



UNITED STATES DEPARTMENT OF EDUCATION

Office of Postsecondary Education (OPE)

**USER'S GUIDE FOR THE CAMPUS SAFETY
AND SECURITY WEB-BASED DATA
COLLECTION**

August 2024

Table of Contents

General Information about the Survey Application	1
Browsers and Cookies.....	1
Adding and Removing Campuses.....	2
Getting Help with the Survey.....	4
Navigation.....	5
Caveat Boxes	5
Errors.....	6
Survey Status	7
Printing Survey Screens.....	8
Reporting for Multiple Institutions	9
E-Mail Correspondence	9
A Note about the Annual Reports.....	10
The Web-based Data Collection	11
Getting Started.....	11
Log In.....	12
Forgot Your Password	13
Change Password.....	13
Multiple Users.....	15
Registration.....	15
Print Registration Certificate	18
Survey Navigation	19
Identification.....	21
Screening Questions.....	25
Criminal Offenses	28
Criminal Offenses – On Campus	28
Criminal Offenses – On-campus Student Housing Facilities.....	31
Criminal Offenses – Noncampus	34
Criminal Offenses – Public Property	37
Criminal Offenses – Reported by Local and State Police.....	40
Hate Crimes	43
Hate Crimes – On Campus.....	43
Hate Crimes – On-campus Student Housing Facilities.....	46
Hate Crimes – Noncampus	49
Hate Crimes – Public Property.....	52
Hate Crimes – Reported by Local and State Police	55
VAWA Offenses	58
VAWA Offenses – On Campus.....	58
VAWA Offenses – On-campus Student Housing Facilities	61
VAWA Offenses – Noncampus.....	63
VAWA Offenses – Public Property	66
VAWA Offenses – Reported by Local and State Police.....	68

Arrests	71
Arrests – On Campus	71
Arrests – On-campus Student Housing Facilities	74
Arrests – Noncampus	76
Arrests – Public Property	79
Arrests – Reported by Local and State Police.....	81
Disciplinary Actions	84
Disciplinary Actions – On Campus	84
Disciplinary Actions – On-campus Student Housing Facilities.....	87
Disciplinary Actions – Noncampus	90
Disciplinary Actions – Public Property	93
Disciplinary Actions – Reported by Local and State Police	96
Unfounded Crimes	99
Fires	101
Fires – On-campus Student Housing Facilities	101
Fires – Summary	105
Reviewing and Submitting Your Survey	106
Caveat Review/Campus Description	106
Check for Errors/Error Report	108
Locking Your Survey.....	109
Print Campus Safety and Security Survey Completion Certificate.....	111
Appendix A Adding a Campus	112
Appendix B Changing Previous Year’s Data	115
Appendix C Clery Act Geography – COVID-19 Information for the 2020 & 2021 Calendar Years	117

Please read this before you begin the survey...

All Title IV postsecondary institutions are required to participate in this data collection with **two exceptions**:

1. If your institution or campus **opened after January 31st** in the latest calendar year for which the survey collects data, that campus isn't required to complete the survey. For example, if the campus opened in September 2023, the campus shouldn't complete the 2024 survey which collects statistics for the entire 2023 calendar year. The survey collects statistics for crimes and fires reported in the previous calendar year (i.e., the 2024 survey collects data for crimes and fires reported Jan. 1, 2023– Dec. 31, 2023), and these campuses do not have statistics for the full reporting period. The campus is, however, required to comply with all other *HEA* safety- and security-related requirements and will be required to complete the 2025 survey.
2. If yours is a **distance education-only institution**, the institution isn't required to complete the survey. Please call our help desk when you receive the survey materials so that we can update the database with this information.

General Information about the Survey Application

Instructions included in this user's guide address all schools that participate in the survey. The specific data entry screens for each institution will be determined by responses to the Screening Questions included at the beginning of the survey. Based on your answers to the Screening Questions, you will only be asked to complete screens that pertain to your institution. For example, if your answer to the Screening Question indicates that your institution does not have noncampus buildings or property, you will not have survey screens for noncampus statistics. If you indicate that your institution does not have on-campus student housing facilities, you will not have survey screens for on-campus student housing facilities.

Please apply the information in this user's guide as appropriate for your school. If you do not have noncampus buildings or property and/or on-campus student housing facilities, follow the instructions that do apply to your school's *Clery Act* geography and ignore the instructions that apply specifically to noncampus locations and/or on-campus student housing facilities.

Throughout the survey enter whole numbers only. Zero is considered a statistic, so if there are no reported crimes for a category, enter 0 for that category. If you leave the category blank you will get an error icon.

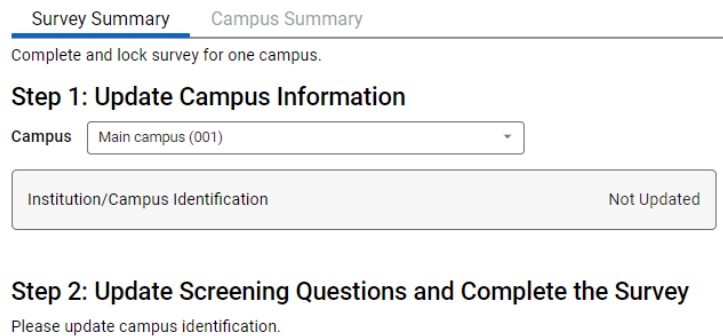
Browsers and Cookies

The survey application has been re-designed and formatted to work in Chrome, Firefox and Internet Explorer (IE 11). For more information, please select the **Privacy Statement** link on the footer of the survey Log In screen.

Adding and Removing Campuses

If your institution has more than one campus, each campus must comply independently with all of the *Clery Act* and the fire- and safety-related HEA requirements and submit separate statistics in the online survey. A **campus with its own IPEDS number** has its own User ID and password and should complete its own survey. A **campus that shares an IPEDS number with the main campus** does not have its own User ID and password for the survey. In this case, the survey form for the separate campus is accessed from the Survey Summary tab on the Survey Navigation screen. The Survey Summary tab is for updating institution/campus identification and for updating screening questions related to other campuses.

Survey Navigation



Survey Summary Campus Summary

Complete and lock survey for one campus.

Step 1: Update Campus Information

Campus: Main campus (001)

Institution/Campus Identification Not Updated

Step 2: Update Screening Questions and Complete the Survey

Please update campus identification.

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

The Campus Summary tab shows the institution information and a list of all the current campuses that are to be reported for.

Under the **Campus List** section, you will find a listing of all current and any previous campuses for which your institution has reported. If a campus is closed or no longer operating as a campus, the status will be listed as **Inactive**.

- **Adding campuses:** If a campus is missing from this list please contact the Help Desk right away to confirm it meet the criteria of a separate campus for *Clery Act* purposes, and to have it added to the survey. Remember that campuses that opened after Jan. 31, 2023, will not be added to the database for the 2024 survey, but must still comply with all of the other safety- and security-related *HEA* requirements. For *Clery Act* purposes, consider an additional location a separate campus if it meets all of the following criteria:
 - Your institution owns or controls the site;
 - It is not reasonably geographically contiguous with the main campus;
 - It has an organized program of study; and
 - There is at least one person on site acting in an administrative capacity.

See Appendix A for complete details.

- **Reporting for a campus that has changed locations:** If your campus moved to a new location partway through 2023, you will still complete only one survey form for that campus. Just add a caveat to the Criminal Offenses - On Campus screen that informs the reader of the move and when it took place. Combine statistics from the first location for the first part of the year, with statistics from the second location for the second part of the year.

- **Deleting campuses:** You must also contact the help desk if you need a campus deleted (for example, if the location permanently closed or if it was added as a separate campus but was later determined to be a noncampus location). If the campus has closed, please provide us with the month, year, and reason that it closed. If a campus was open during the reporting period, but is permanently closed as of October 1, when the ASR is due to be published, you do not need to continue reporting for it in the survey. If there are plans to re-open the campus, please let us know the approximate date. Campuses will not be deleted, the Help Desk will mark them as “Inactive.”
- **Reporting for a shared campus:** If your school shares an entire campus with another Title IV school, each school must complete a survey form and must disclose statistics for the entire campus. If your school has a written contract giving it use only of a specific part of the other school’s campus (for example, two buildings and a parking lot), disclose statistics only for the buildings and property specified in the contract.

Survey Navigation

Survey Summary Campus Summary

To make changes to the campuses on this page, please contact the Campus Safety Help Desk at (800) 435-5985 or e-mail the help desk at campussafetyhelp@westat.com.

Institution

<p>Sample University</p> <p>Address: 000 test rd, MD 20855</p> <p>Web Address: www.test.com</p>	<p>Chief Administrative Office</p> <p>Test (800) 761-7100</p>
---	---

Campus List

Campus Name	Location	Status	Identification	Survey Status
Madison Campus (001) <i>(Main Campus)</i>	Test	Active	Not Updated	Identification
Campus Test 2	Test	Closed	Not Updated	Inactive

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Getting Help with the Survey

There are various ways of getting help with the survey:

Online help features: There are various help features throughout the survey. On the header of the Log In screen, under “? Help” page, there are links to access the **user’s guide** in its entirety, **Print Survey Forms** to use as worksheets, the **Clery Act Appendix** to the Federal Student Aid Handbook, and **Help Desk Information**. On the header of the Log In screen is also the **Glossary**. The footer of the Log In screen has copies of this year’s **Chief Executive Officer** and **CSSA letters** as well as the **Privacy Statement**.

After you log in, the right side of the page will show the **Options at this point** of the survey, the **Help** options to access the same links mentioned above, and the **Printable Forms**.

On every survey screen after the Survey Navigation page, you can select the **screen instructions** link to get screen-specific instructions from this user’s guide for completing that screen.

Help desk: Assistance from the Campus Safety Help Desk is available toll-free by telephone at **(800) 435-5985** and e-mail (campussafetyhelp@westat.com) year-round. The telephone help desk is staffed from 8:00 a.m. to 6:00 p.m. Eastern time, Monday through Friday. Voicemail is available at all times.

If a staff member is not available when you call, please leave a message with the following information and someone will return your call as soon as possible:

- Your name and title
- The name of your school
- A brief description of why you are calling
- Your telephone number
- The best time to call you back

If you e-mail the help desk, please include the following information and someone will respond as soon as possible:

- Your name and title
- The name of your school
- A detailed description of the problem you are having

Please note that if you call the help desk and leave a message, there is no need to e-mail the help desk as well, and vice versa.

Navigation

- **Data fields:** On each data entry screen you can move from one data field to the next using the tab key or you can position the cursor with your mouse to make a selection.
- **Screens:** You can move from screen to screen in two ways:
 - After you complete a screen, select the **Next** or **Previous** button at the bottom of the screen to move through the survey screens sequentially.
 - Use the navigation menu on the left side of each screen to either move through the survey screens sequentially or to select a specific screen.

You can complete the survey during one session, or complete it over multiple sessions. **Remember to save your data** as you complete each screen and to close your browser when you log out of the survey.

Note: Do not use the **Back** button to navigate through the screens as the system cannot save your text.

Caveat Boxes

Each data entry screen has a caveat box. It provides space to write anything you think would help the reader better understand the data on that specific screen. For example, if your institution opened an on-campus student housing facility for the first-time last year, it would be helpful to provide a caveat explaining why crime statistics for the “On-campus Student Housing Facilities” category is included for only the most recent year. You can also use a caveat box if you want to disclose non-*Clery Act* crimes, for example the number and type of crimes that occurred in a part of the city that students frequently visit. Be sure to indicate that those non-*Clery Act* crimes are not included in the survey table.

Because your caveat will appear on the public site, please check your spelling and grammar, and make sure that the caveat will be easily understood by anyone who reads it. Do not include any personally identifying information or any messages to the help desk.

Caveats are optional with two exceptions. (1) If you change the data in the 2021 column, you must explain what data were changed and the reason for the change in the caveat box. (2) If you need to make changes to your school’s 2020 data, enter the change in the caveat box along with an explanation of why the change was made. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).” See Appendix B for full details.**

Caveat:

If you have changed prior years’ data, you must add a caveat explaining the change. Use the following format: “For (YEAR), Line (X) was changed from (A) to (B) because (REASON).”

For 2022, Line J was changed from 0 to 1 to correct for a data entry error.
For 2021, Line H was changed from 1 to 0 because an incident of simple assault was misclassified.

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Be concise when providing additional text as each caveat box only allows 1,000 characters. Please do not include duplicate caveats (i.e., the same caveat on multiple screens). Again, we suggest that you double-check your entries for spelling and grammar because the caveats will appear along with your data on the Office of Postsecondary Education’s public website.

Note: Do not use the symbols < or > in your text. The survey system cannot save your text if you do. Also, if you do not want to add a caveat to your data, please do not write “None,” “N/A,” or similar text in the caveat box as we will have to delete it.

Errors

If the system detects an error when you try to save data on a specific screen, there will be an **icon** next to the associated data field. Select the icon to get an explanation of the problem.

The **✖** icon indicates a **fatal error** that must be fixed before you can lock your survey.

The **!** icon indicates that a **confirmation or explanation** is needed before you can lock your survey. Enter a concise and informative confirmation/explanation in the box provided. **Do not use the caveat box for this purpose.** The confirmation/explanation text that you enter in the box will be read by our content specialists, but will not appear on the public website.

Example of an acceptable confirmation/explanation:

The screenshot shows a survey interface for 'c. Liquor law violations'. At the top, there are three input fields with values 0, 43, and 150. The field with 150 is highlighted with an orange border. Below the fields, there is a yellow warning icon and the text 'CONFIRM OR EXPLAIN'. A message states: 'The number entered, 150, is not within the expected range based on the prior year value. Please explain or fix.' Below this message is a text input box containing the text 'We increased our police force and as a result the number of arrests increased.' To the right of the text box is a blue button labeled 'SAVE EXPLANATION'. At the bottom left, there is a 'CLOSE' button. At the bottom right, there is a small text block with contact information: '* Help Desk Phone: (800) 435-5985 Help Desk Email: campusafety/help@westat.com.' and '* Remember that each time you correct an error(s), you must click the 'Save' button on the bottom of that survey screen.'

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Example of an **unacceptable** confirmation/explanation:

c. Liquor law violations

! CONFIRM OR EXPLAIN

The number entered, 150, is not within the expected range based on the prior year value. Please explain or fix.

Yes this is correct.

SAVE EXPLANATION

CLOSE * Help Desk Phone: (800) 435-5985 Help Desk Email: campusafety/help@westat.com.
* Remember that each time you correct an error(s), you must click the 'Save' button on the bottom of that survey screen.

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Survey Status

There are two ways to check the status of your survey. To check the status of specific screens, go to the Survey Navigation screen. The status for each screen will read “Updated,” “Not Updated” or “Updated and has errors.” To check the status of the overall survey, go to the Survey Navigation screen and complete Step 3: Lock the survey.

Step 3: Lock the survey

Review Caveat/ Campus Description

! You must complete this step before check errors

Check for errors

! Check for errors

LOCK THE SURVEY

Other incomplete surveys

Sample University: campus 2 (002)

Sample University: campus 3 (003)

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

If you report for multiple institutions, and have a multi-key holder ID, you will also have access to two Reports: Survey Status Summary and Institution Reporting Status. These are available under Reports in the navigation menu on the left side of the screen.

- The **Survey Status Summary** gives a count of the surveys you are responsible for in the various statuses: Registration, Identification, Screening Questions, No Data, Has Data, Has Errors, Clean, Partial (one or more campuses still incomplete), and Complete.
- The **Institution Reporting Status** lists all of the institutions you are responsible for with their Unit ID and Survey Status.

Printing Survey Screens

There are various ways to print your survey screens.

- To print **blank** screens:
 - Select **Print Survey Forms** on the Log In screen Help page. Select **Print Survey Form**.
 - From any screen you can select **Printable Forms** on the right-hand side of your screen. Then, select the form you wish to print.

