

The Utah College of Dental Hygiene Campus Security Program

ANNUAL DISCLOSURE OF CRIME STATISTICS – JEANNE CLERY ACT

The Campus Security Report is created in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, commonly referred to as the Clery Act. These regulations require all colleges and universities to maintain and disclose three years of campus crime statistics and security information to the community.

The Utah College of Dental Hygiene (UCDH) is committed to providing a safe and secure environment for all students, visitors, faculty and staff. The crime statistics provided below are prepared in cooperation with the Orem City Police Department. A link to the Campus Security Program, including policy statements, is distributed to the campus community on an annual basis and can be found on the College's web-site: http://www.ucdh.edu/consumer_information. If you would like to review a hard-copy of these documents, please contact the Financial Services Office at (801) 426-8234 or via e-mail at financialservices@ucdh.edu.

Note: The most recent Campus Crime Statistics can be found on the last page of this document.

CAMPUS SAFETY

Careers Unlimited does not have on-site campus police or law enforcement personnel and therefore will not be held responsible for acts of theft, vandalism, individuals that may trespass upon the property, or engage in any other illegal or unlawful activities. Students who wish to have someone accompany them to any other location on campus may request an escort at the front desk of the dental clinic/building between the hours of **8 a.m. and 5.p.m. Monday through Thursday**. The college strives to maintain a safe environment for everyone on campus. In the case of an emergency, dial 9-1-1 for local emergency services. Some suggestions to increase safety on campus are:

1. Always be aware of your surroundings.
2. Do not walk to your car or on campus without another person accompanying you.
3. Do not talk to strangers who may not belong on campus (or do not have a reason to be on campus).
4. Report any suspicious behavior to faculty or staff as soon as you become aware of the activity.
5. Do not fraternize, or invite light (non-professional) conversation with dental clinic patient(s) either inside or outside of the dental clinic.
6. Do not leave valuables in your purse, wallet, or other personal belongings unattended or unsecured.
7. Commit to observe all safety protocols and guidelines established by the college.
8. Report any unsafe or unhealthy situation, activity, or behavior immediately to the closest faculty member.
9. Do not give your personal information (phone number, address, etc.) to anyone else (patients, staff, faculty, etc.).

WEAPONS POLICY

All students and visitors are prohibited from carrying anything that could be used as a weapon on their person or in their vehicles or concealed within their immediate control or as defined in Utah State statutes. Weapons include any instrument that could cause death or serious injury.

DRUG-FREE ENVIRONMENT POLICY

The use, abuse, or distribution of illegal drugs (including, but not limited to, chemical inhalants, stimulants, pain killers, methamphetamines, peyote, and hallucinogenic agents), and/or excessive use or abuse of legal or over-the-counter or prescription medications while enrolled in the dental hygiene program is prohibited. All students, faculty, and staff on the Careers Unlimited campus may be subject to random drug testing from time to time at the college's expense. Anyone found in violation of this policy may be subject to dismissal, termination, or expulsion from the college and/or the program. Anyone who is taking prescription or over-the-counter medications that may affect any of their cognitive, motor, or sensory functions while on campus must inform faculty before entering the dental clinic, operating any equipment, or attending class. The on-campus use of tobacco (in any form) or alcohol is strictly prohibited, and use of these substances is discouraged whether on or off campus. Note: The UCDH campus is a smoke free environment in accordance with state guidelines.

BACKGROUND: DRUG AND ALCOHOL PREVENTION

Careers Unlimited, as a recipient of federal funds, is subject to the Drug-Free Schools and Communities Act, which requires the implementation of a program to prevent the use and abuse of alcohol and illegal drugs. If a student violates the standards set forth in the Drug-Free Environment and/or Rules of Conduct Policies, sanctions might also result in the loss of financial aid and/or referral to the appropriate authorities for prosecution.

