Introduction

A college or university campus is an important part of the local community that it serves. As in any neighborhood, it is important that all students and faculty and staff members realize that they should take every possible precaution to prevent assault and crime against themselves and others.

The administration of Nova Southeastern University recognizes that the university’s campuses are part of the community and experience the risks and threats of society as a whole. NSU has established programs and systems involving personnel, procedural methods, and physical means in order to provide as safe and secure an environment on campus as possible.

The NSU student affairs, human resources, and public safety departments provide information and assistance on self-protection to students and residents. However, each individual also must take action to utilize these crime prevention techniques.

Lack of vulnerability is the key. A criminal looks for and exploits perceived weaknesses. The less vulnerable the person, residence, or vehicle appears, the less chance of assault, loss, theft, or robbery. The information provided in this handbook is designed to inform, advise, and alert campus occupants about Nova Southeastern University policies and procedures on crime awareness and reporting. Also, crime methodology and crime prevention techniques are provided to assist in self-protection.

For more information on safety and security, check out the NSU Public Safety website at nova.edu/publicsafety.

Vision, Mission, and Values

Our vision is to be a national leader in innovative campus safety and security programs.

Our mission is to ensure a safe and secure environment providing for continued excellence in learning, teaching, and service to all members of the NSU community.

Our five core values are safety, professionalism, crime prevention, customer service, and effective communication.
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Shark Watch
As members of the university community, each of us has a role in keeping our campus safe.

- If you see something, say something. Program the NSU Public Safety Department’s phone number, (954) 262-8999, into your cell phone and report all suspicious individuals or activity on NSU Property to the NSU Public Safety Department. For more information, visit https://www.dhs.gov/see-something-say-something.

- Use NSU Public Safety walking escorts any night you are on campus. Call the Public Safety Department at (954) 262-8999 and a uniformed NSU Public Safety Officer will walk with you anywhere on campus.

- Utilize the NSU Shark Shuttles when you travel around the campus.

- Walk with friends while on campus.

- Download and use a free safety app on your smartphone to include friends and family in your personal safety net.

Suicide and Violence Prevention
Are you concerned about someone or need consultation? The only real risk is in not doing anything.

- If you or someone you know is suffering and you want to know how to help, call a Suicide Prevention hotline for 24/7 assistance.
  800-SUICIDE (784-2433)
  800-273-TALK (8255)

- If you are concerned about an NSU student, call the Henderson Student Counseling 24/7 hotline. 
  (954) 424-6911

- If you are concerned about an NSU employee, call the Aetna Behavioral Health hotline.
  877-398-5816
  TTY: 1-800-338-2039

NSU Alert
- Stay informed of all campus emergencies. Program the NSU Emergency Hotline number, 800-256-5065, into your cellphone to stay informed and updated during actual or potential crisis/emergency situations. Call 9-1-1 for any emergency while on campus, then call Public Safety at (954) 262-8999.

- Sign up for NSU’s Emergency Notification System. This is done by updating your emergency contact information at nova.edu/emergency.

- Familiarize yourself with Public Safety emergency procedures.

- Carry your NSU ID card and Emergency Preparedness Card at all times. NSU ID cards and Emergency Preparedness cards can be obtained at the Campus Card Office, located in the Horvitz Building One-Stop Shop. The Card Office phone number is (954)-262-8929.

- NSU Public Safety operates 24/7 and wants you to be a part of university safety. For Emergency Situations call 9-1-1 first then call NSU Public Safety at (954) 262-8999.

- For Nonemergency Situations, call Public Safety at (954)-262-8999 or use our Public Safety Contact Form at (https://www.nova.edu/webforms/publicsafety/contactus.html).

Family Emergency Plan
- Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go, and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

- Visit ready.gov for help creating this plan.

Crime Prevention Safety Tips
Personal Safety
- Always be aware of your surroundings.

- If you see something, say something.

- Try to stay in well-lit areas.

- Walk confidently at a steady pace on the side of the street facing traffic.

