the memory is still clear.

3. The Victim/Survivor has a right to privacy, which includes the decision whether to report or not report an alleged incident to the University, law enforcement, both, or neither. At the request of the Victim/Survivor, University employees will promptly assist the Victim/Survivor in making a report.

4. University personnel **must treat a Victim/Survivor with dignity and shall not suggest to a Victim/Survivor that the Victim/Survivor is at fault** for the crimes or violations that occurred, or that the Victim/Survivor should have acted in a different manner to avoid such a crime.

5. A Victim/Survivor **may contact, or request assistance from University personnel** with accessing and navigating, fair and respectful **health care, mental health, counseling, and advocacy services** that are available in the Victim's/Survivor's area.

A list of resources and can be found at <http://www.rasmussen.edu/student-life/title-ix/>

6. Confidentiality and privacy will be maintained within the scope of the Inquiry, Investigation, and resolution processes and among University personnel involved therein, to the extent allowed under law, but cannot be guaranteed in every circumstance.

a. Confidentiality and privacy are best protected when complaints are made through the Online Reporting System or to the Title IX Coordinator. Complaints reported to other University employees who are not work study students will be escalated, but confidentiality and privacy may be lessened due to the circumstances of the reporting.

b. The University shall not disclose the identity of the Victim/Survivor or the Respondent, except as necessary to resolve the complaint or to implement interim protective measures and accommodations or when provided by state or federal law.

c. A party to the complaint may share information with their advocate, or other support person who is not a fact witness.

d. The accused party has due process rights, which include the right to be informed of the allegations and their source.

e. In some circumstances, the University may need to warn the campus community or alert law enforcement of a continued threat of harm to others.

7. The University **will conduct an Inquiry** into all complaints received. This Inquiry may or may not lead to an Investigation and a report with findings and recommendations. An Inquiry involves contacting the Complainant, and Victim/Survivor if they are not the same person, to collect further information about the complaint. It may be possible to resolve some complaints informally between the parties by mutual agreement. Based upon the Inquiry, the University may determine that a formal Investigation is appropriate. An Investigation is led by the Title IX Coordinator, General Counsel, or Human Resources, and includes fact gathering and analysis, concluding with a written report detailing findings and recommendations based upon the preponderance of the evidence standard.

a. The University will provide a prompt, fair, and impartial process from the initial investigation to the final result.

- b. Any investigation will be conducted by official(s) who received annual training on the issues of dating violence, domestic violence, sexual assault, and stalking and on how to conduct a hearing.
8. The Victim/Survivor of an alleged sexual assault may decide when to repeat a description of the alleged sexual assault incident.
9. **Notice shall be provided to the Victim/Survivor of the outcome of any Inquiry or Investigation** concerning a complaint, consistent with laws relating to data practices.
10. At the direction of law enforcement authorities, **University authorities shall assist in obtaining, securing, and maintaining evidence** in connection with a sexual assault incident.
11. University authorities **shall assist the Victim/Survivor in preserving, in instances of alleged sexual assault, materials relevant to the Inquiry**, Investigation, or any disciplinary proceeding.
12. Interim protective measures (shielding):
- a. A Victim/Survivor or Respondent may request to the Title IX Coordinator, General Counsel, Human Resources, or other University employee that the University take interim protective measures as are reasonably available **to shield or otherwise mitigate the potential for future unwanted interactions** between the Victim/Survivor and Respondent during and after the complaint Inquiry, Investigation, and resolution processes.
 - b. The University shall **act promptly to institute interim protective measures**, which may include:
 - i. changes to classroom, academic, and University working situations, as they are available and feasible;
 - ii. obtaining and enforcing campus no contact orders; and
 - iii. cooperating with law enforcement authorities and honoring an order of protection or no contact order entered by a state civil or criminal court.
13. **Retaliation is forbidden against Victims/Survivors, good-faith reporters**, and certain other persons as outlined in Section G of these policies in the catalog.
14. The Complainant, Victim/Survivor, and Respondent **may have an advisor or support person of their choice** who is not a fact witness accompany them to any meeting or proceeding related to an alleged violation of this policy.
- a. The advisor or support person must comply with all rules and University policies regarding their role.
 - b. Involvement of an advisor or support person shall not be permitted if it results in undue delay of the meeting or proceeding.
 - c. The advisor or support person may not participate or contribute to a meeting or proceeding unless invited to participate or contribute by the University employee leading the meeting or proceeding.
 - d. The advisor or support person may not engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or an individual resolving the complaint.
 - e. The University may prohibit an advisor or support person from involvement for violations of this policy.
15. The Victim/Survivor, Complainant, and the Respondent are **entitled to simultaneous, written notification of the outcome of the Investigation**, including information regarding appeal rights, within days of a decision or sooner if required by state or federal law.
16. A Victim/Survivor who subsequently chooses to transfer to another postsecondary institution may request that the University provide them with information about resources for Victims/Survivors of sexual assault at the institution to which the Victim/Survivor is transferring.