DRUG, ALCOHOL AND TOBACCO REFERRAL RESOURCES

Careers Unlimited does not endorse nor assume any liability related to the services provided by these resources. If you feel that you that you have a problem with drugs/alcohol, or smoking cessation, the following resources may prove beneficial:

Substance Abuse and Mental Health Services Administration – Treatment Center Locator www.findtreatment.samhsa.gov (800) 662-HELP	Alcoholics Anonymous of Utah http://www.utahaa.org
Utah County Human Services - Dept. of Drug and Alcohol Prevention and Treatment http://addapt.utahcounty.gov/ 151 S. University Ave. Ste. 3200 Provo, UT 84601 (801) 851-7127	House of Hope Treatment Center and Assessment www.houseofhopeut.org 1726 S. Buckley Lane Provo, UT 84606 (801) 373-6562
Cirque Lodge www.cirquelodge.com 777 N. Palisade Drive Orem, UT 84097 (801) 222-9200	Tobacco Prevention/Cessation www.waytoquit.org Utah Tobacco Quit Line (800) QUIT-NOW

ADVISING

Advising is available to all students of the college. These services include individual and group assistance in academic and career related matters; however, the college does not employ licensed marriage and family therapists, academic/career counselors, or mental health counselors. The objective behind student advising is to facilitate personal and professional development while assisting students in realizing their full potential. All personal (non-school related) counseling must be sought individually by each student and will not be paid for by the College for any reason, nor will the College assume any liability related to related professional and licensed counseling. However, students are welcome to contact the following institutions or individuals if they so desire:

Family Support & Treatment Center
1255 North 1200 West
Orem, Utah (801) 229-1181

ACAFS The Family Academy
839 N. University Ave.
Provo, Utah (801) 377-5050

Wasatch Mental Health
750 North 200 West #300
Provo, Utah (801) 373-7394

EXPULSION/TERMINATION AND RULES OF CONDUCT

Careers Unlimited reserves the right to issue an official warning, expel, or dismiss/terminate any student who fails to maintain passing grades, who shows excessive tardiness or absences, who maliciously destroys or damages any property of the school (the student may be held liable for repair and/or replacement of the damaged property), or who is in violation of the Rules of Conduct. The Rules of Conduct relate to:

1. Unsatisfactory progress
2. Excessive absenteeism
3. Aiding in or unlawful possession, use, influence, or distribution, of drugs and/or alcohol by students on or off school property, or during any school activity
4. Willful abuse, discarding, or destruction of instruments and/or equipment
5. Documented instances of repeated insubordination and/or repeated intolerable conduct
6. Documented instances of repeated poor attitude and/or lack of motivation
7. Unauthorized use or misuse of school equipment that may damage equipment or place other people in danger
8. Blatant cheating, theft, lying, purposeful deception, or purposeful plagiarism
9. Falsification on any document including not telling the truth to faculty, staff, or administrators of the college
10. Repeated disruptive behavior or any behavior that hinders other student(s) from benefiting from the educational environment
11. Engaging with employees, faculty, staff, or other students on a non-professional level either on or off of campus either during or not during school hours. This includes but is not limited to: Dating, fraternizing, public intoxication, and other unlawful or illegal conduct such as use of illegal/illicit drugs, etc.

In addition, the following violations may bring dismissal/termination from the school and the program:

- a. Failure to make payments on dates due
- b. Failure to adhere to the requirements/rules as outlined in the Enrollment Agreement/Catalog/or other Agreements issued by the school to the student.

Expulsion from the college shall mean that the student is not allowed to attend, re-enter, or enroll for any classes at the college until either the College President or the Vice-President issues a written statement to the student that would allow the student to return to the college campus. Dismissed or terminated students wishing to re-enter the college and the program must make application for readmission and will be readmitted only at the discretion of the Admissions Committee and the College President and Vice-President.