Note: You cannot use these forms for data entry. You must log into the system to enter and record your data.

- To print screens with partial or completed data:
 - Select **Printable Forms** on the right-hand side of any screen in the survey. Depending on your answers to the Screening Questions and the screens appropriate for your institution, there will be from 1-6 data headings available under the **Printable Forms: Institution Information, Blank Survey Forms, Crime Data, 2021 Fire Data, 2022 Fire Data, 2023 Fire Data, and Fire Data Summary**. Click on the form you wish to print and it will open on new tab.
 - To print a PDF file: Follow the instructions above for printing your partial or completed screens and once the form is opened on a new tab, click on **PRINT** button and select **save as PDF**.

Reporting for Multiple Institutions

If you are a CSSA who is responsible for completing surveys for 2 or more institutions with separate Unit IDs, the system refers to you as a **multi-keyholder**. You will be issued a single User ID (7 characters beginning with 88G) and password for all of those institutions. You will only need to register once. When you select the **Update** button on the Registration screen, the Registration screen for each of the other surveys will automatically update.

You will then have a list of the institutions for which you must complete surveys. Please make sure that the list is up to date. To add an institution or delete an institution from the list, please contact the help desk.

Select Institution

The institutions for which you are the CSSA are listed in the table below. To select an institution, click on the institution name.

Institution	Unit ID	OPE ID	Location	Institution Status	Survey Status
Sample College 1	900001		TEST CITY, DC	Active	Identification
Sample College 2	900002		TEST CITY, DC	Active	Identification

10 rows |< < 1-2 of 2 > >|

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

To select an institution from the list, select the institution name and then begin the survey. The data you enter will not affect the surveys for any of the other institutions.

E-Mail Correspondence

The help desk sends e-mails for various reasons. If you haven't registered by a particular date, we send an e-mail as a friendly reminder so that your institution doesn't miss the deadline. If you enter your data, but forget to check for errors, or forget to lock your survey, we will contact you with a reminder to do so. If questions arise upon reviewing your data, we will send an e-mail that asks you to contact us to resolve the problem. If at any point the CSSA is not responding to phone calls or emails, the help desk will also contact alternate institutional officials, such as the office of the president or CEO, to ensure that the institution does not miss the survey deadline.

A Note about the Annual Reports

Every Title IV postsecondary institution is required to publish a 2024 annual security report by October 1st. If your campus has on-campus student housing, you must also publish an annual fire safety report by October 1st. Although the annual security report and the annual fire safety report disclose similar data to the Campus Safety and Security Survey, they are not identical. The reports contain policy statements in addition to crime and fire statistics. Your institution may not use its participation in the survey to fulfill its annual report requirement. Nor may the institution provide a link to the Office of Postsecondary Education's public website to fulfill the requirement.

The Web-based Data Collection

Getting Started

Registration Packet

Starting in 2022, all registration information was sent to institutions via email. A few weeks before the data collection opens two emails will be sent from the Campus Safety Help Desk to the chief administrative officer (e.g., president, provost, director, chancellor) of every postsecondary Title IV institution. The text of the first email will include the institution's User ID, the survey web address, survey collection dates, Help Desk contact information, and two letters from the U.S. Department of Education. The first is a letter from the U.S. Department of Education to inform the chief administrator about the upcoming Campus Safety and Security web-based data collection. A similar letter is addressed to the institution's Campus Safety Survey Administrator (CSSA), the person designated by the school to complete the survey. A second email sent to the chief administrative officer will include the institution's password, provided separately from the User ID for security reasons. The following contents will be included in these two emails:

Contents	Description
User ID	Typically, the User ID consists of an uppercase letter followed by 8 numbers. For example: C12345678.
Password	The password consists of 9 characters, made up of uppercase letters, lowercase letters, numbers, and symbols. For example: A1BcaaD%e. Note: A new password is issued every year.
Web address	The web address is the address you must enter into your computer's browser to access the survey site. The site is located at: https://surveys.ope.ed.gov/campussafety .
Telephone help desk number	This is a toll-free number to call if you need help with the survey. The number is (800) 435-5985.
E-mail help desk address	This is the address to use if you would like help with the survey via e-mail. The address is: campussafetyhelp@westat.com .
Data collection dates	These are the dates of the current data collection: August 21, 2024 through October 16, 2024.

Although new User IDs and passwords are emailed to schools in early August, you will not be able to log on to the site until the collection opens. The data collection will close at midnight EST on the date indicated. **There are no extensions.**

Please note that although you have until the deadline to complete your survey, it is better to complete it as soon as possible so that if you have any problems or questions, you can receive timely assistance by telephone or e-mail from our help desk staff. The later in the data collection period, the busier the help desk becomes.

Log In

To access the survey, enter <https://surveys.ope.ed.gov/campussafety> into your browser. The survey Log In screen is the first screen that will appear.

Enter your User ID and password in the boxes under **Login to Collection System** on the upper right side of your computer screen. The **letters are case sensitive** so you must enter them exactly as they are shown on the registration certificate. Don't tell the survey application to remember your initial password as you will have to change it for security purposes on the Change Password screen. Next, select the **Log In** button.

U.S. DEPARTMENT OF EDUCATION

CSS Campus Safety and Security

Glossary ? Help

2024 Campus Safety and Security Survey

Survey Closing Countdown

DAYS	HOURS	MINUTES	SECONDS
89	11	29	57

Login to Collection System

User ID

Password [Forgot Password?](#)


LOGIN

What is the Campus Safety and Security Survey ?

The U.S. Department of Education is committed to assisting schools in providing a safe environment for students to learn and staff to work and to keeping parents and students well informed about campus safety and security. Data collected in this survey will be published by the Office of Postsecondary Education on the [Campus Safety and Security Statistics](#) website and on [College Navigator](#). The data collection is authorized by §485(f) of the Higher Education Act of 1965, as amended, 20 U.S.C. §1092(f) and 34 C.F.R. §§ 668.46 and 668.49.

This is a mandatory data collection.

If you want to view the Code of Federal Regulations you must have Adobe Acrobat Reader installed on your computer.

 **DOWNLOAD**
Adobe Acrobat Reader

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Forgot Your Password

If you misplace or forget your password, select the **Forgot Password?** link above the password entry box. Enter your User ID and the e-mail address that is listed on the survey Registration screen. The survey system will reset your password and send it to that address. If the e-mail address you enter does not match the address on the Registration screen or if it is not a valid address, the system cannot send your password and you must contact the Campus Safety Help Desk toll-free at (800) 435-5985 or e-mail the help desk at campussafetyhelp@westat.com for assistance.

New Campus Safety Survey Administrator: If this is the first time your institution or you are participating in the Campus Safety and Security Survey, and you do not have your institution's password, you must contact the help desk by telephone or e-mail. The **Forgot Password?** Link will not work because you have never entered an e-mail address on the Registration screen in previous data collections.

Password Help [screen instructions](#)

If your institution has already registered for the survey but you have forgotten your password:

- Please enter your user id and the e-mail address that is listed on the Registration screen.
- Click on the 'Reset and Send Password' button. We will verify your information and send you a temporary password. After you login using the temporary password you will be prompted to create a new password.
- The new password is sent to the email on record for the Campus Safety Survey Administrator (CSSA). If you are not the CSSA of record, contact the Campus Safety Help Desk.
- If you followed this process and did not receive your password information by automated email please call the Campus Safety Help Desk at (800) 435-5985.

User ID

E-mail Address

RESET AND SEND PASSWORD

If your institution has not yet registered for the survey, please contact the Campus Safety Help Desk at (800) 435-5985 or e-mail the help desk at campussafetyhelp@westat.com.

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Change Password

For security reasons, the Change Password screen prompts you to change the password that you initially used to log in to the survey. Use the rules stated on the screen to create your new password and follow these steps:

1. Enter the password you used to login in the **Current Password** field.
2. Enter your new password in the **New Password** field.
3. Enter your new password again in the **Confirm New Password** field.
4. Select **Change Password**.
5. Keep a record of your new password in a secure place as it will be the password you need each time you log in to the survey. That is, **the password printed on the registration certificate will become invalid after you create a new one, and only the new password will allow you to re-enter the survey.**

Change Password

[screen instructions](#)

-Thank you for logging on to the Campus Safety and Security Data Collection system.
-For security purposes, you must change your password using the rules that follow.
-Please keep a record of your new password in a secure place as you will need it each time you re-enter this site.

Rules for changing password:

- Must be between eight and fourteen characters long
- Must contain at least one upper case character (A, B, C ...)
- Must contain at least one lower case character (a, b, c...)
- Must contain at least one numeric character (1, 2, 3 ...)
- Must contain at least one special character (!, @, #, \$, %, ^, & or *)

Current password

New Password

Confirm Password

CHANGE PASSWORD

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Multiple Users

You can assign multiple User IDs and passwords for additional users. Although an additional user will have access to your institution's survey only the primary user will have the ability to lock the survey upon completion. Follow these steps to create additional User IDs:

1. Select the **Add Users/Passwords** option from the **Edit User** drop-down under User ID in the upper right corner of the screen.
2. Click on **Add User** link. You can add up to 6 additional users. A new User ID and password will appear under Current Additional Users. Provide this User ID and password to the individual you would like to have access to the survey.

When an additional user logs in for the first time, he or she will be prompted to change their password on the Change Password screen just as the primary user did.

Add Users/Passwords

Request Additional User IDs and Passwords.

Current Additional Users

[+ Add User](#)

No additional users to display. Click "Add User" to request a new additional user and password.

RETURN

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Registration

You must complete this screen before you can continue with the survey. Later on you can access this screen from the **Edit User** drop down menu under User ID in the upper right corner of the screen.

Information you need to complete this screen:

- Enter the contact information for the individual who has the primary responsibility for completing the survey. This is the person we will contact if we have questions about the data.
- Double-check the e-mail address. If it is incorrect, it will delay the receipt of important information about the status of your survey.
- We suggest that you review/complete the Registration screen when the Campus Safety and Security Survey site first opens so that we know you received your registration packet and were able to log in.
- Please note if you have a preferred contact method, or provide alternate contact methods in the Comment box.

Screen instruction:

This screen should contain the name and contact information of the primary person who will enter the survey data. Review the screen and make changes, if necessary.

Directions:

1. If your institution is participating in this survey for the first time, complete the screen. Make sure to fill in every field that is not marked as optional. If you do not enter information in the required fields, you will not be able to proceed with the survey.
2. If your institution participated in the previous year's survey, the screen will be pre-filled except for the "Confirm E-Mail Address" field. Review the information and make changes if necessary.
3. Optional: Enter additional contact information in the Comment box.
4. After you finish completing or updating the screen, select **Update** to continue (even if you didn't make any changes).

Note: If you want to edit the **Registration** screen after it has been updated and you have moved on to another screen, select **Edit User** under the User ID at the top of your screen. Then select **Registration** from the drop-down menu.

Registration

This screen should contain the name and contact information of the primary person who will enter the survey data. Review the screen and make changes, if necessary.

 Primary User ID: C9000001

First Name	Last Name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address 1

Address 2 (Optional)

City	State	ZIP Code
<input type="text"/>	<input type="text" value="Maryland"/>	<input type="text"/>

Phone	Extension (Optional)
<input type="text"/>	<input type="text"/>

Fax (Optional)

E-mail Address	Confirm E-mail Address (Confirm)
<input type="text"/>	<input type="text"/>

Comment

** Please use this box if you would like to provide additional contact information such as a cell phone number or the best time to reach you if there are questions about your survey. Also, if the person listed above is not the person who enters the data, please provide the name and contact information for the person who enters the data. This information is for the survey help desk staff only. It will not be seen by the public.*

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Print Registration Certificate

Once the registration screen has been successfully updated, the system will provide the **Click here for Registration Certificate** link at the bottom of the screen. Save a copy of your registration certificate for you records. Registration Certificates cannot be recreated or emailed by the Help Desk.

Select the link to print or get a PDF of the Registration Certificate.

Print Get PDF

**Campus Safety and Security Survey
Registration Certificate**

Registered Keyholder:
**Example Name
(C9000001)**

Thank you for updating your registration information for the
2024 Campus Safety and Security data collection.
Please remember to complete and lock your survey by
October 16, 2024.

This certificate was prepared on **July 23, 2024**

NOTE: Using the print button may cause The Department of Education watermark on the certificate to not be printed due to browser settings.

CLOSE

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Survey Navigation

The Survey Navigation screen is the hub of the survey. It shows how far you've progressed in the survey and what, if anything, you need to do next. It provides links to the various survey screens and allows you to go back and review or change data.

You will be directed to the Survey Navigation screen after you complete the Registration Screen. From here on you can access the Survey Navigation screen from any survey screen by selecting the **Survey Navigation** link at the bottom of the Navigation Menu that will appear on the left side of each screen.

The Survey Navigation screen walks you through the steps in completing the survey.

Step 1: Update Campus Information: When you begin your survey, the screen will contain a link to the Institution/Campus Identification screen. Instructions for completing the Institution/Campus Identification screen are provided beginning on page [21, 22, 23, & 24](#) of this user's guide. Once this screen is complete it will say "Updated" in green text.

If you have multiple campuses you will also have access to a Campus drop-down menu which is located in the header. This drop-down will allow you to navigate between surveys for each campus. You can also access your active campuses via the Campus Summary tab at the top of the screen. If you do not see all of your campuses available, please call the help desk at 800-435-5985 to add the location. Instructions for updating your list of campuses can be found on page [2 & 3](#) of this user's guide.

Step 2: Update Screening Questions and Complete the Survey: You must complete Step 1, the Institution/Campus Identification screen, to access the Screening Questions. Once Step 1 is complete, a link for Screening Questions will be available under Step 2. Instructions for completing the Screening Questions can be found on pages [25, 26, & 27](#) of this user's guide.

Once you have updated the Screening Questions, links to the remaining data entry screens for your institution will be available under Step 2. Once these screens are updated, it will say "Updated" in green text next to each link. If a screen has errors that need to be addressed prior to locking the survey it will say "Updated and has errors" in red text. Instructions for completing these screens are included in the remaining sections of this user's guide.

Step 3: Lock the survey: Once you have completed the data entry screens, you must review your campus description, caveats (if you have any) and your intentional fire descriptions (if you have any). Select the appropriate link (**Review Caveat/Campus Description**) and follow the instructions on the screen.

Next select the **Check for Errors** link in the menu. If the survey system has detected any errors they will be listed in the report and you must fix them before you can lock the survey. Instructions for fixing errors are located earlier in this user's guide.

When your survey is complete and locked, a "**Click here for Survey Completion Certificate**" link will appear at the bottom of the page. This link leads to a certificate of completion that can be saved or printed for your records. **Completion Certificates cannot be recreated or emailed.** If your institution is reporting for multiple campuses, you will see each campus listed on the completion certificate. If other campuses of the institution are not yet locked, those campuses will be listed as not yet complete at the bottom of the Survey Navigation screen and you will not be able to access the Completion Certificate. Remember, each campus must be locked separately. You are done only when the surveys for *all* of your campuses are locked.

Survey Navigation

[Survey Summary](#) [Campus Summary](#)

Complete and lock survey for one campus.

Step 1: Update Campus Information

Campus

Institution/Campus Identification Updated

Step 2: Update Screening Questions and Complete the Survey

Screening Questions

Screening Questions
Updated ✔

Criminal Offenses

On campus
Updated ✔

Noncampus
Updated ✔

Public Property
Updated ✔

Hate Crimes

On campus
Updated ✔

Noncampus
Updated ✔

Public Property
Updated ✔

VAWA Offenses

On Campus
Updated ✔

Noncampus
Updated ✔

Public Property
Updated ✔

Arrests

On campus
Updated ✔

Noncampus
Updated ✔

Public Property
Updated ✔

Disciplinary Actions

On Campus
Updated ✔

Noncampus
Updated ✔


Public Property
Updated ✔

Unfounded Crimes


Unfounded Crimes
Updated ✔

Step 3: Lock the survey

Review Caveat/Campus Description

 You must complete this step before you check for errors

Check for Errors

 Check for errors

LOCK THE SURVEY

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Identification

You must complete this screen before you can continue with the survey. This screen collects general information about your institution and the specific campus for which you are reporting, if you have multiple campuses.