- Walk close to the curb. Avoid doorways, bushes, and alleys.

- Wear clothes and shoes that give you freedom to move.

- Don’t walk alone at night and always avoid areas where there are few people.

- Be careful when people stop and ask you for directions; always reply from a distance.

- Be prepared and have a survivor’s mindset. For detailed information on preparing a comprehensive safety strategy, visit ready.gov.
Home Safety

- Check the identification of any sales or service people before letting them in.
- Don’t let any stranger in your home when you are alone.
- Never give the impression that you are alone if strangers telephone or come to the door.
- If you come home and find a door open or signs of a forced entry, don’t go in. Call the police from the nearest phone.
- Keep written records, with serial numbers if available, of all furniture, jewelry, bicycles, and electronic products including mobile phones. If possible, keep these records in a safe deposit box or fireproof safe.
- Check your homeowner’s insurance policies to ensure personal property is covered, or purchase insurance; inventory your valuables (to include a brief description, make, model, serial number, and a picture).
- Secure sliding glass door locks.
- Don’t hide spare keys in mailboxes, planters, or under doormats.

Vehicle Safety

- Close all windows, lock all doors, and take the keys with you.
- Never hide a second set of keys anywhere on your car.
- Never leave your car’s engine running, even if you will only be gone for a minute.
- Park in well-lit areas.
- Activate any anti-theft devices you have.
- Push or recline your passenger seat forward; if you return to your car and the passenger seat has been returned to its normal position, chances are someone has entered your vehicle.
- When approaching your vehicle, have your keys in hand.
- Before you invest in any alarms; check with several established companies and decide what level of security fits your needs.

Travel Safety

- If you do travel alone, leave your route and destination times with family or friends.
- Keep your car locked at all times.
- Keep the windows rolled up so that a person cannot reach inside. If confronted by someone on foot, drive away immediately, if safe to do so.
- Make sure your car is in good working order and has plenty of gas before you drive.
- Don’t leave packages or valuables in plain sight in your car; keep them in your trunk.
- If you are being followed by another car, honk your horn and drive to the closest public place such as a police or fire station, restaurant, or gas station. Never go home if you think you are being followed.
- If you are involved in a minor accident, do not get out of the car until fire, police, or medical assistance arrives. This is a favorite ploy of kidnappers and sexual battery offenders.

Severe Weather Safety

Florida is the lightning capital of the United States and our region has experienced an active storm season this year. All severe weather alerts are made available to the entire NSU community via the NSU Emergency web page and the NSU Hurricane web page. For additional information see pages 48–51.

What You Need to Know

- NO PLACE outside is safe when thunderstorms are in the area.
- If you hear thunder, lightning is close enough to strike you.
- When you hear thunder, immediately move to safe shelter.
- Safe shelter is a substantial building or inside an enclosed, metal-topped vehicle.
- Stay in safe shelter at least 30 minutes after you hear the last clap of thunder.

Indoor Lightning Safety Tips

- Stay off corded phones, computers, and other electrical equipment that put you in direct contact with electricity.
- Avoid plumbing, including sinks, baths, and faucets.
- Stay away from windows and doors, and stay off porches.
- Do not lie on concrete floors, and do not lean against concrete walls.

Last-Resort, Outdoor Risk-Reduction Tips

NO PLACE outside is safe when lightning is in the area, but if you are caught outside with no safe shelter anywhere nearby, the following actions may reduce your risk:

- Immediately get off elevated areas such as hills, mountain ridges, or peaks.
- NEVER lie flat on the ground.
- NEVER use a tree for shelter.
- NEVER use a cliff or rocky overhang for shelter.
- Immediately get out and away from ponds, lakes, and other bodies of water.
- Stay away from objects that conduct electricity (barbed wire fences, power lines, windmills, etc.).
If Someone Is Struck by Lightning

• Victims do not carry an electrical charge and may need immediate medical attention.
• Monitor the victim and begin CPR or AED, if necessary.
• Call 9-1-1 for help.