UTAH'S LAWS GOVERNING DRUGS, ALCOHOL AND TOBACCO USE

Careers Unlimited Policies strictly prohibit the possession or use of alcoholic beverages, illegal drugs, or tobacco products on college premises or as part of any of its activities. Below is an overview of Utah laws governing the use of these items and any associated penalties. This is not intended to be a complete list of all ordinances and/or penalties.

- Alcohol Use by Minors (under age 21). Selling or supplying alcohol to a minor is illegal. Maximum penalty: 1 year imprisonment and/or \$2,500 fine. A minor found in possession of alcohol may result in a maximum penalty of 6 months imprisonment and/or \$1,000 fine plus suspension of your driver's license up to one year. Anyone convicted of fraudulently using a driver's license to buy or attempt to buy alcohol may result in a maximum penalty of 6 months imprisonment and/or \$1,000 fine.
- Alcohol Use (everyone). It is illegal to operate a vehicle while there is any measurable alcohol (less than .08) in your body. Penalty: 1st offense – driver's license suspended for 90 days. It is illegal to drink in a public building, park, or stadium. Maximum penalty: 90 days imprisonment and/or \$750 fine. Anyone who provides alcoholic beverages to a minor may be personally liable for damages caused by that minor.
- Drug Use (everyone.) Possession, sale, or distributing drug-related paraphernalia may result in a maximum penalty of 5 years imprisonment and/or \$5,000 fine.
- Tobacco Product Use. You must be 19 to buy, use, or possess any tobacco product. Selling or furnishing any tobacco products to anyone under the age of 19 is illegal. Failure to follow these laws may result in a maximum fine of \$750.

MISDEMEANOR AND FELONY CONVICTIONS

Students that are arrested and/or convicted of a misdemeanor or felony while enrolled in the program, must inform the program director and administration at the time of the conviction. In many states, **convictions may jeopardize a student's ability to obtain dental hygiene licensure**. Lack of disclosure of any arrest while enrolled in the program or conviction may be grounds for dismissal, termination, or expulsion from the college/program.

COPYRIGHT INFRINGEMENT

Unauthorized distribution of copyrighted material, including peer-to-peer file sharing is prohibited and may be subject to civil and criminal liabilities. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the rights granted by the copyright owner by section 106 of the Copyright Act. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties and/or monetary damages. For more information, please visit the U.S. Copyright Office web-site at www.copyright.gov. Careers Unlimited policy prohibits copyright infringement and any student found guilty of infringement will be subject discipline and/or expulsion.

EMERGENCY PROCEDURES

In the event that an emergency occurs on campus, **9-1-1** should be called immediately. Students are provided course content and protocols for medical emergencies within the curriculum. If the emergency has an established institutional protocol the student should follow that protocol exactly. If you are not aware, or do not know what the established college protocol is for any given situation, seek out the nearest college administration member immediately.

TIMELY NOTIFICATION OF SECURITY/EMERGENCY EVENT AND EVACUATION

Security/emergency protocols are reviewed at new student orientation required of all incoming students. If an event arises that Careers Unlimited constitutes an ongoing or immediate threat, either on campus or the surrounding area, a building-wide notification and instructions will be issued via intercoms located throughout the facility. Depending upon the circumstance, e-mails and posted notices may also be utilized. If evacuation of the building is necessary, students, staff, and visitors will be directed to assemble in the parking lot. Anyone with information that might require a campus-wide warning should report the circumstances to President Molen, in person or by phone at (801) 426-8234.

Sexual Misconduct Policy

SEXUAL MISCONDUCT: SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, STALKING, PREVENTION AND RESPONSE

Careers Unlimited is committed to providing a learning and working environment that fosters respect and dignity for all members of the community. All forms of sexual discrimination and harassment, including sexual misconduct, interfere with this policy. The College considers sex discrimination, in all its forms, to be a serious offense and it will not be tolerated.

Careers Unlimited provides prevention and awareness of sexual assaults, domestic violence, dating violence, and stalking at new student orientation, a session required of all incoming students. The policy is also reviewed during second-year orientation.