Information you need to complete this screen:

- If your institution completed a survey for this campus in the prior year, most of the information will be pre-filled. You can update this information with the exception of the hard-coded institution name in the Institution Information section. **If the name of your institution has changed, please notify the agency that accredits your institution and it will appear correctly on the following year's survey.** You can note that the institution's name changed in the Campus Description box; however, this information will only be seen internally by the help desk. If you would like to make this information available to the public, add a note in the caveat box on the Criminal Offenses – On Campus screen.
- We use the institution's chief administrative officer email address as it appears on this screen for the registration email we will send to the institution next year. Please make sure this information is up to date.
- You can notify the Help Desk of a change in the name of a campus or provide a description of the campus in the Description box within the Campus Information section. However, if you would like to make this information available to the public, add a note in the caveat box on the Criminal Offenses – On Campus screen.
- This screen asks for contact information for the campus' campus safety officer, campus fire safety officer, and lead Title IX coordinator. If your institution does not have a campus police or security department, enter the name of the person who is responsible for security. If you do not have a fire safety officer, enter the name of the appropriate person to whom the Department of Education could send fire safety information at a future date.
- If your campus is located outside of the United States, select the **Other Country** radio button in the Campus Information section. If your campus is within the jurisdiction of the United States, leave the **State or Outlying Area** button selected. (This jurisdiction includes the following outlying areas: American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Marianas, Palau, Puerto Rico, and the U.S. Virgin Islands.)

Screen instruction:

Please enter/review all applicable information. All fields are required unless noted as optional.

Directions:

1. If your institution is participating in this survey for the first time, complete the screen.
2. If your institution participated in this survey last year, review the pre-filled information and make any necessary changes.
3. After you complete/review the screen, select **Update** to record your information. If the system does not detect any errors, you will get the message “Identification has been updated successfully.” Select **Return to Survey Navigation** to continue.

Note: If you want to edit the **Identification** screen after it has been updated and you have moved on to another screen, select **Survey Navigation** on the vertical menu bar on the left side of your screen where you can select the **Institution/Campus Identification** link again to access and edit the screen.

Identification

[screen instructions](#)

If your campus does not have a Campus Safety Officer or a Campus Fire Safety Officer, please enter the name of the individual who is responsible for security issues and the name of the individual who is responsible for fire safety issues on your campus.

Update Status

Date Completed:	Not Updated
-----------------	-------------

Institution Information

General Information

Institution Name : Sample University

Address 1

City

State

ZIP Code

Web Address (Optional)

Chief Administrative Officer information

Name

Title

E-mail Address

Phone

Extension (Optional)

Campus Information

Campus Name

Location

State or Outlying Area Other Country

Address

City

State or Outlying Area

ZIP Code

County (Optional)

Description (Optional)

Campus Safety Officer

General Information

Name	<input type="text"/>	Title	<input type="text"/>		
E-mail Address	<input type="text"/>	Phone	<input type="text"/>	Extension (Optional)	<input type="text"/>

Address

Same as Campus

Location

State or Outlying Area Other Country

Address

City	State or Outlying Area	ZIP Code
<input type="text"/>	Alabama <input type="text"/>	<input type="text"/>

Campus Fire Safety Officer

Same as Campus Safety Officer

General Information

Name	<input type="text"/>	Title	<input type="text"/>		
E-mail Address	<input type="text"/>	Phone	<input type="text"/>	Extension (Optional)	<input type="text"/>

Address

Same as Campus

Location

State or Outlying Area Other Country

Address

City	State or Outlying Area	ZIP Code
<input type="text"/>	Alabama <input type="text"/>	<input type="text"/>

Lead Title IX Coordinator

Same as Campus Safety Officer

General Information

Name	<input type="text"/>	Title	<input type="text"/>		
E-mail Address	<input type="text"/>	Phone	<input type="text"/>	Extension (Optional)	<input type="text"/>

Address

Same as Campus

Location

State or Outlying Area Other Country

Address

City	State or Outlying Area	ZIP Code
<input type="text"/>	Alabama <input type="text"/>	<input type="text"/>

Does your Institution have other designees who share these responsibilities?

Yes No

UPDATE

RETURN TO SURVEY NAVIGATION

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Screening Questions

You must complete this screen before you can continue with the survey. This screen asks questions that will determine which screens you will be asked to complete for this campus. If you are completing surveys for more than one campus, answer the screening questions for each campus as appropriate for that specific campus. For example, if your institution has three separate campuses, and only the main campus has on-campus student housing facilities, only the survey for the main campus should indicate that there are on-campus student housing facilities.

Information you need to complete this screen:

- Answer the questions on these screens as they pertain to your campus for the designated **calendar year** (i.e., Jan. 1st – Dec. 31st).

- Screening Question 1: *Does your institution provide on-campus student housing facilities?*

An **on-campus student housing facility** is *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.*

- Select “**yes**” for Screening Question 1 if the campus you are answering for has on-campus student housing facilities.
- Select “**no**” for Screening Question 1 if the campus you are answering for does not have on-campus student housing facilities, even if one of your other campus does offer on-campus student housing facilities.

- Screening Question 2: *Does your institution have any noncampus buildings or properties?*

Noncampus means *any building or property owned or controlled by a student organization that is officially recognized by the institution; or*

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

- Select “**yes**” for Screening Question 2 if noncampus properties are associated with the campus you are answering the question about.
- Select “**no**” for Screening Question 2 if noncampus properties are not associated with the campus you are answering the question about, even if another campus is associated with a noncampus property. It is up to your institution to determine which campus each noncampus location is associated with, as long as all noncampus properties are reported.

- Screening Question 3: *Have you combined statistics that you received from the local or state police with your institution statistics for this report?*

“Local police” does not mean the campus police. **Local police** refer to other law enforcement agencies with responsibility for the jurisdiction in which your school is located. There may be multiple agencies. **You must ask local law enforcement agencies for statistics for all of your institution’s Clery Act geographic areas, not just for your public property.**

- Select “**yes**” for Screening Question 3 if:

1. The statistics you obtained from local police were for *Clery Act* crimes and could be separated into on campus, noncampus (if applicable), and public property categories, and you have combined these statistics with your institution’s statistics for this survey. Your institution’s statistics are those obtained from your campus security authorities (which includes your campus police or security department if you have one). If your institution falls within the jurisdiction of multiple law enforcement agencies, and you only receive statistics from some of them, you should still answer “**yes**” to this question. Explain in the Criminal Offenses – On Campus caveat box in the survey that only some of the agencies provided your institution with the requested statistics.

OR

2. The statistics you obtained from local police were all zeros, because the 0s should, in effect, be combined with your institution’s statistics (i.e., those collected by campus security authorities including your campus police/security, if applicable).

- Select “**no**” for Screening Question 3 *only* if the local police gave you statistics for crimes that occurred on your *Clery Act* geography, but the police could not cite the exact location. For example, the police could not tell you whether the crimes took place “on campus” or on your school’s “public property.” If you answer “**no**,” later in the survey you will have “Local Police” screens where you should enter these statistics. Very few, if any, schools will need to use the local police screens. If you think you should answer “**no**,” please call the help desk for confirmation *before* proceeding with the survey.
- Select the first “**not available**” for Screening Question 3 if you requested statistics from the local police but they could not provide you with statistics for *Clery Act* geographic areas only (e.g., they could only provide you with statistics encompassing too large an area, such as the entire city, and you were unable to determine if any of those statistics were for your *Clery Act* geography). If you were able to determine that some or none of those statistics occurred on your *Clery Act* geography, then you should select “yes” to screening Question 3 and combine those specific statistics with your institution’s statistics.
- Select the second “**not available**” for Screening Question 3 if you requested statistics from the local police but they did not provide you with statistics.

Screen instruction:

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

Directions:

1. Question 1: Indicate whether your campus provides on-campus student housing facilities. If it does, enter the number of facilities that were open during the reporting period.
2. Question 2: Indicate whether your institution has any noncampus buildings or property.
3. Question 3: Indicate whether you have combined the statistics you obtained from local police with your institution's statistics.

When you have completed this screen, select **SAVE** to record your data. If no errors are detected, the next screen will read **Data saved successfully**. Select **NEXT** to continue.

Screening Questions

[screen instructions](#)

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-campus Student Housing Facilities?

- No.
- Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

2. Does your institution have any noncampus buildings or properties?

- Yes
- No

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

SAVE

SURVEY NAVIGATION

RESET

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Criminal Offenses

Criminal Offenses – On Campus

Information you need to complete this screen:

- **On Campus** means *any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and*
Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor or other retail vendor).
- On-campus student housing facilities are a subset of on-campus property. Statistics for crimes reported to have occurred in on-campus student housing facilities should be included on this screen. They must also be reported separately on the Criminal Offenses – On-campus Student Housing facilities screen. This means that the number of crimes reported on this screen is equal to or greater than the number reported on the Criminal Offenses-On-campus Student Housing Facilities screen
- *Clery Act* regulations specify that institutions must classify crimes using definitions from the FBI’s Uniform Crime Reporting Program’s *Summary Reporting System (SRS) User Manual* for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, weapons: carrying, possessing, etc. law violations, drug abuse violations, and liquor law violations. Institutions must use definitions from the FBI’s *National Incident-Based Reporting System (NIBRS) Data Collection Guidelines* edition of the *UCR* for fondling, incest and statutory rape. Institutions must use definitions from the *Violence Against Women Act of 1994* and repeated in the *Clery Act* regulations for domestic violence, dating violence and stalking. To read the definition of a specific criminal offense, select the underlined offense on the screen.
- Additional information:
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
 - Do not differentiate between attempted and completed crimes, both should be included in your statistics for the crime category. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than Murders/Non-negligent Manslaughters.
 - *Clery Act* crimes must be disclosed by the year in which the crimes were reported, not when they occurred.

Screen instruction:

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Directions:

1. Enter the number of reported Murder/Non-negligent Manslaughters.
2. Enter the number of reported Negligent Manslaughters.
3. Enter the number of reported sexual assaults that were Rape.
4. Enter the number of reported sexual assaults that were Fondling.
5. Enter the number of reported sexual assaults that were Incest.
6. Enter the number of reported sexual assaults that were Statutory Rape.
7. Enter the number of reported Robberies.
8. Enter the number of reported Aggravated Assaults.
9. Enter the number of reported Burglaries.
10. Enter the number of reported Motor Vehicle Thefts.
11. Enter the number of reported Arsons.
12. Select **SAVE** at the bottom of the screen to record your data.

Criminal Offenses - On campus

[screen instructions](#)

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense	Total occurrences On campus		
	2021	2022	2023
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
j. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

[PREVIOUS](#) [SAVE](#) [NEXT](#) [RESET](#)

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Criminal Offenses – On-campus Student Housing Facilities

Instructions in this section address campuses with on-campus student housing facilities. If your campus or institution does not offer on-campus student housing facilities, then these instructions do not apply to your institution.

Information you need to complete this screen:

- An **on-campus student housing facility** is *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.*
- “On-campus Student Housing Facilities” is a *subset* of your institution’s on-campus geography. The statistics you enter on this screen should be included in the statistics on the Criminal Offenses-On Campus screen. Make sure that the number of crimes reported on this screen is equal to or less than the number reported on the Criminal Offenses-On Campus screen.
- *Clery Act* regulations specify that institutions must classify crimes using definitions from the FBI’s Uniform Crime Reporting Program’s *Summary Reporting System (SRS) User Manual* for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, weapons: carrying, possessing, etc. law violations, drug abuse violations, and liquor law violations. Institutions must use definitions from the FBI’s *National Incident-Based Reporting System (NIBRS) Data Collection Guidelines* edition of the *UCR* for fondling, incest and statutory rape. Institutions must use definitions from the *Violence Against Women Act of 1994* and repeated in the *Clery Act* regulations for domestic violence, dating violence and stalking.
- Only include statistics for crimes that reportedly occurred on or in an on-campus student housing facility. For example, motor vehicle thefts should only be included on this screen if the motor vehicle was taken from a parking garage that is physically attached to and accessible from an on-campus student housing facility. Do not include motor vehicles taken from parking lots, or from parking garages that are simply intended for use by on-campus student housing facility residents, but not physically attached to and considered part of the facility. Those are on-campus parking lots or parking garages only.
- Do not include statistics for faculty-only or staff-only residential facilities on this screen.
- Additional information:
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
 - To read the definition of a specific criminal offense, select the underlined offense on the screen.
 - Do not differentiate between attempted and completed crimes, both should be included in your statistics for the crime category.. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify

these incidents as Aggravated Assaults rather than Murders/Non-negligent Manslaughter.

- *Clery Act* crimes must be disclosed by the year in which the crimes were reported, not when they occurred.

Screen instruction:

Of those criminal offenses reported to have occurred On Campus, enter the number that occurred in On-campus Student Housing Facilities.

Directions:

1. Enter the number of reported Murder/Non-negligent Manslaughters.
2. Enter the number of reported Negligent Manslaughters.
3. Enter the number of reported sexual assaults that were Rape.
4. Enter the number of reported sexual assaults that were Fondling.
5. Enter the number of reported sexual assaults that were Incest.
6. Enter the number of reported sexual assaults that were Statutory Rape.
7. Enter the number of reported Robberies.
8. Enter the number of reported Aggravated Assaults.
9. Enter the number of reported Burglaries.
10. Enter the number of reported Motor Vehicle Thefts.
11. Enter the number of reported Arsons.
12. Select **SAVE** at the bottom of the screen to record your data.

Criminal Offenses - On-campus Student Housing Facilities

[screen instructions](#)

Of those criminal offenses reported to have occurred On Campus, enter the number that occurred in On-campus Student Housing Facilities.

Criminal offense	Total occurrences in On-Campus Student Housing Facilities		
	2021	2022	2023
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
b. <u>Manslaughter by Negligence</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
c. <u>Rape</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
d. <u>Fondling</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
e. <u>Incest</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
f. <u>Statutory rape</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
g. <u>Robbery</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
h. <u>Aggravated assault</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
i. <u>Burglary</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
k. <u>Arson</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Criminal Offenses – Noncampus

Instructions in this section address campuses with noncampus properties. If your campus or institution does not offer noncampus properties, then these instructions do not apply to your institution.

Information you need to complete this screen:

- **Noncampus** means *any building or property owned or controlled by a student organization that is officially recognized by the institution; or*
Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- Report noncampus statistics in an aggregate manner. That is, you do not have to specify which crimes were reported at which location. However, you can provide a breakdown in the caveat box if you would like.
- *Clery Act* regulations specify that institutions must classify crimes using definitions from the FBI's Uniform Crime Reporting Program's *Summary Reporting System (SRS) User Manual* for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, weapons: carrying, possessing, etc. law violations, drug abuse violations, and liquor law violations. Institutions must use definitions from the FBI's *National Incident-Based Reporting System (NIBRS) Data Collection Guidelines* edition of the UCR for fondling, incest and statutory rape. Institutions must use definitions from the *Violence Against Women Act of 1994* and repeated in the *Clery Act* regulations for domestic violence, dating violence and stalking.
- Additional information:
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**
 - To read the definition of a specific criminal offense, select the underlined offense on the screen.
 - Do not differentiate between attempted and completed crimes, both should be included in your statistics for the crime category. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than Murders/Non-negligent Manslaughter.
 - *Clery Act* crimes must be disclosed by the year in which the crimes were reported, not when they occurred.

Screen instruction:

For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or property.