Additional Reminders

• Read the Public Safety Department’s Campus Safety Handbook to stay updated on annual security and fire safety reports. The handbook is available in the Public Safety Office at the Campus Support building or online at nova.edu/publicsafety/forms/campus_safety_handbook.pdf.
• Report all bias incidents and hate crimes.
• Browse safety-related information on the Public Safety Department’s website at nova.edu/publicsafety.

For Your Health, NSU is a Tobacco-Free Campus

Tobacco-Free Policy

Policy Statement

Smoking and tobacco use are prohibited in all Nova Southeastern University facilities and on all university property and other properties owned or leased by the university with no exception. This includes, but is not limited to, all indoor and outdoor areas and properties. Indoor areas and properties include, but are not limited to, all common work areas, elevators, hallways, university-owned or leased vehicles, garages, restrooms, dining areas, employee lounges, conference and meeting rooms, and all other enclosed areas in the workplace. Outdoor areas include, but are not limited to, parking lots, grounds, rooftops, plazas, courtyards, entrance and exit ways, and any other areas of the university campus.

Also, smoking and tobacco use is prohibited within personal vehicles when on any property owned or leased by Nova Southeastern University. For purposes of this policy, “smoking” is defined as inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, and any other lit tobacco products.

For the purposes of this policy, “tobacco use” is defined as the personal use of any tobacco product, whether intended to be lit or not, which shall include smoking as defined previously, as well as the use of an electronic cigarette or any other device intended to simulate smoking and the use of smokeless tobacco, including snuff; chewing tobacco; smokeless pouches; or any other form of loose-leaf, smokeless tobacco; as well as the use of unlit cigarettes, cigars, and pipe tobacco.

Policy Application

This policy applies to all students, faculty and staff members, volunteers, consultants, contractors, and visitors and extends to all facilities occupied or controlled by Nova Southeastern University, including regional campuses located in the state of Florida and other locations throughout the United States. Smoking and tobacco use is also prohibited in all university-owned or leased vehicles, including, but not limited to, Public Safety vehicles, Physical Plant vehicles, the Shark Shuttle, and golf carts. Also see page 44.

Helpful Resources

• U.S. Colleges and Universities with Smoke-Free Air Policies
• Office of the Surgeon General
• ACHA Position Statement on Tobacco on College and University Campuses

Contact us at nova.edu/tobacco-free/ for more information.

NSU Nondiscrimination statement

Consistent with all federal and state laws, rules, regulations, and/or local ordinances (e.g., Title VII, Title VI, Title III, Title II, Rehab Act, ADA, Title IX, and the Florida Civil Rights Act), it is the policy of Nova Southeastern University not to engage in discrimination or harassment against any persons because of race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, gender, gender identity, military service, veteran status, political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders, and regulations. Any such acts are unacceptable and strictly prohibited by the university.

In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in any investigation or resolution of a complaint of discrimination or harassment. This nondiscrimination policy applies to admissions, enrollment, scholarships, loan programs, athletics, employment, and access to, participation in, and treatment in all university centers, programs, and activities. NSU admits students of any race, color, religion or creed, sex, pregnancy status, national or ethnic origin, nondisqualifying disability, age, ancestry, marital status, sexual orientation, gender, gender identity, military service, veteran status, political beliefs or affiliations, and activities generally accorded or made available to students at NSU and does not discriminate in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.
General Campus Safety and Security Policies

There are two important elements in creating and maintaining protective programs and systems: an understanding by students and employees of campus crime and safety hazards, as well as methods of communication and action to reduce or eliminate security and safety threats and hazards.