Careers Unlimited encourages students to report sexual misconduct to President Molen, the Title IX Coordinator, so that the College can address the effects of sexual misconduct, take measures to stop any ongoing harassment, and prevent future harassment. Here is the contact information for the Title IX Coordinator: Brent Molen, College President, 1176 S. 1480 W., Orem, UT 84058, (801) 426-8234, president@ucdh.edu.

What is Sexual Misconduct?

Sexual misconduct refers to harassment and/or violence that includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual; or

3. Such conduct has the purpose or effect of substantially interfering with an individual's employment or educational performance or creating an intimidating, hostile, or offensive environment for that individual's employment, education, or living environment.

Types of Harassment or Abuse

- Stalking refers to repeated harassment that reasonably terrorizes or induces fear for a specific person.
- Dating/Domestic Violence is an ongoing pattern of controlling and abusive behaviors that individuals use against a cohabitant or their intimate partners, which include physical, sexual, economic, or emotional attacks/control.
- Forcible sexual abuse or sexual assault refers to the touching of private areas and/or taking indecent sexual liberties with another, without consent, which causes emotional or physical pain.
- Rape occurs when an individual has sexual intercourse with another person without the person's consent. This code applies whether or not the actor is married to the victim.

Examples of Sexual Harassment

Unwelcome or unwanted:

- Intentional touching, hugging, patting, kissing, squeezing, tickling
- Sexual comments, joke references, ridicule
- Pictures, email, texts, or other materials or electronic correspondence with content that is sexually explicit
- Repeatedly asking a person for a date, after being refused
- Ogling or leering, making sexual comments about an individual's body
- Requests or demands (implied or stated) for sexual favors in exchange for workplace or educational advantages
- Consent can be withdrawn at any time during the contact.

What to Do if You Are Harassed

Don't ignore it. Early efforts to control a potentially harassing situation are important. Sometimes you can stop such behavior by telling the person directly that you are uncomfortable and want it to stop.

Report it. If you are uncertain about whether or not you are experiencing sexual harassment, are hesitant to tell the person you are uncomfortable yourself, or if efforts to stop a problem have not worked, contact the Title IX Coordinator so that the College can determine what occurred and then take appropriate steps to stop and remedy the situation.

Rights and Options

Careers Unlimited does not tolerate acts of prohibited discrimination or harassment, including sexual assault, dating violence, domestic violence or stalking. If you are assaulted, sexually assaulted, stalked, or feel that you are in danger or threatened:

- Find a safe place
- Preserve Evidence: Preserving physical evidence can be key to identifying the perpetrator in a sexual assault case.
- Get Medical Attention: Medical attention should be sought as soon as possible. This is necessary to mitigate the risk of sexually transmitted diseases or pregnancy and to determine the existence or extent of, and to treat, any physical injury. Additionally, forensic evidence can be collected which could help a law enforcement investigation.
- Consider reporting the incident: An assault or other forms of sexual misconduct should be reported to the Orem City Police Dept. at (801) 229-7070.
- Privacy: Filing a police report will not obligate the accuser to prosecute, nor will it subject the accuser to scrutiny or judgmental opinions from officers. If requested, Careers Unlimited will assist with law enforcement notification.
- Investigation: The victim of a sexual assault may choose an investigation to be pursued through the criminal justice system and through the College process outlined in the Expulsion/Termination and Rules of Conduct Policies.
- Confidentiality will be maintained insofar as it does not interfere with the College's legal obligation to investigate allegations of misconduct, to take corrective action, or as otherwise provided by law.
- Resources: Counseling is confidential and is encouraged. A list of counseling resources is provided below.

Disciplinary Process

The College disciplinary process will include a prompt, fair and impartial investigation and resolution process. This process provides that:

- If the accuser and the accused both attend Careers Unlimited, both have the opportunity to have others present during the disciplinary proceedings.
- The accuser and the accused will be notified simultaneously in writing of the outcome and results of any disciplinary proceedings.