17. Consistent with laws governing access to student records, a student who reported an incident of sexual assault will be provided access to the student's description of the incident as it was reported to the institution, including if that student transfers to another postsecondary institution.

D. Bystander Intervention

Bystander intervention is an act of challenging the social norms that support, condone, or permit sexual violence. While the University supports the efforts of bystanders to prevent sexual harassment and sexual assault, nothing in this policy shall be construed to mean that the University encourages bystanders to place themselves in danger. **Bystanders may intervene by notifying others that something is wrong, creating a distraction, removing a potential victim from a risky situation, or by helping to change culture by discouraging others from making inappropriate sexual comments or jokes.**

Note: Bystanders are individuals who observe sexual harassment firsthand or are subsequently informed of the incident. This definition includes both 'passive' bystanders (those who take no action) and 'active' bystanders (those who take action to prevent or reduce the harm). In short, bystander intervention can be described as, "The act of feeling empowered and equipped with the knowledge and skills to effectively assist in the prevention of sexual violence." **Bystanders often have more power than they realize to prevent or stop individual instances of sexual violence by simply speaking up.** A few key items from the "Step Up" program at the University of Arizona: <http://stepupprogram.org/topics/sexual-assault/>

- Be aware of comments and behaviors from others that would indicate they were intent on having sexual intercourse even if the partner was unwilling.
- Notice if someone is getting ready to have sexual intercourse with a partner who is incapacitated.
- Don't pressure or encourage friends to drink or have sex as often or with as many people as possible.
- Don't joke about sexual assault; comments and jokes that are meant to "ease the tension" or are "just kidding around" can trivialize the severity of the behavior.
- Know your level of comfort with conversations and talk about sexual behavior. If you find groups or individuals who talk about sexual relationships that are not in sync with how you feel, or the type of relationship you want, don't be afraid to state your position.
- Many perpetrators are unaware that what they have done is a crime. (They may say, "Yeah, that was messed up, but it was fun.") Let them know that what they did was not right and was against the law.

Please note that bystander intervention does not have to jeopardize the safety of the bystander –in addition to yelling at the perpetrator, **intervention can be as simple as notifying others that something is wrong and flagging down help for the victim.** For additional information and resources on bystander intervention, see the following resources:

- <https://www.health.ny.gov/publications/2040.pdf>
- <https://www.nsvrc.org/bystander-intervention-resources>
- <http://archive.ncpc.org/programs/living-safer-being-smarter/social-safety/dont-be-a-bystander-to-sexual-assault.html>
- <https://www.nytimes.com/2017/06/04/us/retro-report-bystander-effect.html>
- <https://aif.org/the-bystander-effect-in-sexual-assault-cases/>

E. Informal Resolution

Informal resolution is not always appropriate or feasible, depending upon the severity of the allegations and other circumstances. The University encourages Victims/Survivors to file a complaint for any violation of this

policy, regardless of the severity of the alleged incident. If, however, the Victim/Survivor would like to pursue informal resolution, the following information should be considered:

1. Early efforts to control a situation are important, particularly in cases of sexual harassment.
2. Sometimes **unwelcome behavior can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop.** This may be done in person, over the phone, via e-mail or letter, or by speaking with faculty or an employee's supervisor.
3. University employees are always available to provide guidance or assist the Victim/Survivor with an informal resolution, or to file a complaint.
4. Family, friends, or other trusted persons may also provide helpful support and advice.
5. Community-based, state, and national support organizations, such as sexual assault crisis centers may be contacted. Some of these organizations are included in the List of University and External Authorities, Resources, and Support found on our Title IX web page.
6. At any time, and regardless of whether complaint has been filed, the Victim/Survivor may informally resolve any violation of this policy with the Respondent.

F. Reporting a Complaint

1. Anyone—whether a student, employee, bystander, witness, or other third party—may report a complaint under this policy.
 - a. A **student** who is a Victim/Survivor should file their complaint through the Online Reporting System or with the Title IX Coordinator.
 - i. If reporting through the Online Reporting System or to the Title IX Coordinator is not practical, any University employee other than workstudy students may receive a complaint and will escalate it to the Title IX Coordinator.
 - b. An **employee** who is a Victim/Survivor should file their complaint through the Online Reporting System, the Title IX Coordinator or to their HR Consultant.
 - c. A **third party** who is a Victim/Survivor should file their complaint through the Online Reporting System or with the Title IX Coordinator.
 - d. **Bystanders, witnesses, or other third parties** should report through the Online Reporting System or to the Title IX Coordinator.
2. Submit complaints to:
 - a. The **Online Reporting System** at <https://www.rasmussen.edu/student-life/title-ix/>.
 - b. The Title IX Coordinator, Joshua Collier (titleix@rasmussen.edu)
3. Complaints made to faculty or other University employees who are not work-study students will be escalated to the Title IX Coordinator or Human Resources as is appropriate.
4. Anonymous complaints are permitted, and an Inquiry will be initiated to the extent possible with the information available.
5. All complaints should be reported promptly.
6. Upon receipt of a complaint alleging sexual assault, domestic violence, dating violence, or stalking, the University will provide the Victim/Survivor, at the earliest opportunity, with a concise and plain language writing explaining the Victim's/Survivor's Rights and Options.

G. No Retaliation Allowed

1. Regarding an alleged incident of sexual assault, domestic violence, dating violence, or stalking, no retaliatory action (e.g., threats, intimidation, reprisals, or adverse employment or educational actions) shall be taken against:
 - a. the Victim/Survivor;
 - b. those who, in good faith, report or disclose, file a complaint, or otherwise participate in the Inquiry, Investigation, or complaint resolution process;

- c. an individual who serves as an advisor or support person for any party; and
- d. an individual, merely because they are or have been the object of a complaint.

2. Complaints of retaliation will be investigated and resolved under the complaint procedures of this policy and are subject to the range of sanctions outlined in this policy.

H. Amnesty for Good Faith Reporters

A witness or Victim/Survivor of an incident of alleged sexual assault, domestic violence, dating violence, or stalking who reports in good faith:

- 1. shall not be sanctioned** by the University for admitting in the report to a violation of University policy on the personal use of drugs or alcohol; and
- 2. are immune from other violations of student conduct policies**, including an action that places the health or safety of any other person at risk, unless the University determines that the violation was egregious.

I. Inquiries, Investigations, and Resolution of Complaints

1. An Inquiry or Investigation is conducted by the Title IX Coordinator, General Counsel, a Human Resources staff member, or any combination thereof.

2. Inquiry. An Inquiry is an initial assessment of whether the reported incident is governed by this policy and will include a telephone conversation with the Complainant and Victim/Survivor. The Title IX Coordinator, General Counsel, or combination thereof, will make a determination whether the circumstances warrant further investigation or whether the reported incident can be resolved by taking any action deemed appropriate to ensure the Victim's/Survivor's rights under this policy.