It is the policy of Nova Southeastern University that all students and employees of NSU campuses are to report criminal acts and safety hazards or occurrences known to them. The university community is encouraged to make accurate and prompt reporting of a crime to the Public Safety Department and appropriate police agencies, when the victim of a crime elects to, or is unable to, make such a report. The proper reporting procedure for everyone, in the event of any concern, is to contact the Nova Southeastern University Public Safety Department (NOVALERT) at (954) 262-8999. NOVALERT is available 24 hours a day. In the event of an immediate threat, danger, injury, or criminal occurrence, you are advised to call the local police/fire/emergency medical service in your jurisdiction. Usually, these emergency services can be contacted from any telephone by dialing 9-1-1 or the local police/fire emergency numbers. Always call NOVALERT at (954) 262-8999 after calling 9-1-1.

In all instances of criminal occurrence, loss of property, assault, threat, injury, or attempted crime, the NSU Public Safety Department must be contacted as soon as possible to facilitate proper reporting and resource utilization and to record the occurrence for further study and preventive action.

For criminal incidents and accident reports, NSU Public Safety will work with the local police jurisdiction to investigate when appropriate. NSU Public Safety encourages anyone who has knowledge of a crime to make a report of the incident to our office and the law enforcement authority with jurisdiction. All incidents related to a loss of NSU property require a mandatory police report. NSU Public Safety reports are not public record. While there is no mechanism to receive anonymous reports* within the Department of Public Safety, victims can report crimes on a voluntary, confidential basis through Campus Security Authorities (see page 22). In addition, the Contact Us link on the Public Safety web page (nova.edu/publicsafety/) is available for anyone to communicate with the Office of Public Safety regarding any matter.

*Also see page 29 of the Sexual Misconduct Policy.

**Located in Fort Myers, Jacksonville, Miami, Miramar, Orlando, Palm Beach, and Tampa, Florida, and in San Juan, Puerto Rico.
Currently, NSU does not have any officially recognized student organizations located off campus, including student organizations with non-campus housing facilities. If NSU were to obtain these types of properties, NSU would monitor and record, through local police agencies, any criminal activity by students at these locations.

Shark Watch—
Campus Crime Prevention

A key element of campus crime prevention is student and faculty and staff member awareness and participation to actively help ensure that our campuses remain safe for all. Shark Watch utilizes the eyes and ears of the entire NSU community to immediately report all suspicious activity to NOVALERT at (954) 262-8999.

Firearms or Other Weapons Strictly
Prohibited on Campus

Weapons Policy Applies To

All students and faculty and staff members of Nova Southeastern University, as well as individuals visiting or conducting business on university property.

For purposes of this policy, university property includes any facility that is owned, leased, or operated by the university. Examples of university property include, but are not limited to, any NSU campuses, NSU’s Regional campuses, university housing, university parking areas, and university owned vehicles. This policy also applies to university sponsored or supervised events, whether conducted on or off campus. Examples of such events include graduation ceremonies, receptions, meetings, conferences, and seminars.

Purpose

Nova Southeastern University prohibits the possession and control of weapons, firearms, and dangerous devices, except as provided in the following paragraphs. Weapons are potential safety hazards, threaten to interfere with the teaching and learning process, and are incompatible with the objective of preventing violence. Accordingly, the purpose of this policy is to ensure a safe and secure university environment. NSU is committed to providing an environment that is violence free.

Definitions

Weapons: For the purpose of this policy, the term “weapon” or “weapons” means any object, device, or instrument that is designed as a weapon; or through its use is capable of threatening or producing bodily harm; or which may be used to inflict self-injury including, but not limited to,