Directions:

1. Enter the number of reported Murder/Non-negligent Manslaughters.
2. Enter the number of reported Negligent Manslaughters.
3. Enter the number of reported sexual assaults that were Rape.
4. Enter the number of reported sexual assaults that were Fondling.
5. Enter the number of reported sexual assaults that were Incest.
6. Enter the number of reported sexual assaults that were Statutory Rape.
7. Enter the number of reported Robberies.
8. Enter the number of reported Aggravated Assaults.
9. Enter the number of reported Burglaries.
10. Enter the number of reported Motor Vehicle Thefts.
11. Enter the number of reported Arsons.
12. Select **SAVE** at the bottom of the screen to record your data.

Criminal Offenses - Noncampus

[screen instructions](#)

For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or property.

Criminal offense	Total occurrences in or on Noncampus buildings or property		
	2021	2022	2023
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
j. <u>Motor vehicle theft</u> <small>(Do not include theft from a motor vehicle)</small>	<input type="text" value="11"/>	<input type="text" value="0"/>	<input type="text"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

PREVIOUS

SAVE

NEXT

RESET

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Criminal Offenses – Public Property

Information you need to complete this screen:

- **Public property** means *all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*
- Do not:
 - include private residences or businesses.
 - over-report public property. If you want to report a larger-than-required area because of safety concerns do not include it with your *Clery Act* statistics. Put non-*Clery Act* statistics in a caveat and specify that they are non-*Clery Act* statistics.
 - report public property statistics for noncampus locations.
- *Clery Act* regulations specify that institutions must classify crimes using definitions from the FBI’s Uniform Crime Reporting Program’s *Summary Reporting System (SRS) User Manual* for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, weapons: carrying, possessing, etc. law violations, drug abuse violations, and liquor law violations. Institutions must use definitions from the FBI’s *National Incident-Based Reporting System (NIBRS) Data Collection Guidelines* edition of the UCR for fondling, incest and statutory rape. Institutions must use definitions from the *Violence Against Women Act of 1994* and repeated in the *Clery Act* regulations for domestic violence, dating violence and stalking.
- There should be very few, if any, burglaries on public property. If there are reported burglaries on public property, there may have been a misclassification of the crime or the location. Often these are actually burglaries of private residences or businesses, which are not public property. To be a burglary on public property, there must be an unlawful entry to commit a felony or a theft to a public structure on public property within your campus or immediately adjacent to your campus.
- Additional information:
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
 - To read the definition of a specific criminal offense, select the underlined offense on the screen.
 - Do not differentiate between attempted and completed crimes, both should be included in your statistics for the crime category. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than Murders/Non-negligent Manslaughter.
 - *Clery Act* crimes must be disclosed by the year in which the crimes were reported, not when they occurred.

Screen instruction:

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Directions:

1. Enter the number of reported Murder/Non-negligent Manslaughters.
2. Enter the number of reported Negligent Manslaughters.
3. Enter the number of reported sexual assaults that were Rape.
4. Enter the number of reported sexual assaults that were Fondling.
5. Enter the number of reported sexual assaults that were Incest.
6. Enter the number of reported sexual assaults that were Statutory Rape.
7. Enter the number of reported Robberies.
8. Enter the number of reported Aggravated Assaults.
9. Enter the number of reported Burglaries.
10. Enter the number of reported Motor Vehicle Thefts.
11. Enter the number of reported Arsons.
12. Select **SAVE** at the bottom of the screen to record your data.

Criminal Offenses - Public Property

[screen instructions](#)

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2021	2022	2023
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
b. <u>Manslaughter by Negligence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
c. <u>Rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
d. <u>Fondling</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
e. <u>Incest</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
f. <u>Statutory rape</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
g. <u>Robbery</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
h. <u>Aggravated assault</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
i. <u>Burglary</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
k. <u>Arson</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

PREVIOUS

SAVE

NEXT

RESET

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Criminal Offenses – Reported by Local and State Police

This screen *only* applies if the local police gave you statistics for crimes that occurred on your *Clery Act* geography, but the police could not cite the exact location. For example, the police could not tell you whether the crimes took place “on campus” or on your school’s “public property,” but you are certain that they did take place within your *Clery Act* geography. If local police were able to indicate the exact location, or your institution was able to confirm that the statistics are for outside of your *Clery Act* geography, go back and update your response to Screening Question 3 (see instructions on pages [25-27](#)).

Information you need to complete this screen:

- “Local and state police” refers to law enforcement agencies (other than your institution’s campus police or security department) with responsibility for the jurisdiction in which your institution is located. There may be multiple agencies.
- You must ask the agencies for statistics for all of your school’s *Clery Act* geographic areas, not just for public property statistics.
- Do not use this screen if:
 - The statistics you obtained from the police are all 0s. The 0s should, in effect, be combined with your school’s statistics (i.e., those obtained from your campus security authorities).
 - You made a good faith effort to obtain the statistics from the police but the police (1) did not provide you with the statistics or (2) provided you with statistics for too large an area (e.g., their entire jurisdiction or the entire city) and you cannot determine which statistics are for your *Clery Act* geographic areas.

If you need to change your response to Screening Question 3, return to that screen by selecting the **Screening Questions** link on the vertical menu on the left side of the screen.

- *Clery Act* regulations specify that institutions must classify crimes using definitions from the FBI’s Uniform Crime Reporting Program’s *Summary Reporting System (SRS) User Manual* for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, weapons: carrying, possessing, etc. law violations, drug abuse violations, and liquor law violations. Institutions must use definitions from the FBI’s *National Incident-Based Reporting System (NIBRS) Data Collection Guidelines* edition of the UCR for fondling, incest and statutory rape. Institutions must use definitions from the *Violence Against Women Act of 1994* and repeated in the *Clery Act* regulations for domestic violence, dating violence and stalking.
- Additional information:
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
 - To read the definition of a specific criminal offense, select the underlined offense on the screen.
 - Do not differentiate between attempted and completed crimes, both should be included in your statistics for the crime category. The only exception to this rule

applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than Murders/Non-negligent Manslaughter.

- *Clery Act* crimes must be disclosed by the year in which the crimes was reported, now when they occurred.

Screen Instruction:

For each of the following criminal offenses, indicate the number of reported occurrences obtained from local and state police.

Directions:

1. Enter the number of reported Murder/Non-negligent Manslaughters.
2. Enter the number of reported Negligent Manslaughters.
3. Enter the number of reported sexual assaults that were Rape.
4. Enter the number of reported sexual assaults that were Fondling.
5. Enter the number of reported sexual assaults that were Incest.
6. Enter the number of reported sexual assaults that were Statutory Rape.
7. Enter the number of reported Robberies.
8. Enter the number of reported Aggravated Assaults.
9. Enter the number of reported Burglaries.
10. Enter the number of reported Motor Vehicle Thefts.
11. Enter the number of reported Arsons.
12. Select **SAVE** at the bottom of the screen to record your data.

Criminal Offenses - Reported by Local Police

 [screen instructions](#)

For each of the following criminal offenses, enter the number of reported occurrences obtained from local and state law enforcement agencies.

Note: Use this screen only if the statistics provided by local law enforcement agencies for your Clery geography cannot be separated into the reportable geographic areas (i.e., on campus, noncampus, and public property).

Criminal offense	Total occurrences reported by police		
	2021	2022	2023
a. <u>Murder/Non-negligent manslaughter</u>	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>
b. <u>Manslaughter by Negligence</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
c. <u>Rape</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
d. <u>Fondling</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
e. <u>Incest</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
f. <u>Statutory rape</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
g. <u>Robbery</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
h. <u>Aggravated assault</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
i. <u>Burglary</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
k. <u>Arson</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

PREVIOUS

SAVE

NEXT

RESET

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Hate Crimes

Hate Crimes – On Campus

This screen includes a specific set of criminal offenses and hate crime categories of bias that institutions are required to report for under the *Clery Act*. The *Clery Act* does not require institutions to report for all types of Hate Crimes.

Information you need to complete this screen:

- **On Campus** means *any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and*
Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor or other retail vendor).
- A **hate crime** is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Under the *Clery Act*, only the following eight categories of bias are reported: race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
- If a single hate crime was motivated by multiple biases, select one bias in the data table and note the additional bias(es) in the caveat box.
- Additional information:
 - You will need to scroll down to access your 2021 and 2022 data or to enter a caveat.
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
 - To read the definition of a specific criminal offense, select the underlined offense on the screen.
 - Do not differentiate between attempted and completed crimes, both should be included in your statistics for the crime category. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than Murders/Non-negligent Manslaughters.
 - *Clery Act* crimes must be disclosed by the year in which the crimes was reported, not when they occurred.

Screen instruction:

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On Campus. Then break down each total by category of bias (e.g., race, religion).

Directions:

1. Indicate the number of Murder/Non-negligent manslaughters that were hate crimes.
2. Indicate the number of Rapes that were hate crimes.
3. Indicate the number of Fondling incidents that were hate crimes.
4. Indicate the number of Incest incidents that were hate crimes.
5. Indicate the number of Statutory Rapes that were hate crimes.
6. Indicate the number of Robberies that were hate crimes.
7. Indicate the number of Aggravated Assaults that were hate crimes.
8. Indicate the number of Burglaries that were hate crimes.
9. Indicate the number of Motor Vehicle Thefts that were hate crimes.
10. Indicate the number of Arsons that were hate crimes.
11. Indicate the number of Simple assaults that were hate crimes.
12. Indicate the number of Larceny-Thefts that were hate crimes.
13. Indicate the number of Intimidation incidents that were hate crimes.
14. Indicate the number of Destruction/damage/vandalism of property incidents that were hate crimes.
15. Select **SAVE** at the bottom of the screen to record your data.

Hate Crimes - On campus

[screen instructions](#)

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

YEAR 2023

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. <u>Rape</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. <u>Fondling</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. <u>Incest</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
f. <u>Statutory rape</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. <u>Robbery</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
h. <u>Aggravated assault</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
i. <u>Burglary</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
k. <u>Arson</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
l. <u>Simple assault</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
m. <u>Larceny-theft</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
n. <u>Intimidation</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
o. <u>Destruction/damage/ vandalism of property</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Hate Crimes – On-campus Student Housing Facilities

Instructions in this section address campuses with on-campus student housing facilities. If your campus or institution does not offer on-campus student housing facilities, then these instructions do not apply to your institution.

This screen includes a specific set of criminal offenses and hate crime categories of bias that institutions are required to report for under the *Clery Act*. The *Clery Act* does not require institutions to report for all types of Hate Crimes.

Information you need to complete this screen:

- An **on-campus student housing facility** is *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.*
- “On-campus student housing facilities” is a subset of the on-campus category. The statistics you enter on this screen should also be included on the hate crimes on-campus screen. The number of crimes reported on this screen must be equal to or less than the number reported on the hate crimes on-campus screen.
- A **hate crime** is *a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.* Under the *Clery Act*, only the following eight categories of bias are reported: race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
- If a single hate crime was motivated by multiple biases, select one bias in the data table and note the additional bias(es) in the caveat box.
- Additional information:
 - You will need to scroll down to access your 2021 and 2022 data or to enter a caveat.
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
 - To read the definition of a specific criminal offense, select the underlined offense on the screen.
 - Do not differentiate between attempted and completed crimes, both should be included in your statistics for the crime category. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than Murders/Non-negligent Manslaughters.
 - *Clery Act* crimes must be disclosed by the year in which the crimes were reported, not where they occurred.

Screen instruction:

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in On-campus Student Housing Facilities. Then break down each total by category of bias (e.g., race, religion).

Directions:

1. Indicate the number of Murder/Non-negligent manslaughters that were hate crimes.
2. Indicate the number of Rapes that were hate crimes.
3. Indicate the number of Fondling incidents that were hate crimes.
4. Indicate the number of Incest incidents that were hate crimes.
5. Indicate the number of Statutory Rapes that were hate crimes.
6. Indicate the number of Robberies that were hate crimes.
7. Indicate the number of Aggravated Assaults that were hate crimes.
8. Indicate the number of Burglaries that were hate crimes.
9. Indicate the number of Motor Vehicle Thefts that were hate crimes.
10. Indicate the number of Arsons that were hate crimes.
11. Indicate the number of Simple Assaults that were hate crimes.
12. Indicate the number of Larceny-Thefts that were hate crimes.
13. Indicate the number of Intimidation incidents that were hate crimes.
14. Indicate the number of Destruction/damage/vandalism of property incidents that were hate crimes.
15. Select **SAVE** at the bottom of the screen to record your data.

Hate Crimes - On-campus Student Housing Facilities

[screen instructions](#)

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in On-Campus Student Housing Facilities. Then break down each total by category of bias (e.g., race, religion).

YEAR 2023

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. <u>Rape</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. <u>Fondling</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. <u>Incest</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
f. <u>Statutory rape</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. <u>Robbery</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
h. <u>Aggravated assault</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
i. <u>Burglary</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
j. <u>Motor vehicle theft</u> <i>(Do not include theft from a motor vehicle)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
k. <u>Arson</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
l. <u>Simple assault</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
m. <u>Larceny-theft</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
n. <u>Intimidation</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
o. <u>Destruction/damage/ vandalism of property</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Hate Crimes – Noncampus

Instructions in this section address campuses with noncampus properties. If your campus or institution does not offer noncampus properties, then these instructions do not apply to your institution.

This screen includes a specific set of criminal offenses and hate crime categories of bias that institutions are required to report for under the *Clery Act*. The *Clery Act* does not require institutions to report for all types of Hate Crimes.

Information you need to complete this screen:

- **Noncampus** means *any building or property owned or controlled by a student organization that is officially recognized by the institution; or Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.*
- A **hate crime** is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Under the *Clery Act*, only the following eight categories of bias are reported: race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
- If a single hate crime was motivated by multiple biases, select one bias in the data table and note the additional bias(es) in the caveat box.
- Additional information:
 - You will need to scroll down to access your 2021 and 2022 data or to enter a caveat.
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
 - To read the definition of a specific criminal offense, select the underlined offense on the screen.
 - Do not differentiate between attempted and completed crimes, both should be included in your statistics for the crime category. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than Murders/Non-negligent Manslaughters.
 - *Clery Act* crimes must be disclosed by the year in which the crimes were reported, not when they occurred.

Screen instruction:

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in or on Noncampus buildings or property. Then break down each total by category of bias (e.g., race, religion).

Directions:

1. Indicate the number of Murder/Non-negligent manslaughters that were hate crimes.
2. Indicate the number of Rapes that were hate crimes.
3. Indicate the number of Fondling incidents that were hate crimes.
4. Indicate the number of Incest incidents that were hate crimes.
5. Indicate the number of Statutory Rapes that were hate crimes.
6. Indicate the number of Robberies that were hate crimes.
7. Indicate the number of Aggravated Assaults that were hate crimes.
8. Indicate the number of Burglaries that were hate crimes.
9. Indicate the number of Motor Vehicle Thefts that were hate crimes.
10. Indicate the number of Arsons that were hate crimes.
11. Indicate the number of Simple Assaults that were hate crimes.
12. Indicate the number of Larceny-Thefts that were hate crimes.
13. Indicate the number of Intimidation incidents that were hate crimes.
14. Indicate the number of Destruction/damage/vandalism of property incidents that were hate crimes.
15. Select **SAVE** at the bottom of the screen to record your data.

Hate Crimes - Noncampus

[screen instructions](#)

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in or on Noncampus buildings or property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2023

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-neligent manslaughter</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. <u>Rape</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. <u>Fondling</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. <u>Incest</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
f. <u>Statutory rape</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. <u>Robbery</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
h. <u>Aggravated assault</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
i. <u>Burglary</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
k. <u>Arson</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
l. <u>Simple assault</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
m. <u>Larceny-theft</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
n. <u>Intimidation</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
o. <u>Destruction/damage/ vandalism of property</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Hate Crimes – Public Property

This screen includes a specific set of criminal offenses and hate crime categories of bias that institutions are required to report for under the *Clery Act*. The *Clery Act* does not require institutions to report for all types of Hate Crimes.

Information you need to complete this screen:

- **Public property** means *all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*

For more information about reporting for public property please see page [36](#).