3. Investigation. A formal Investigation may follow an Inquiry if warranted by the circumstances.

a. Before an Investigation begins, the University shall notify the Complainant, Victim/Survivor, and Respondent of the University personnel with authority to make a finding or impose a sanction in their proceeding before the personnel initiate contact with any party. The parties have the opportunity to request a substitution if the participation of any of the University personnel with authority to make a finding or impose a sanction poses a conflict of interest.

b. The procedure for conducting an Investigation will include:

- i. implementation of appropriate interim protective measures, if requested or if deemed necessary by the investigator.
- ii. interviewing the Victim/Survivor, Complainant, Respondent, and witnesses.
- iii. communication with the Victim/Survivor until the matter is resolved. The Victim/Survivor will be informed of procedures being followed throughout the Inquiry or Investigation, but will not be informed of specific information derived from conversations with the Respondent.
- iv. a written report detailing findings, recommendations, and sanctions.

c. The preponderance of the evidence standard shall be used in determining whether a violation of this policy occurred.

J. Appeals

1. The Victim/Survivor and Complainant, and the Respondent, have the right to timely appeal the findings or imposed sanctions resulting from an Inquiry or Investigation. An appeal will only be considered if it alleges one of the following:

- a.** a procedural error occurred;
- b.** new information exists that would substantially change the outcome of the finding; or
- c.** the sanction is disproportionate with the violation.

2. Appeals must be written, and filed with the General Counsel, Lori Krueger (titleix@rasmussen.edu)

3. The word "APPEAL" should be clearly written at the top of the appeal.
4. The appeal should clearly state, with specific details, the justification for the appeal.
5. Appeal Procedure:
 - a. The President and General Counsel will consider and decide the appeal.
 - b. The appeal will be limited in scope to the matter appealed, and to the evidence contained in the original Inquiry and Investigation record, unless the basis for the appeal is that new information exists. i. If the appeal asserts that new information exists, the burden is on the appellant to produce the new information. However, the University may, at its discretion, conduct additional fact gathering efforts so long as they are limited to what is necessary to obtain the alleged new information as described in the appeal.
 - c. Upon due consideration, and based upon the preponderance of the evidence, a written appellate report containing findings and recommendations shall be produced.
 - d. The Victim/Survivor, Complainant, and the Respondent shall receive the appeal decision in writing within 7 days after the conclusion of the review of findings or sanctions, or sooner if required by federal or State law.
6. All findings and recommendations of an appeal are final.

K. Contacts

1. The following University authorities are primarily responsible for receiving reports, and for conducting inquiries or investigations under this policy. To reach them, use the **Online Reporting System** or send an e-mail to: titleix@rasmussen.edu

- a. **Title IX Coordinator:** Joshua Collier
- b. **Deputy Title IX Coordinator:** Noel Borg
- d. **General Counsel:** Lori Kruizenga
- e. **Associate Counsel:** Nathaniel Orpen, Aleksandar Dordevic

2. Please see the lists for **Local Law Enforcement, Medical Facilities, and Victim's/Survivor's Support and Advocacy Resources** at <http://www.rasmussen.edu/student-life/title-ix/>

Additionally and as needed, Rasmussen University will provide students and employees with information about local services such as the following: **counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services** available for victims, both within the school and in the community. The University will also provide victims with information regarding available assistance in, and how to request changes to academic, living, transportation, and working situations, or protective measures.

Voter Registration

In compliance with the requirements of the U.S. Department of Education, Rasmussen University encourages all students who are citizens of the United States to participate in **Voter Registration** if it is required in the student's state. Each campus reminds students either via email regarding the need to register for voting as required or through display of physical information in conjunction with the campus Learning Center, or both. Additional information, including **links to voter registration sites** can be found here: <http://guides.rasmussen.edu/constitutionday/home>

Constitution/Citizenship Day

Rasmussen University supports a national commitment by educational institutions across the country to celebrate **Constitution Day**. Please check your email and watch for a related event on campus and online regarding this historic and important day. A historical look at this important day is provided below:

On September 17, 1787, **delegates to the Constitutional Convention** met in Philadelphia to sign the final version of the document they had created during the preceding four months, largely behind closed doors: The U.S. Constitution. (Fifty-five delegates attended the convention, however only thirty-nine actually signed the Constitution.) In addition to commemorating this momentous occasion, the day is intended to ***“recognize all who, by coming of age or by naturalization, have become citizens.”***

The designation **originated 1940**, when Congress passed a joint resolution advising the President set aside the third Sunday in May for the ***“public recognition of all who had attained the status of American citizenship”*** with an original designation of, ***“I Am an American Day.”***

In 1952 the **original resolution was repealed** by Congress and replaced with a new version that moved the date to September 17th. The new version also **shifted the primary focus from citizenship** to commemorating, ***“the formation and signing of the Constitution”***, although the formal designation of “Citizenship Day” was retained. State and local governments as well as schools were urged to observe the day under the following guidance: ***“for the complete instruction of citizens in their responsibilities and opportunities as citizens of the United States and of the State and locality in which they reside.”***

In 2004, at the urging of Senator Robert Byrd of West Virginia, Congress changed the designation of the day to its present iteration: **“Constitution Day and Citizenship Day”**.

For more information and resources, please see the following:

- U.S. Citizenship and Immigration Services:
www.uscis.gov/citizenship/teachers/constitution-day-and-citizenship-day
- Library of Congress:
<http://www.loc.gov/law/help/commemorative-observations/constitution-day.php>
- Rasmussen University Guide:
<http://guides.rasmussen.edu/constitutionday/home>

Disability Services/Accommodations

The mission of Rasmussen University in disability services is to create an ***accessible university community*** where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Rasmussen University recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities.

Students with disabilities are not required to self-disclose or register with the Campus Accommodations Coordinator, although the University encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Coordinator to request such services. Students who are unsure who to contact should check with their Advisor, Dean or Campus Director. Please note that accommodations requests can be completed online and over the phone, with no in-person meeting required, an important aspect during the current pandemic. Additional information is available on **our Disability Services webpage:** www.rasmussen.edu/student-life/disability-services

Career Services

Rasmussen University employs a team of programmatically-aligned Career Services Advisors who assist students and graduates in their job search. Team members help students navigate our portal of online tools and resources, while also networking with employers who are encouraged to post positions in our online job search portal. This provides students with real-time access to available positions and a simple method to apply. The team also offers support with resume and cover letter development, job search and interviewing strategies, informative webinars, and career fairs. They manage a click-to-chat feature to provide students and graduates with real-time answers to basic questions and offer meetings by appointment to address more complex topics.

Copyright/Intellectual Property Law Compliance

Rasmussen University requires all students, staff and faculty to respect the rights of copyright holders and to comply with federal **Copyright Law**. The unauthorized distribution of copyrighted material, including **unauthorized peer-to-peer file sharing and illegal downloading using Rasmussen University computers and/or networks is strictly prohibited**. Copyright violations of any kind could subject the offender to **criminal and civil penalties** and may result in the **loss of information technology privileges or other penalties under the University's academic misconduct policy**. Under current copyright law, criminal cases of copyright violation **carry a penalty of up to five (5) years in prison and a \$250,000 fine**. Civil penalties for copyright infringement include a minimum fine of \$750 for each work. For more information on copyright please see <http://www.copyright.gov> and <http://www.copyright.gov/circs/circ01.pdf>.

Students, employees and guests using Rasmussen University networks to access the internet **are prohibited from viewing inappropriate material or visiting sites which have been identified as facilitating the violation of copyright/intellectual property protections or other suspicious/illegal activity**. Prohibited material could include pornographic images, illegal file sharing programs (such as the illegal downloading and sharing of music). Violations will result in the loss of network use privileges and possibly other penalties, up to and including dismissal.

A copy of this memorandum can be obtained from your Advisor or Campus Director – please call, email or stop by. It is also available on our website at www.rasmussen.edu/sid and on the Student Portal at: <https://portal.rasmussen.edu/Pages/Annual-Disclosure.aspx>.