Sanctions

The College may impose sanctions for students who are found responsible for assaulting or harassing another member of the College community, including suspension, expulsion or termination. Please review the Expulsion/ Termination and Rules of Conduct Policies for more information. In addition, sexual assault, domestic violence, dating violence and stalking may be found to be criminal acts which may also subject the perpetrator to criminal and civil penalties under federal and state law.

Non-Retaliation

Retaliation is an adverse action, treatment, or condition taken against an individual for complaining of discrimination (including sexual harassment) or participating in a discrimination complaint process, regardless of the outcome of the investigation or complaint. College Policy strictly prohibits Retaliation.

Resources

Rape Recovery Center (801) 467-7282; (801) 467-7273 (24hr Crisis Line) http://www.raperecoverycenter.com/	Rape, Abuse & Incest National Network (RAINN) 1(800) 656-HOPE www.rainn.org
Family Justice Center (801) 236-3370 www.familyjusticecenter.org	Rape & Sexual Assault Crisis Line 1 (888) 421-1100
Utah Office for Victims of Crime (801) 238-2360 www.crimevictim.utah.gov	YWCA (801) 537-8600 www.ywcautah.org
Individuals requesting additional information about registered sex offenders in Utah may go to the Utah Department of Corrections Sex Offender Registry web-site at: http://corrections.utah.gov	

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Safety Tips: Always keep your vehicle locked. Avoid keeping items of value in plain sight. If you see or encounter any suspicious behavior, please immediately report it to faculty or staff. In the event of an emergency, call 911.

	2016	2017	2018		2016	2017	2018
Murder/Non-Negligent Manslaughter				Arson			
On Campus	0	0	0	On Campus	0	0	0
Public Property	0	0	0	Public Property	0	0	0
Negligent Manslaughter				Domestic Violence			
On Campus	0	0	0	On Campus	0	0	0
Public Property	0	0	0	Public Property	0	0	0
Rape				Dating Violence			
On Campus	0	0	0	On Campus	0	0	0
Public Property	0	0	0	Public Property	0	0	0
Fondling				Stalking			
On Campus	0	0	0	On Campus	0	1	0
Public Property	0	0	0	Public Property	0	0	0
Incest				Arrests: Carrying/Possessing Weapons			
On Campus	0	0	0	On Campus	0	0	0
Public Property	0	0	0	Public Property	0	0	0
Statutory Rape				Arrests: Drug Abuse Violations			
On Campus	0	0	0	On Campus	0	0	0
Public Property	0	0	0	Public Property	0	0	0
Robbery				Arrests: Liquor Law Violations			
On Campus	0	0	0	On Campus	0	0	0
Public Property	0	0	0	Public Property	0	0	0
Aggravated Assault				Disciplinary Referrals: Weapons Violations			
On Campus	0	0	0	On Campus	0	0	0
Public Property	0	0	0	Public Property	0	0	0
Burglary				Disciplinary Referrals: Drug Abuse Violations			
On Campus	0	0	0	On Campus	0	0	0
Public Property	0	0	0	Public Property	0	0	0
Motor Vehicle Theft				Disciplinary Referrals: Liquor Law Violations			
On Campus	0	0	0	On Campus	0	0	0
Public Property	0	0	0	Public Property	0	0	0
Unfounded Crimes	0	0	0				

- Public Property includes thoroughfares, sidewalks, or parking facilities that are within or immediately adjacent/accessible to the campus.
- UCDH had no crimes reported that law enforcement would consider to be an "unfounded" crime.
- UCDH does not have on-campus student housing facilities, non-campus property, or on-site campus police.
- UCDH did not have any reported crime based on any type of bias in 2016, 2017, or 2018. This includes no reported crimes related to race, religion, gender, disability, national origin, etc.

Reported Years: 2016, 2017, and 2018 (Data Collected 8/2019)