- A **hate crime** is *a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.* Under the *Clery Act*, only the following eight categories of bias are reported: race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
- If a single hate crime was motivated by multiple biases, select one bias in the data table and note the additional bias(es) in the caveat box.
- Additional information:
 - You will need to scroll down to access your 2021 and 2022 data or to enter a caveat.
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
 - To read the definition of a specific criminal offense, select the underlined offense on the screen.
 - Do not differentiate between attempted and completed crimes, both should be included in your statistics for the crime category. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than Murders/Non-negligent Manslaughter.
 - *Clery Act* crimes must be disclosed by the year in which the crimes were reported, not when they occurred.

Screen instruction:

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias.

Directions:

1. Indicate the number of Murder/Non-negligent manslaughters that were hate crimes.
2. Indicate the number of Rapes that were hate crimes.
3. Indicate the number of Fondling incidents that were hate crimes.
4. Indicate the number of Incest incidents that were hate crimes.
5. Indicate the number of Statutory Rapes that were hate crimes.
6. Indicate the number of Robberies that were hate crimes.
7. Indicate the number of Aggravated Assaults that were hate crimes.
8. Indicate the number of Burglaries that were hate crimes.
9. Indicate the number of Motor Vehicle Thefts that were hate crimes.
10. Indicate the number of Arsons that were hate crimes.
11. Indicate the number of Simple Assaults that were hate crimes.
12. Indicate the number of Larceny-Thefts that were hate crimes.
13. Indicate the number of Intimidation incidents that were hate crimes.
14. Indicate the number of Destruction/damage/vandalism of property incidents that were hate crimes.
15. Select **SAVE** at the bottom of the screen to record your data.

Hate Crimes - Public Property

[screen instructions](#)

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2023

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. <u>Rape</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. <u>Fondling</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. <u>Incest</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
f. <u>Statutory rape</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. <u>Robbery</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
h. <u>Aggravated assault</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
i. <u>Burglary</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
k. <u>Arson</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
l. <u>Simple assault</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
m. <u>Larceny-theft</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
n. <u>Intimidation</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
o. <u>Destruction/damage/ vandalism of property</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Hate Crimes – Reported by Local and State Police

This screen *only* applies if the local police gave you statistics for crimes that occurred on your *Clery Act* geography, but the police could not cite the exact location. For example, the police could not tell you whether the crimes took place “on campus” or on your school’s “public property,” but you are certain that they did take place within your *Clery Act* geography. If local police were able to indicate the exact location, or your institution was able to confirm that the statistics are for outside of your *Clery Act* geography, go back and update your response to Screening Question 3 (see instructions on pages [25-27](#)).

Information you need to complete this screen:

- “Local and state police” refers to law enforcement agencies (other than your institution’s campus police or security department) with responsibility for the jurisdiction in which your institution is located. There may be multiple agencies.
- Do not use this screen if:
 - The statistics you obtained from the police are all 0s. The 0s should, in effect, be combined with your institution’s statistics.
 - You made a good faith effort to obtain the statistics from the police but the police (1) did not provide you with the statistics or (2) provided you with statistics for too large an area (e.g., their entire jurisdiction or the entire city) and you cannot determine which statistics are for your *Clery Act* geographic areas.
- A **hate crime** is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Under the *Clery Act*, only the following eight categories of bias are reported: race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
- If a single hate crime was motivated by multiple biases, select one bias in the data table and note the additional bias(es) in the caveat box.
- Additional information:
 - You will need to scroll down to access your 2020 and 2021 data or to enter a caveat.
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
 - To read the definition of a specific criminal offense, select the underlined offense on the screen.
 - Do not differentiate between attempted and completed crimes, both should be included in your statistics for the crime category. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than Murders/Non-negligent Manslaughter.
 - *Clery Act* crimes must be disclosed by the year in which the crimes were reported, not when they occurred.

Screen instruction:

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported by local and state law enforcement agencies. Then break down each total by category of bias (e.g., race, religion).

Directions:

1. Indicate the number of Murder/Non-negligent manslaughters that were hate crimes.
2. Indicate the number of Rapes that were hate crimes.
3. Indicate the number of Fondling incidents that were hate crimes.
4. Indicate the number of Incest incidents that were hate crimes.
5. Indicate the number of Statutory rapes that were hate crimes.
6. Indicate the number of Robberies that were hate crimes.
7. Indicate the number of Aggravated Assaults that were hate crimes.
8. Indicate the number of Burglaries that were hate crimes.
9. Indicate the number of Motor Vehicle Thefts that were hate crimes.
10. Indicate the number of Arsons that were hate crimes.
11. Indicate the number of Simple Assaults that were hate crimes.
12. Indicate the number of Larceny-Thefts that were hate crimes.
13. Indicate the number of Intimidation incidents that were hate crimes.
14. Indicate the number of Destruction/damage/vandalism of property incidents that were hate crimes.
15. Select **SAVE** at the bottom of the screen to record your data.

Hate Crimes - Reported by Local Police

[screen instructions](#)

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported by local and state law enforcement agencies for your Clery geography. Then break down each total by category of bias (e.g., race, religion).

Note: Use this screen only if the statistics provided by local law enforcement agencies for your Clery geography cannot be separated into the reportable geographic areas (i.e., on campus, noncampus, and public property).

YEAR 2023

Unexpand

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. <u>Murder/ Non-negligent manslaughter</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
c. <u>Rape</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
d. <u>Fondling</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
e. <u>Incest</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
f. <u>Statutory rape</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
g. <u>Robbery</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
h. <u>Aggravated assault</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
i. <u>Burglary</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
k. <u>Arson</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
l. <u>Simple assault</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
m. <u>Larceny-theft</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
n. <u>Intimidation</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
o. <u>Destruction/damage/ vandalism of property</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

VAWA Offenses

VAWA Offenses – On Campus

Information you need to complete this screen:

- **On Campus** means *any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and*
Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor or other retail vendor).
- On-campus student housing facilities are a subset of on-campus property. Statistics for crimes reported to have occurred in on-campus student housing facilities should be included on this screen. They must also be reported separately on the VAWA Offenses – On-campus Student Housing facilities screen. This means that the number of crimes reported on this screen is equal to or greater than the number reported on the VAWA Offenses-On-campus Student Housing Facilities screen
- The *Violence Against Women Act of 1994* and the Department’s *Clery Act* regulations specify the definitions to be used for domestic violence, dating violence and stalking.
- **Dating Violence** is defined as *violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.*
- **Domestic Violence** is defined as *a felony or misdemeanor crime of violence committed —*
 - *By a current or former spouse or intimate partner of the victim;*
 - *By a person with whom the victim shares a child in common;*
 - *By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;*
 - *By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;*
 - *By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.*
- **Stalking** is defined as *engaging in a course of conduct directed at a specific person that would cause a reasonable person to—*
 - *Fear for the person’s safety or the safety of others; or*
 - *Suffer substantial emotional distress.*

- Additional information:
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
 - To read the definition of a specific crime, select the underlined crime on the screen.
 - Do not differentiate between attempted and completed crimes, both should be included in your statistics for the crime category. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than Murders/Non-negligent Manslaughter.
 - *Clery Act* crimes must be disclosed by the year in which the crimes were reported, not when they occurred.

Screen instruction:

For each of the following crimes, enter the number reported to have occurred On Campus.

Directions:

1. Enter the number of reported Domestic violence incidents.
2. Enter the number of reported Dating violence incidents.
3. Enter the number of reported Stalking incidents.
4. Select **SAVE** at the bottom of the screen to record your data.

VAWA Offenses - On Campus

[screen instructions](#)

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2021	2022	2023
a. <u>Domestic violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
b. <u>Dating violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
c. <u>Stalking</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

PREVIOUS

SAVE

NEXT

RESET

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

VAWA Offenses – On-campus Student Housing Facilities

Instructions in this section address campuses with on-campus student housing facilities. If your campus or institution does not offer on-campus student housing facilities, then these instructions do not apply to your institution.

Information you need to complete this screen:

- An **on-campus student housing facility** is *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.*
- “On-campus student housing facilities” is a subset of your institution’s on-campus geography. The statistics you enter on this screen should be included in the statistics on the VAWA Offenses - On Campus screen. The number of crimes reported on this screen must be equal to or less than the number reported on the VAWA Offenses - On Campus screen.
- The *Violence Against Women Act of 1994* and the Department’s *Clery Act* regulations specify the definitions to be used for domestic violence, dating violence and stalking.
- **Dating Violence** is defined as *violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.*
- **Domestic Violence** is defined as a *felony or misdemeanor crime of violence committed —*
 - *By a current or former spouse or intimate partner of the victim;*
 - *By a person with whom the victim shares a child in common;*
 - *By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;*
 - *By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;*
 - *By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.*
- **Stalking** is defined as *engaging in a course of conduct directed at a specific person that would cause a reasonable person to—*
 - *Fear for the person’s safety or the safety of others; or*
 - *Suffer substantial emotional distress.*
- Additional information:
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**

- To read the definition of a specific crime, select the underlined crime on the screen.
- Do not differentiate between attempted and completed crimes, both should be included in your statistics for the crime category. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than Murders/Non-negligent Manslaughter.
- *Clery Act* crimes must be disclosed by the year in which the crimes were reported, not when they occurred.

Screen instruction:

For each of the following crimes, enter the number reported to have occurred in On-Campus Student Housing Facilities.

Directions:

1. Enter the number of reported Domestic violence incidents.
2. Enter the number of reported Dating violence incidents.
3. Enter the number of reported Stalking incidents.
4. Select **SAVE** at the bottom of the screen to record your data.

VAWA Offenses - On-campus Student Housing Facilities

[screen instructions](#)

For each of the following crimes, enter the number reported to have occurred in On-campus Student Housing Facilities.

Crime	Total occurrences in On-campus Student Housing Facilities		
	2021	2022	2023
a. <u>Domestic violence</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
b. <u>Dating violence</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
c. <u>Stalking</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

VAWA Offenses – Noncampus

Instructions in this section address campuses with noncampus properties. If your campus or institution does not offer noncampus properties, then these instructions do not apply to your institution. **Information you need to complete this screen:**

- **Noncampus** means *Any building or property owned or controlled by a student organization that is officially recognized by the institution; or*
Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- The *Violence Against Women Act of 1994* and the Department’s *Clery Act* regulations specify the definitions to be used for domestic violence, dating violence and stalking.
- **Dating Violence** is defined as *violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.*
- **Domestic Violence** is defined as a *felony or misdemeanor crime of violence committed —*
 - *By a current or former spouse or intimate partner of the victim;*
 - *By a person with whom the victim shares a child in common;*
 - *By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;*
 - *By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;*
 - *By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.*
- **Stalking** is defined as *engaging in a course of conduct directed at a specific person that would cause a reasonable person to—*
 - *Fear for the person’s safety or the safety of others; or*
 - *Suffer substantial emotional distress.*

- Additional information:
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
 - To read the definition of a specific crime, select the underlined crime on the screen.
 - Do not differentiate between attempted and completed crimes, both should be included in your statistics for the crime category. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than Murders/Non-negligent Manslaughter.
 - *Clery Act* crimes must be disclosed by the year in which the crimes were reported, not when they occurred.

Screen instruction:

For each of the following crimes, enter the number reported to have occurred in or on Noncampus buildings or property.

Directions:

1. Enter the number of reported Domestic violence incidents.
2. Enter the number of reported Dating violence incidents.
3. Enter the number of reported Stalking incidents.
4. Select **SAVE** at the bottom of the screen to record your data.

VAWA Offenses - Noncampus

[screen instructions](#)

For each of the following crimes, enter the number reported to have occurred in or on Noncampus buildings or property.

Crime	Total occurrences in or on Noncampus buildings or property		
	2021	2022	2023
a. <u>Domestic violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
b. <u>Dating violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
c. <u>Stalking</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

PREVIOUS

SAVE

NEXT

RESET

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

VAWA Offenses – Public Property

Information you need to complete this screen:

- **Public property** means *all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*
- The *Violence Against Women Act of 1994* and the Department’s *Clery Act* regulations specify the definitions to be used for domestic violence, dating violence and stalking.
- **Dating Violence** is defined as *violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.*
- **Domestic Violence** is defined as *a felony or misdemeanor crime of violence committed —*
 - *By a current or former spouse or intimate partner of the victim;*
 - *By a person with whom the victim shares a child in common;*
 - *By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;*
 - *By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;*
 - *By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.*
- **Stalking** is defined as *engaging in a course of conduct directed at a specific person that would cause a reasonable person to—*
 - *Fear for the person’s safety or the safety of others; or*
 - *Suffer substantial emotional distress.*
- Additional information:
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
 - To read the definition of a specific crime, select the underlined crime on the screen.
 - Do not differentiate between attempted and completed crimes, both should be included in your statistics for the crime category. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than Murders/Non-negligent Manslaughter.
 - *Clery Act* crimes must be disclosed by the year in which the crimes were reported, not when they occurred.

Screen instruction:

For each of the following crimes, enter the number reported to have occurred on Public Property.

Directions:

1. Enter the number of reported Domestic violence incidents.
2. Enter the number of reported Dating violence incidents.
3. Enter the number of reported Stalking incidents.
4. Select **SAVE** at the bottom of the screen to record your data.

VAWA Offenses - Public Property

[screen instructions](#)

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2021	2022	2023
a. <u>Domestic violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
b. <u>Dating violence</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
c. <u>Stalking</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

PREVIOUS

SAVE

NEXT

RESET

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

VAWA Offenses – Reported by Local and State Police

This screen *only* applies if the local police gave you statistics for crimes that occurred on your *Clery Act* geography, but the police could not cite the exact location. For example, the police could not tell you whether the crimes took place “on campus” or on your school’s “public property,” but you are certain that they did take place within your *Clery Act* geography. If local police were able to indicate the exact location, or your institution was able to confirm that the statistics are for outside of your *Clery Act* geography, go back and update your response to Screening Question 3 (see instructions on pages [25-27](#)).

Information you need to complete this screen:

- “Local and state police” refers to law enforcement agencies (other than your institution’s campus police or security department) with responsibility for the jurisdiction in which your institution is located. There may be multiple agencies.
- Do not use this screen if:
 - The statistics you obtained from the police are all 0s. The 0s should, in effect, be combined with your institution’s statistics.
 - You made a good faith effort to obtain the statistics from the police but the police (1) did not provide you with the statistics or (2) provided you with statistics for too large an area (e.g., their entire jurisdiction or the entire city) and you cannot determine which statistics are for your *Clery Act* geographic areas.
- If you need to change your response to screening question 3, return to that screen by selecting the **Screening Questions** link on the vertical menu on the left side of the screen.
- The *Violence Against Women Act of 1994* and the Department’s *Clery Act* regulations specify the definitions to be used for domestic violence, dating violence and stalking.
- **Dating Violence** is defined as *violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.*
- **Domestic Violence** is defined as *a felony or misdemeanor crime of violence committed —*
 - *By a current or former spouse or intimate partner of the victim;*
 - *By a person with whom the victim shares a child in common;*
 - *By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;*
 - *By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;*
 - *By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.*
- **Stalking** is defined as *engaging in a course of conduct directed at a specific person that would cause a reasonable person to—*
 - *Fear for the person’s safety or the safety of others; or*
 - *Suffer substantial emotional distress.*

- Additional information:
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**
 - To read the definition of a specific crime, select the underlined offense on the screen.
 - Do not differentiate between attempted and completed crimes, both should be included in your statistics for the crime category. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than Murders/Non-negligent Manslaughter.
 - *Clery Act* crimes must be disclosed by the year in which the crimes were reported, not when they occurred.

Screen instruction:

For each of the following crimes, enter the number reported.

Directions:

1. Enter the number of reported Domestic violence incidents.
2. Enter the number of reported Dating violence incidents.
3. Enter the number of reported Stalking incidents.
4. Select **SAVE** at the bottom of the screen to record your data.

VAWA Offenses - Reported by Local Police

[screen instructions](#)

For each of the following crimes, enter the number reported.

Note: Use this screen only if the statistics provided by local law enforcement agencies for your Clery geography cannot be separated into the reportable geographic areas (i.e., on campus, noncampus, and public property).

Crime	Total occurrences reported by police		
	2021	2022	2023
a. <u>Domestic violence</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
b. <u>Dating violence</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
c. <u>Stalking</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

PREVIOUS

SAVE

NEXT

RESET

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Arrests

Arrests – On Campus

Information you need to complete this screen:

- **On Campus** means *any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and*
Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor or other retail vendor).
- **Arrest** for Clery Act purposes is defined as *persons processed by arrest, citation, or summons.*
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics— manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*
- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*

- Additional information:
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**

Screen instruction:

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Directions:

1. Enter the number of arrests for Weapons: carrying, possessing, etc.
2. Enter the number of arrests for Drug abuse violations.
3. Enter the number of arrests for Liquor law violations.
4. Select **SAVE** at the bottom of the screen to record your data.

Arrests - On campus

[screen instructions](#)

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Crime	Number of Arrests		
	2021	2022	2023
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Arrests – On-campus Student Housing Facilities

Instructions in this section address campuses with on-campus student housing facilities. If your campus or institution does not offer on-campus student housing facilities, then these instructions do not apply to your institution.

Information you need to complete this screen:

- An **on-campus student housing facility** is *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.*
- “On-campus student housing facilities” is a subset of the on-campus category. The number of arrests reported on this screen must be equal to or less than the number reported on the Arrests - On Campus screen. The statistics you enter on this screen should also be included on the Arrests - On Campus screen.
- **Arrest** for *Clery Act* purposes is defined as *persons processed by arrest, citation, or summons.*
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*
- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*

- Additional information:
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**

Screen instruction:

Of those arrests for crimes that occurred On Campus, enter the number for crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

Directions:

1. Enter the number of arrests for Weapons: carrying, possessing, etc.
2. Enter the number of arrests for Drug abuse violations.
3. Enter the number of arrests for Liquor law violations.
4. Select **SAVE** at the bottom of the screen to record your data.

Arrests - On-campus Student Housing Facilities

[screen instructions](#)

Of those Arrests for crimes that occurred On Campus, enter the number of crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

Crime	Number of Arrests		
	2021	2022	2023
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
b. <u>Drug abuse violations</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
c. <u>Liquor law violations</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Arrests – Noncampus

Instructions in this section address campuses with noncampus properties. If your campus or institution does not offer noncampus properties, then these instructions do not apply to your institution. **Information you need to complete this screen:**

- **Noncampus** means *Any building or property owned or controlled by a student organization that is officially recognized by the institution; or*
Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- **Arrest** for *Clery Act* purposes is defined as *persons processed by arrest, citation, or summons.*
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*
- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*

- Additional information:
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**

Screen instruction:

Enter the number of Arrests for each of the following crimes that occurred in or on Noncampus buildings or property.

Directions:

1. Enter the number of arrests for Weapons: carrying, possessing, etc.
2. Enter the number of arrests for Drug abuse violations.
3. Enter the number of arrests for Liquor law violations.
4. Select **SAVE** at the bottom of the screen to record your data.

Arrests - Noncampus

[screen instructions](#)

Enter the number of Arrests for each of the following crimes that occurred in or on Noncampus buildings or property.

Crime	Number of Arrests		
	2021	2022	2023
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

PREVIOUS

SAVE

NEXT

RESET

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Arrests – Public Property

Information you need to complete this screen:

- **Public property** means *all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*
- **Arrest** for *Clery Act* purposes is defined as *persons processed by arrest, citation, or summons.*
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*
- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*
- Additional information:
 - Data for 2020 and 2021 are pre-filled. If you need to correct data for 2021, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2020 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**

Screen instruction:

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Directions:

1. Enter the number of arrests for Weapons: carrying, possessing, etc.
2. Enter the number of arrests for Drug abuse violations.
3. Enter the number of arrests for Liquor law violations.
4. Select **SAVE** at the bottom of the screen to record your data.

Arrests - Public Property

[screen instructions](#)

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Crime	Number of Arrests		
	2021	2022	2023
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Arrests – Reported by Local and State Police

This screen *only* applies if the local police gave you statistics for crimes that occurred on your *Clery Act* geography, but the police could not cite the exact location. For example, the police could not tell you whether the crimes took place “on campus” or on your school’s “public property,” but you are certain that they did take place within your *Clery Act* geography. If local police were able to indicate the exact location, or your institution was able to confirm that the statistics are for outside of your *Clery Act* geography, go back and update your response to Screening Question 3 (see instructions on pages [25-27](#)).

Information you need to complete this screen:

- “Local and state police” refers to law enforcement agencies (other than your institution’s campus police or security department) with responsibility for the jurisdiction in which your institution is located. There may be multiple agencies.
- Do not use this screen if:
 - The statistics you obtained from the police are all 0s. The 0s should, in effect, be combined with your institution’s statistics.
 - You made a good faith effort to obtain the statistics from the police but the police (1) did not provide you with the statistics or (2) provided you with statistics for too large an area (e.g., their entire jurisdiction or the entire city) and you cannot determine which statistics are for your *Clery Act* geographic areas.
- If you need to change your response to screening question 3, return to that screen by selecting the **Screening Questions** link on the vertical menu on the left side of the screen.
- **Arrest** for *Clery Act* purposes is defined as *persons processed by arrest, citation, or summons*.
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*

- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*
- Additional information:
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**

Screen instruction:

For each of the following crimes, enter the number of Arrests reported.

Directions:

1. Enter the number of arrests for Weapons: carrying, possessing, etc.
2. Enter the number of arrests for Drug abuse violations.
3. Enter the number of arrests for Liquor law violations.
4. Select **SAVE** at the bottom of the screen to record your data.

Arrests - Reported by Local Police

[screen instructions](#)

For each of the following crimes, enter the number of arrests reported.

Note: Use this screen only if the statistics provided by local law enforcement agencies for your Clery geography cannot be separated into the reportable geographic areas (i.e., on campus, noncampus, and public property).

Crime	Number of Arrests		
	2021	2022	2023
a. Weapons: carrying, possessing, etc.	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
b. Drug abuse violations	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
c. Liquor law violations	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Disciplinary Actions

Disciplinary Actions – On Campus

Information you need to complete this screen:

- **On Campus** means *Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and*
Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor or other retail vendor).
- **Referred for disciplinary action** is defined for *Clery Act* purposes as *the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.*
- If your institution calls this process “mediation” or a similar term, as long as the process fits the above definition, it is considered referred for disciplinary action.
- Do not include:
 - Referrals for violations of your school policies unless they are also violations of law.
 - Referrals for a single incident where an individual is both arrested and referred for disciplinary action, count the arrest only.
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*

- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*
- Additional information:
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**

Screen instruction:

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Directions:

1. Enter the number of persons referred for disciplinary action for Weapons: carrying, possessing, etc.
2. Enter the number of persons referred for disciplinary action for Drug abuse violations.
3. Enter the number of persons referred for disciplinary action for Liquor law violations.
4. Select **SAVE** at the bottom of the screen to record your data.

Disciplinary Actions - On Campus

[screen instructions](#)

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2021	2022	2023
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Disciplinary Actions – On-campus Student Housing Facilities

Instructions in this section address campuses with on-campus student housing facilities. If your campus or institution does not offer on-campus student housing facilities, then these instructions do not apply to your institution.

Information you need to complete this screen:

- An **on-campus student housing facility** is *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.*
- “On-campus student housing facilities” is a subset of your institution’s on-campus geography. The statistics you enter on this screen should also be included on the Disciplinary Actions - On Campus screen. Make sure that the number of referrals for disciplinary action reported on this screen must be equal to or less than the number reported on the Disciplinary Actions - On Campus screen.
- **Referred for disciplinary action** for *Clery Act* purposes is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.*
- If your institution calls this process “mediation” or a similar term, as long as the process fits the above definition, it is considered referred for disciplinary action.
- Do not include:
 - Referrals for violations of your school policies unless they are also violations of law.
 - Referrals for a single incident where an individual is both arrested and referred for disciplinary action, count the arrest only.
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics— manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*

- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*
- Additional information:
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**

Screen instruction:

Enter the number of persons referred for disciplinary action for crimes that occurred in On-campus Student Housing Facilities for each of the following categories. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Directions:

1. Enter the number of persons referred for disciplinary action for Weapons: carrying, possessing, etc.
2. Enter the number of persons referred for disciplinary action for Drug abuse violations.
3. Enter the number of persons referred for disciplinary action for Liquor law violations.
4. Select **SAVE** at the bottom of the screen to record your data.

Disciplinary Actions - On-campus Student Housing Facilities

[screen instructions](#)

Enter the number of persons referred for disciplinary action for crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2021	2022	2023
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
b. <u>Drug abuse violations</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
c. <u>Liquor law violations</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

PREVIOUS

SAVE

NEXT

RESET

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Disciplinary Actions – Noncampus

Instructions in this section address campuses with noncampus properties. If your campus or institution does not offer noncampus properties, then these instructions do not apply to your institution. **Information you need to complete this screen:**

- **Noncampus** means *any building or property owned or controlled by a student organization that is officially recognized by the institution; or*
Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- **Referred for disciplinary action** is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.*
- If your institution calls this process “mediation” or a similar term, as long as the process fits the above definition, it is considered referred for disciplinary action.
- Do not include:
 - Referrals for violations of your school policies unless they are also violations of law.
 - Referrals for a single incident where an individual is both arrested and referred for disciplinary action, count the arrest only.
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the **above**.*
- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*

- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*
- Additional information:
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**

Screen instruction:

Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property for each of the following categories. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Directions:

1. Enter the number of persons referred for disciplinary action for Weapons: carrying, possessing, etc.
2. Enter the number of persons referred for disciplinary action for Drug abuse violations.
3. Enter the number of persons referred for disciplinary action for Liquor law violations.
4. Select **SAVE** at the bottom of the screen to record your data.

Disciplinary Actions - Noncampus

[screen instructions](#)

Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2021	2022	2023
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Disciplinary Actions – Public Property

Information you need to complete this screen:

- **Public property** means *all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*
- **Referred for disciplinary action** is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.*
- If your institution calls this process “mediation” or a similar term, as long as the process fits the above definition, it is considered referred for disciplinary action.
- Do not include:
 - Referrals for violations of your school policies unless they are also violations of law.
 - Referrals for a single incident where an individual is both arrested and referred for disciplinary action, count the arrest only.
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*
- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*

- Additional information:
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**

Screen instruction:

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action was the result of an arrest, please do not count it here; count the violation as 1 arrest.

Directions:

1. Enter the number of persons referred for disciplinary action for Weapons: carrying, possessing, etc.
2. Enter the number of persons referred for disciplinary action for Drug abuse violations.
3. Enter the number of persons referred for disciplinary action for Liquor law violations.
4. Select **SAVE** at the bottom of the screen to record your data.

Disciplinary Actions - Public Property

[screen instructions](#)

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2021	2022	2023
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
b. <u>Drug abuse violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
c. <u>Liquor law violations</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Disciplinary Actions – Reported by Local and State Police

This screen *only* applies if the local police gave you statistics for crimes that occurred on your *Clery Act* geography, but the police could not cite the exact location. For example, the police could not tell you whether the crimes took place “on campus” or on your school’s “public property,” but you are certain that they did take place within your *Clery Act* geography. If local police were able to indicate the exact location, or your institution was able to confirm that the statistics are for outside of your *Clery Act* geography, go back and update your response to Screening Question 3 (see instructions on pages [25-27](#)).

Information you need to complete this screen:

- “Local and state police” refers to law enforcement agencies (other than your institution’s campus police or security department) with responsibility for the jurisdiction in which your institution is located. There may be multiple agencies.
- Use this screen only if the law enforcement agencies provided you with statistics for crimes that occurred somewhere on your *Clery Act* geography, but the agencies could not indicate the exact location, for example, “on campus” or “public property.”
- Do not use this screen if:
 - The statistics you obtained from the police are all 0s. The 0s should, in effect, be combined with your institution’s statistics.
 - You made a good faith effort to obtain the statistics from the police but the police (1) did not provide you with the statistics or (2) provided you with statistics for too large an area (e.g., their entire jurisdiction or the entire city) and you cannot determine which statistics are for your *Clery Act* geographic areas.
- **Referred for disciplinary action** is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.*
- If your institution calls this process “mediation” or a similar term, as long as the process fits the above definition, it is considered referred for disciplinary action.
- Do not include:
 - Referrals for violations of your school policies unless they are also violations of law.
 - Referrals for a single incident where an individual is both arrested and referred for disciplinary action, count the arrest only.
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and or/use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any*

controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*
- Additional information:
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**

Screen instruction:

Enter the number of persons referred for disciplinary action for each of the following law violations. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action was the result of an arrest, please do not count it here; count the violation as 1 arrest.

Directions:

1. Enter the number of persons referred for disciplinary action for Weapons: Carrying, Possessing, Etc.
2. Enter the number of persons referred for disciplinary action for Drug Abuse Violations.
3. Enter the number of persons referred for disciplinary action for Liquor Law Violations.
4. Select **SAVE** at the bottom of the screen to record your data.

Disciplinary Actions - Reported by Local Police

[screen instructions](#)

Enter the number of persons referred for disciplinary action for each of the following law violations.
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2021	2022	2023
a. <u>Weapons: carrying, possessing, etc.</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
b. <u>Drug abuse violations</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>
c. <u>Liquor law violations</u>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Unfounded Crimes

Information you need to complete this screen:

- Of those *Clery Act* crimes that were reported to have occurred On Campus, on or in Noncampus property or buildings, and on Public Property, enter the total number of *Clery Act* crimes that were unfounded.
- The total number of unfounded crimes should include all criminal offenses, hate crimes, and domestic violence, dating violence, or stalking incidents that have been unfounded.
- Arrests and disciplinary referrals cannot be unfounded.
- A crime is “unfounded” if a reported crime is investigated by law enforcement authorities and found to be false or baseless, meaning that **the crime did not occur or was never attempted**. Only sworn or commissioned law enforcement personnel may unfind a crime.
- Count unfounded crimes in the year in which they were originally reported.
- Do not include unfounded crimes in your count of criminal offenses, hate crimes, or VAWA offenses.
- Additional information:
 - Data for 2021 and 2022 are pre-filled. If you need to correct data for 2022, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2021 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: “For (YEAR), line (X) was changed from (A) to (B) because (REASON).”**

Screen instruction:

Enter the number of crimes that were unfounded.

Directions:

1. Enter the Total number of unfounded crimes.
2. Select **SAVE** at the bottom of the screen to record your data.

Unfounded Crimes

[screen instructions](#)

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

	Number		
	2021	2022	2023
a. <u>Total unfounded crimes</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>

Please Note: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.
Count unfounded crimes in the year in which they were originally reported.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Fires

Fires – On-campus Student Housing Facilities

Information you need to complete this screen:

- An **on-campus student housing facility** is *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.*
- **Fire** is defined as *any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.*

The applicable **categories** of fire for this screen are:

- **Unintentional:** *A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.*
- **Intentional:** *A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire. You must provide a brief description for each intentional fire. Do not simply write “arson.” The total number of intentional fires that you report must be equal to or less than the number of arsons you report on the Criminal Offenses-On-campus-Student Housing Facilities screen. (This is because attempted arsons are included on the Criminal Offenses-On-campus-Student Housing Facilities screen.)*
- **Undetermined:** *A fire in which the cause cannot be determined.*
- The applicable **causes** of fire for unintentional fires on this screen include:
 - Cooking
 - Smoking materials
 - Open flames
 - Electrical
 - Heating equipment
 - Hazardous products
 - Machinery/Industrial
 - Natural
 - Other

- **Fire-related injury** is defined as *any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term "person" may include students, employees, visitors, firefighters, or any other individuals.*
 - Include:
 - Individuals who are transported to a medical facility (even if they refuse treatment at the facility).
 - Individuals who are treated at a temporary medical facility that is set up at the fire site.
- **Fire-related death** is defined as *any instance in which a person -*
 - (1) *Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or*
 - (2) *Dies within one year of injuries sustained as a result of the fire.*
- **Value of property damage** is defined as *the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.*

Include the value of all property damage, even to property not owned or controlled by your institution. Your estimate for structural damage should be based on replacement value, not market value. Do not include any indirect losses. In addition to business interruption, indirect losses include the cost of emergency housing, personnel costs associated with subsequent cleanup and restoration, and lost tuition.

The applicable ranges to use are:

\$0 – 99	\$50,000 – 99,999
\$100 – 999	\$100,000 – 249,999
\$1,000 – 9,999	\$250,000 – 499,999
\$10,000 – 24,999	\$500,000 – 999,999
\$25,000 – 49,999	>\$1,000,000

Screen Instructions:

Enter the name, address and number of fires for each On-campus Student Housing Facility. After you select **SAVE**, there will be a **REPORT** button across from each facility that has 1 or more fires. For each of these facilities, select **REPORT** to complete the fire statistics for that facility.

If your institution did not use a facility at all in 2022, click the **MAKE INACTIVE** link for that facility.

Directions:

1. **If you are entering fire statistics for the first time**, enter the name and street address of each on-campus student housing facility. Be sure to include every facility whether or not there were any reported fires for the facility. The number of available fields matches the number of on-campus student housing facilities that you indicated for Screening Question 1. If you need to add a facility, select the **Add a facility** button on this screen. (If you have more than 20 facilities, the button will be located on the last page of your facilities list.) If you need to delete a facility, select the **DELETE** link in the "Action" column on the applicable line. If you add or delete facilities, be sure to adjust the number in Screening Question 1 if necessary.

Fires - On-campus Student Housing Facilities

[screen instructions](#)

Filter housing facilities

Name

Show inactive

Enter the name, address and number of fires for each On-campus Student Housing Facility. For each facility that has one or more fires, click "Report" to complete the fire statistics for that facility. If your institution did not use a facility in 2022, click the "Inactive" link for that facility. If you add, delete, or deactivate an On-campus Student Housing Facility, you may need to return to the Screening Questions to revise the reported number of On-campus Student Housing Facilities.

Housing Facilities

[Add a facility](#)

S/N	Name of Facility	Street Address	2021 Number of Fires	2022 Number of Fires	2023 Number of Fires	Action
1	<input type="text" value="dorm 1"/>	<input type="text" value="college street 1"/>	0 VIEW	0 REPORT	0 REPORT	MAKE INACTIVE
2	<input type="text" value="dorm 2"/>	<input type="text" value="university blvd. 3"/>	0 VIEW	VIEW	INACTIVE	MAKE ACTIVE
3	<input type="text" value="dorm 3"/>	<input type="text" value="1234 right left"/>	0 VIEW	VIEW	INACTIVE	MAKE ACTIVE
Total			0	0	0	

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

[PREVIOUS](#)

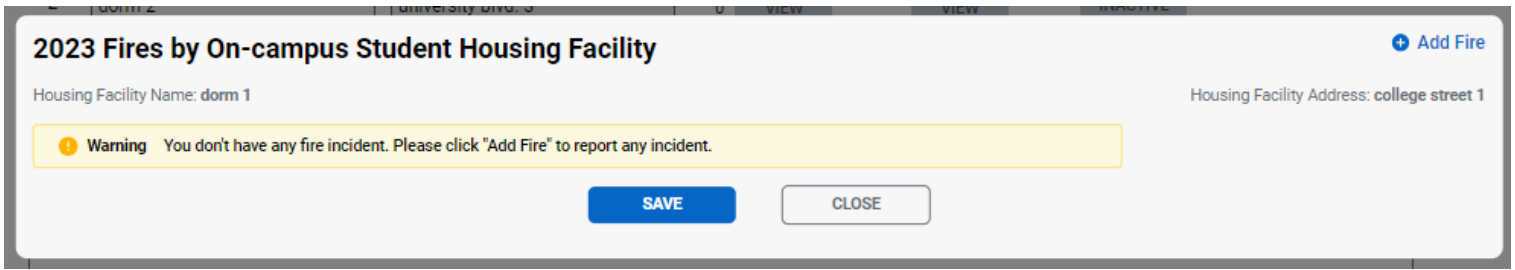
[SAVE](#)

[NEXT](#)

[RESET](#)

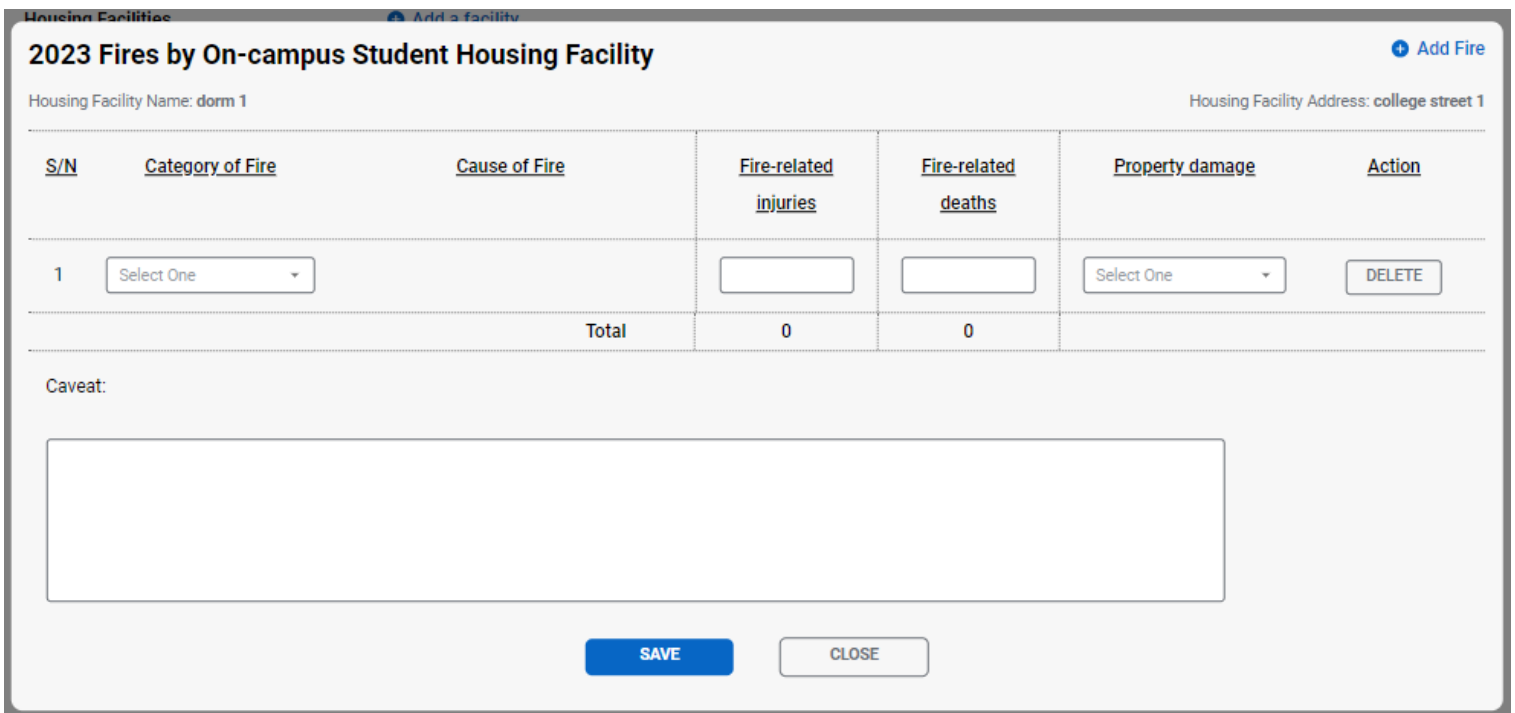
Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

2. **If you previously entered fire statistics**, the names and addresses of your on-campus student housing facilities will be pre-filled. Use the **Filter housing facilities** bar at the top to search for a specific facility by name, or to show/hide facilities that have been inactive for the past two years or more. If you need to add a facility, select the **Add a facility** button. If a facility has since closed or is no longer being used for student housing, select the **MAKE INACTIVE** link.
3. After you enter the above information, select the **SAVE** button at the bottom of the screen.
4. Select **REPORT** to start to enter the number of fires reported for each facility for the previous calendar year. A pop-up will appear that states “You don't have any fire incident.”



Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Please click "Add Fire" to report any incident.” Select “Add Fire” in the top right of the pop-up warning. This will bring you to the fire detail screen for the selected On-campus Student Housing Facility.



Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

5. Select the category of fire. If you select “Unintentional” there will be a drop-down box under the Cause of Fire heading. Select the appropriate cause. If you select “Intentional” write a brief description of the fire in the field under Cause of Fire. If you select “Undetermined” you will not be asked for the cause of the fire.

6. Next, enter the number of persons with fire-related injuries in the Fire-related injuries field.
7. Next, enter the number of fire-related deaths in the Fire-related deaths field.
8. Next, use the drop-down box to indicate the estimated amount of property damage.
9. When you have completed steps 5 – 8, select the **SAVE** button on the bottom of the screen.

Fires – Summary

This is a read-only screen. It is designed to allow you to review your fire data without having to return to each individual data entry screen. If the data on this screen are correct, select the **SURVEY NAVIGATION** button. If the data are not correct, select the **PREVIOUS** button or the **On-campus Student Housing Facilities** link in the Navigation menu on the left side of the screen. On the “On-campus Student Housing Facilities” screen, select the applicable **REPORT** button to make revisions for a particular facility.

Fires - Summary

[screen instructions](#)

S/N	Name of Facility	2021			2022			2023		
		Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
1	dorm 1				1	0	0	1	0	0
2	dorm 2									
3	dorm 3									
Total		0	0	0	1	0	0	1	0	0

PREVIOUS

SURVEY NAVIGATION



Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Reviewing and Submitting Your Survey

Before you can lock and submit your survey, you must review it for possible errors. Depending on your survey data, there are two possible screens to review:

Caveat Review/Campus Description

Step 3: Lock the survey

Review Caveat/ Campus Description  You must complete this step before check errors	Check for errors  Check for errors (has unresolved errors)
--	--

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

If you have entered any caveats, they will be migrated to the public website along with your data. For this reason, the caveats cannot contain the names of individuals, explanations of error messages or messages to the help desk. Please also review them for clarity, grammar, and spelling. If you have changed data for prior years, please make sure your caveat conforms to the following format: “For (YEAR), Line (X) was changed from (A) to (B) because (REASON).”

You must also review any intentional fire descriptions before you can lock your survey as they will also be migrated to the public site along with your data. An example of an acceptable description is “A student used a cigarette lighter to set fire to a poster on a hallway bulletin board.” An example of an unacceptable description is “Arson.”

Next, click on the “Update and/or Confirm” button to save your changes or to confirm that no changes are needed.

Note that if you have not entered any caveats or intentional fire descriptions, you will not have a link to the Review Caveat/Campus Description screen.

Review Caveats

All caveats must be reviewed before the survey can be locked.

*The caveats below will be migrated to the public website along with your data. Please review them for clarity, grammar, and spelling.

*Caveats should relate to the data provided on the current screen. Including the same general caveat across multiple screens is not necessary and will appear duplicative on the public website.

*Next, click on the "Update and/or confirm" button to save your changes or to confirm that no changes are needed.

Criminal Offenses> On campus

For 2022, Line J was changed from 0 to 1 to correct for a data entry error.
For 2021, Line H was changed from 1 to 0 because an incident of simple assault was misclassified.

UPDATE AND/OR CONFIRM

GO BACK TO SURVEY NAVIGATION

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Check for Errors/Error Report

Regardless of whether you entered any caveats or intentional fire descriptions, you must check for errors (and correct any that exist) before you can lock the survey. To do this, go to the **Survey Navigation** screen. It will show the **Check for Errors** link. Follow these steps:


1. Select the **Check for Errors** link. You will be taken to an **Error Report**. This report displays a list of any errors and includes links to screens requiring updates.
2. If there are no errors, you will get the message, “The survey for (institution ID) is ready for locking.”
3. If the system has detected any errors, you must correct them before you can lock the survey. To correct an error, select the “Error Screen” link adjacent to the error under the Options column. If you have an error that affects only one screen, the link will read, “Go to screen with error.” If you have a Global error, or an error that affects more than one screen, select the “Back to Survey Navigation” button at the bottom of the screen to return to the Survey Navigation screen. When you correct an error, save the screen with the corrected error. The **Error Report** will be updated and the associated line under the “Resolved” column will read “Yes” when you return to the report.

Error Report


All errors must be resolved before the survey can be locked.

Global Errors


You did not complete all of the required survey items.

SEVERITY	ERROR DESCRIPTION	RESOLVED	OPTIONS
 Fatal	All Caveats must be reviewed for typographical errors and for clarity. Please confirm your caveats by using the Check Caveats link on the Survey Navigation/Status screen.	No	

Screening Questions

SEVERITY	ERROR DESCRIPTION	RESOLVED	OPTIONS
 Fatal	If 'No' is correct (e.g., you are not combining the statistics you received from the local or state police with your institutional statistics because you cannot determine whether the statistics you obtained are for on-campus or public property incidents), please call the help desk toll-free at (800) 435-5985 for confirmation.	No	ERROR SCREEN

Criminal Offenses - On campus


SEVERITY	ERROR DESCRIPTION	RESOLVED	OPTIONS
 Fatal	This field cannot be blank. Please enter a zero if you have nothing to report for this field.	No	ERROR SCREEN

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

4. Continue fixing your data until all errors have been resolved.

Error Report

All errors must be resolved before the survey can be locked.


 There are no errors in the survey.

BACK TO SURVEY NAVIGATION

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Note: If there are resolved errors on your survey, the Error Report page will show “Yes” in green under the Resolved column.

Criminal Offenses - On campus

SEVERITY	ERROR DESCRIPTION	RESOLVED	OPTIONS
 Explanation	The number of Murder/Non-negligent manslaughters is not expected to be greater than 0. Please explain. <i>Reason: test</i>	Yes	ERROR SCREEN EDIT EXPLANATION

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Locking Your Survey

A survey must be locked before it is considered complete. After you conduct the error check and there are no errors detected by the survey system, you are ready to lock your survey. The **Survey Navigation** screen will be updated to **Clean** and you will be able to lock your survey by clicking **Lock the Survey**. The Campus Safety Survey Administrator (CSSA) is the only person who can lock the survey.

Locking the survey creates a read-only file and prevents additional updates. It is advisable to lock the survey only AFTER the data inputs have been thoroughly verified and deemed final.

1. Select **LOCK THE SURVEY**.
2. Select **CONTINUE WITH LOCKING**.

If you subsequently discover an error in your data and need to make changes, contact the Campus Safety Help Desk.

Note: We strongly recommend that you keep a copy of your completed survey form for your records. See [printing instructions on page 8](#).

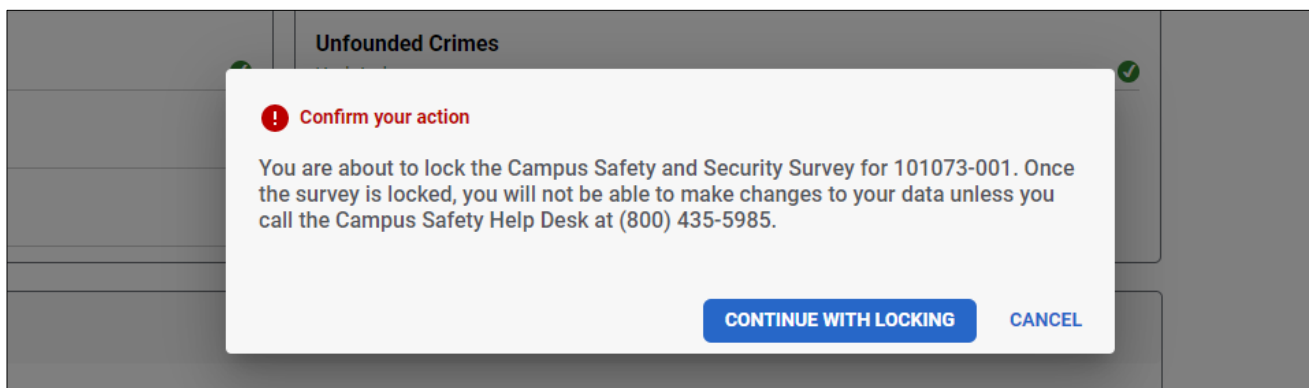
Step 3: Lock the survey

Review Caveat/Campus Description ! Review Caveat/Campus Description - Confirmed	Check for Errors ! Check for errors - Confirmed
--	--

LOCK THE SURVEY

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).


When you click on the Continue with Locking button, you will see the following instruction screen.




Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Print Campus Safety and Security Survey Completion Certificate

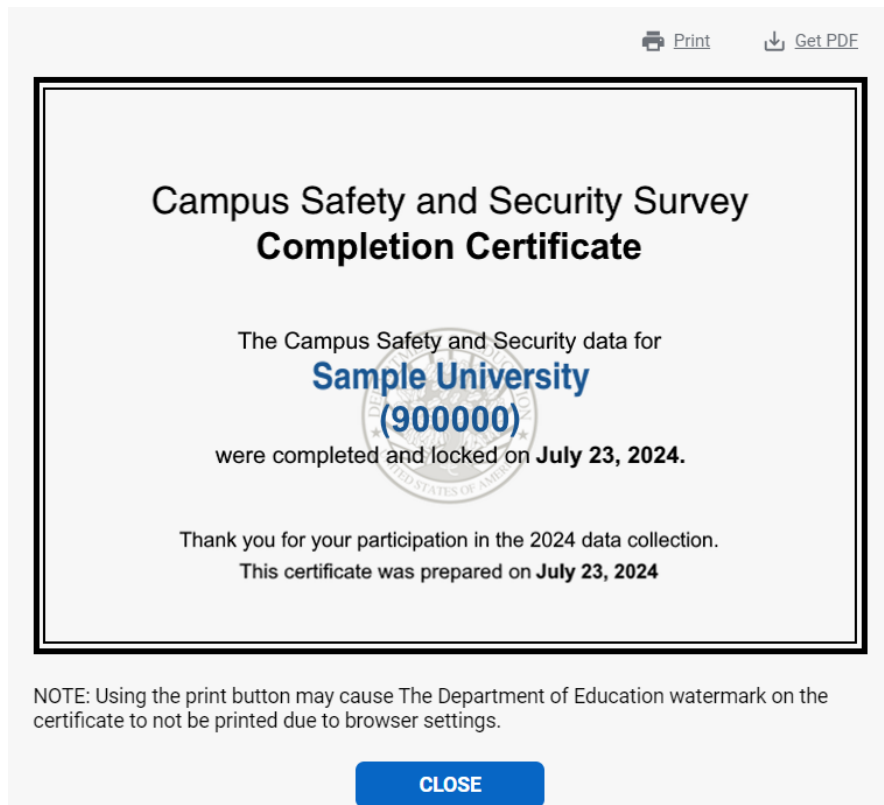
After you lock your survey data, go to the Survey Navigation screen to get confirmation of completion. The survey system will not automatically send an e-mail. At the bottom of the Survey Navigation screen is the “**Click here for Survey Completion Certificate**” link. Please note that if you have more than one campus you will need to lock each of their surveys before you can save your institution’s completion certificate.



 **Congratulations** You have completed all surveys for this institution. Please click the link below for completion certificate.

 [Click here for Survey Completion Certificate](#)

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Select this link to print or save a PDF of the survey completion certificate.



 Print  Get PDF

**Campus Safety and Security Survey
Completion Certificate**

The Campus Safety and Security data for
Sample University
(900000)
were completed and locked on **July 23, 2024.**

Thank you for your participation in the 2024 data collection.
This certificate was prepared on **July 23, 2024**

NOTE: Using the print button may cause The Department of Education watermark on the certificate to not be printed due to browser settings.

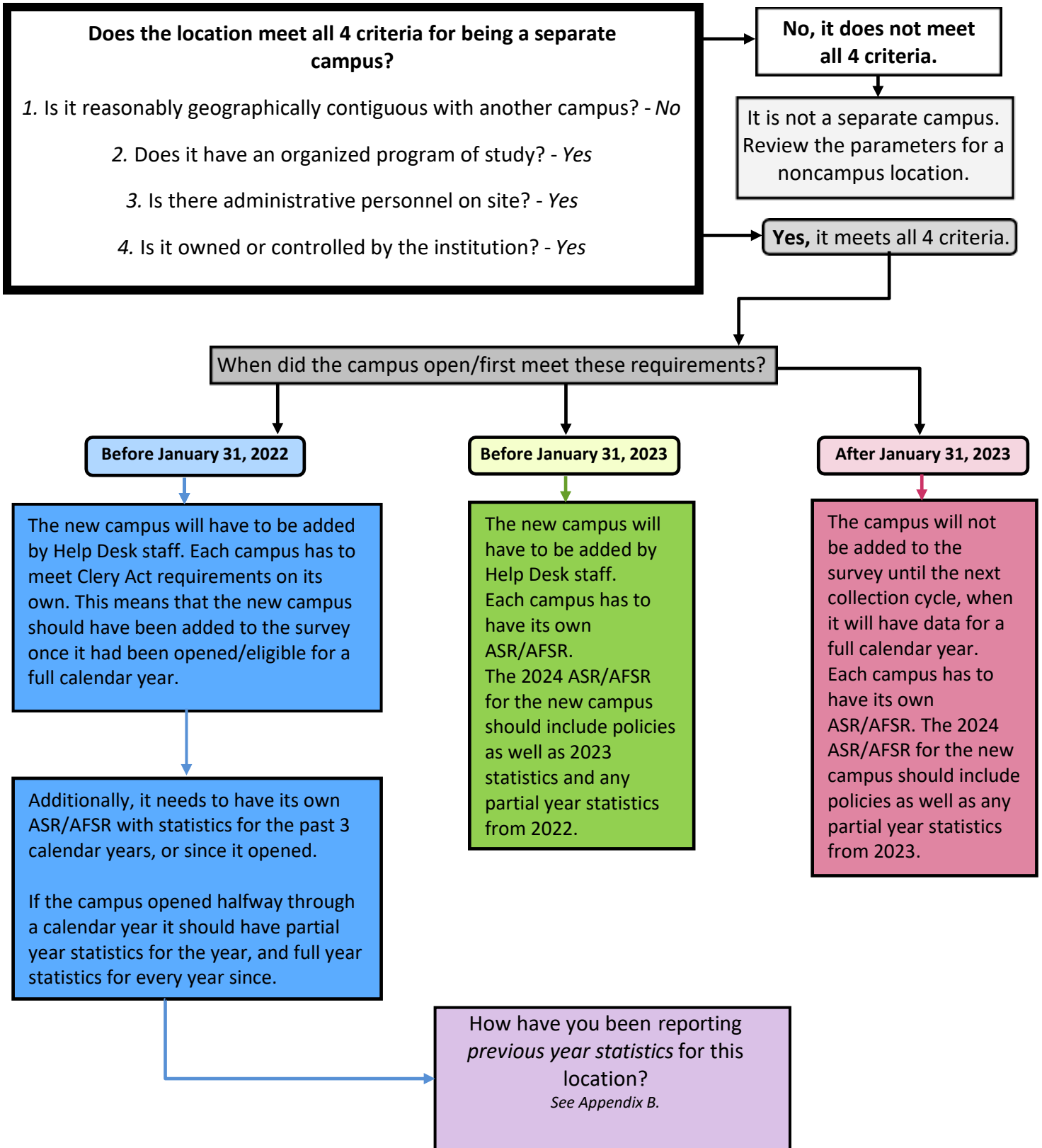
CLOSE

Source: Password-protected website ([Campus Safety and Security web-based data collection system](#)).

Appendix A

Adding a Campus

Adding a Campus



Adding a Campus (Part 2)

How have you been reporting previous year statistics for this location?

Combined with the **main campus** statistics.

- 1) The statistics for the separate campus will need to be extracted from the main campus.
- 2) A caveat will need to be added to each screen to explain the changes. Use the following format: *For (YEAR), line (X) was changed from (A) to (B), because of (REASON).*
- 3) The same data changes will have to be done to the current ASR/AFSR.
- 4) On the screens for the new separate campus, enter 2023 statistics in the data fields available. Enter previous year statistics for this campus in the caveat boxes of each screen. Use the following format: *For (YEAR), line (X) was changed from (A) to (B), because of (REASON).*

Reported as a **noncampus** location.

- 1) The statistics for the separate campus will need to be extracted from the noncampus data fields.
- 2) A caveat will need to be added to each screen to explain the changes. Use the following format: *For (YEAR), line (X) was changed from (A) to (B), because of (REASON).*
- 3) The same data changes will have to be done to the current ASR/AFSR.
- 4) On the screens for the new separate campus, enter 2023 statistics in the data fields available. Enter previous year statistics for this campus in the caveat boxes of each screen. Use the following format: *For (YEAR), line (X) was changed from (A) to (B), because of (REASON).*

Have **not been reporting** for this location.

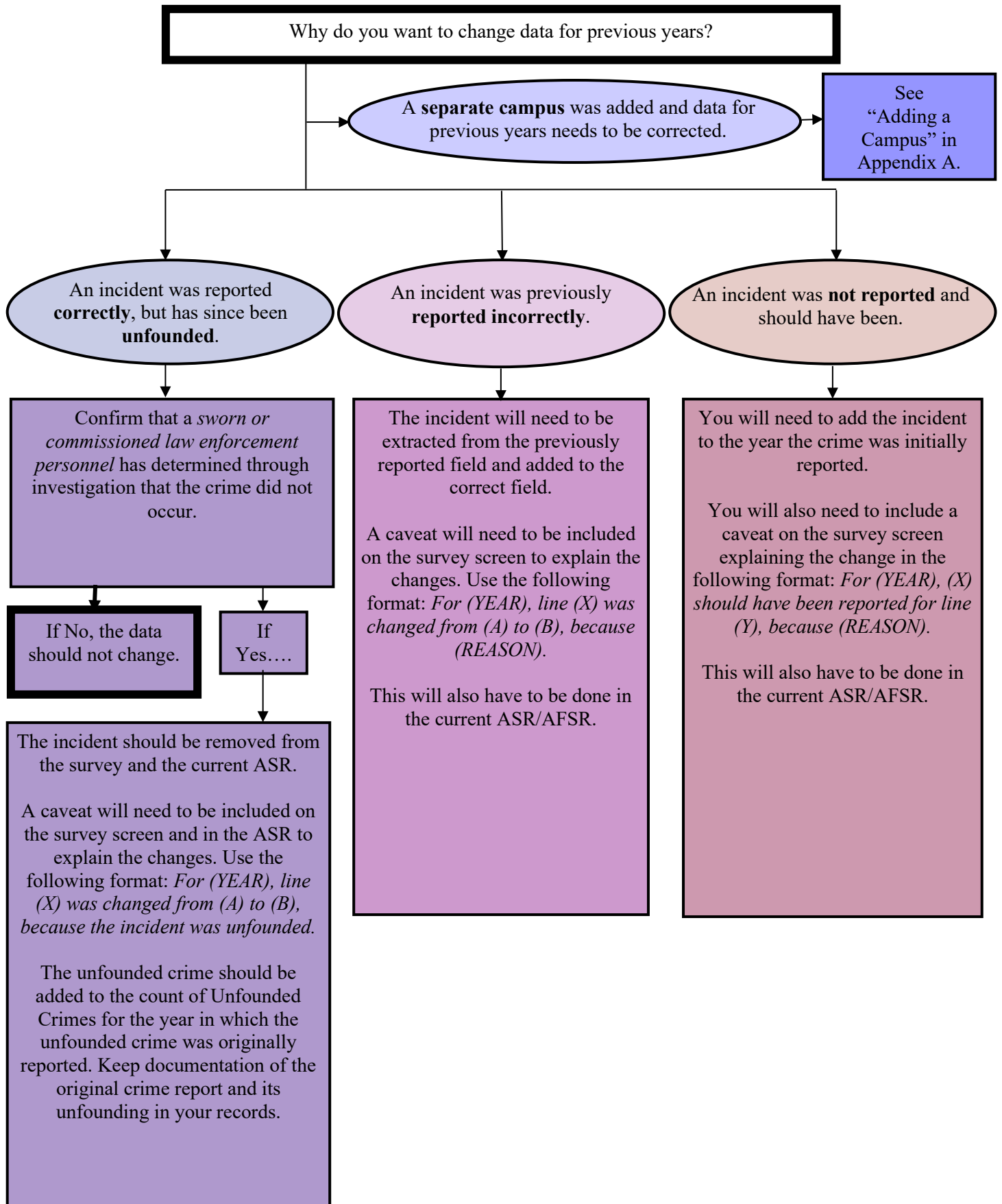
On the screens for the new separate campus, enter 2023 statistics in the data fields available. Enter previous year statistics for this campus in the caveat boxes of each screen. Use the following format: *For (YEAR), line (X) was changed from (A) to (B), because of (REASON).*

You can have one ASR for multiple campuses, but you have to distinguish each campus' statistics and applicable policies.

Appendix B

Changing Previous Year's Data

Changing Previous Year's Data



Appendix C
Clery Act Geography – COVID-19
Information for the 2020 & 2021 Calendar
Years

Clery Act Geography – COVID-19 Information for the 2020 & 2021 Calendar Years

1. Hotels or other space used by the institution for quarantine:
 - If an institution contracted for new space, or rented space at a hotel, to be used for student quarantine, the space should be included in the institution's Clery Act geography for the period that it was used by students. If the space was reasonably contiguous with the campus, it should be considered both on-campus and an on-campus student housing facility for the period that students were assigned to live there for quarantine. If the space was reserved as a possible quarantine facility, but never used for students, it does not need to be included in the institution's Clery Act geography.

2. Institutional space repurposed for quarantine:
 - If an institution repurposed an on-campus student housing facility as quarantine space, this space should continue to be recorded as an on-campus student housing facility during this time.
 - If an institution repurposed a nonresidential campus facility, this space should be considered an on-campus student housing facility during the time that students were assigned to live there as part of quarantine.
 - If an institution repurposed a noncampus facility as quarantine space, this space should continue to be recorded as a noncampus location during this time.
 - If a state or local agency, or other external group, requisitioned the use of an institution-owned facility for public quarantine or as a temporary hospital facility (not just for the institution's students), this facility should continue to be considered part of the institution's Clery Act geography (either on-campus or noncampus) but would not be considered an on-campus student housing facility during this time.

3. Clery Act geography not used due to COVID-19:
 - An institution's typical on-campus property should continue to be considered on-campus property even if students were not on campus due to COVID-19.
 - An institution's typical noncampus property that remained under the institution's ownership or control should continue to be considered noncampus property even if students were not using the location due to COVID-19.

4. Incidents that occurred on a remote learning platform or while students were not on Clery Act geography:
 - If the perpetrator or victim of a Clery Act crime was located on the institution's physical Clery Act geography, the incident should be counted.
 - Threats, intimidation, stalking, or other incidents that occur through an online platform would only be recorded for Clery Act purposes if the crime meets the definition of a Clery Act crime, and either the perpetrator or the victim was located on physical Clery Act geography at the time of the incident.
 - Students' and employees' private homes are not part of an institution's Clery Act geography unless the institution has a written agreement giving the institution control of that space. Work-from-home agreements do not give an institution control of an employee's home.