1. any firearm as that term is defined below
2. ammunition for any firearm
3. any object or device which propels or shoots, or that is capable of propelling or shooting, a projectile that could cause bodily harm including, but not limited to, BB guns, pellet guns, air rifles, paintball guns, tear gas launchers, sling shots, dart guns, flare guns, blow guns, spear guns, slings, bows and/or arrows, and/or crossbows, except those instruments and equipment utilized in NCAA-authorized sporting events
4. any throwing device that could cause bodily harm and is normally intended for such purpose, including, but not limited to, spears, throwing sticks, clubs, maces, throwing knives, and throwing stars
5. destructive or incendiary devices and their accelerants, fuses, igniters, blasting caps and/or timing devices, including, but not limited to, gun powder, explosives, bombs, improvised explosive devices, pipe bombs, letter bombs, gas bombs, plastic explosives, chemical explosives, detonators, fireworks, flash-bang devices, grenades, mines, rockets and/or missiles (and any plans or diagrams for the construction of any of the above devices)
6. poisons, chemicals, acids, and toxins—except those marketed for nonviolent and nonthreatening purposes and are being used for nonviolent and nonthreatening purposes, or those that are being used in laboratory or coursework (mace and tear gas are prohibited under this section; chemical sprays such as pepper spray, of not more than two ounces, may be used for personal self-defense to the extent permissible by law)
7. edged or piercing blades such as knives; swords; axes; sword canes; dirks; daggers; switchblades; or any other piercing, slashing, cutting, or bladed instrument greater than three (3) inches in length (excluding ordinary pocket knives or plastic knives, blunt-bladed table knives, or kitchen knives in designated food-preparation areas)
8. blunt or striking instruments such as nightsticks, batons, clubs, fighting sticks, staves, and brass knuckles, as well as all traditional martial arts weapons (such as, but not limited to, sais, kamas, nunchaku, swords, and tonfa), except those instruments and equipment utilized in NCAA-authorized sporting events
9. stunning or immobilizing devices such as Tasers, electronic conducive devices (whether contact or dart firing), tear gas, nerve gas, and biological or chemical agents
10. slashing or lashing instruments such as, but not limited to, whips
11. traps and spring guns
12. replicas, toys, models, miniaturized, or ceremonial versions of any of the above, when exhibited or used for the purpose of intimidating or causing fear of violence in another person
Firearm: For the purpose of this policy, the term “firearm” means any weapon that will, is designed, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; and any firearm muffler or firearm silencer. Examples of firearms include, but are not limited to, handguns, machine guns, pistols, revolvers, rifles, shotguns, or other firearms of any nature.

Law Enforcement Officials: For the purpose of this policy, the term “law enforcement officials” means

1. all officers or employees of the United States or the state of Florida, or any agency, commission, department, board, division, county, city, town, municipality or subdivision thereof who have authority to make arrests
2. officers or employees of the United States or the state of Florida, or any agency, commission, department, board, division, county, city, town, municipality or subdivision thereof, special district, or other governmental authorities licensed and authorized as a condition of employment to carry a concealed weapon
3. members of the Armed Forces of the United States, the organized reserves, state militia, state defense force, or Florida National Guard when on duty; preparing themselves for, going to, or coming from military duty; or under orders
4. an employee of the state prisons or correctional systems who has been so designated by the Department of Corrections
5. all state attorneys and United States attorneys and their respective assistants and investigators licensed and authorized as a condition of employment to carry a concealed weapon

Florida State Statutes

Section 790.25(5), Florida Statutes, authorizes people 18 years of age or older to possess a concealed firearm or other weapon in a private conveyance for self-defense if the weapon is securely encased and not readily accessible for immediate use. Section 790.115(2) (a), Florida Statutes prohibits possessing weapons or firearms on school property. Although Section 790.115(2)(a)3, Florida Statutes, provides that a person may carry a firearm in a vehicle pursuant to Statute 790.25(5), it provides that schools may provide policies prohibiting this exception.

Nova Southeastern University is a “school,” as defined under Section 790.115(2)(a), Florida Statutes. This policy is intended to prohibit the exception for carrying firearms in a vehicle on university property pursuant to Sections 790.115(2)(a) and 790.25(5), Florida Statutes.

Policy

1. Except as expressly provided herein, it is strictly prohibited for any Nova Southeastern University student, staff member, faculty member, or any individual visiting or conducting business on university property or at a university sponsored or supervised event to knowingly, intentionally, deliberately, or inadvertently introduce, possess, store, use, purchase, sell, or exchange any weapon, as defined herein, while on any university property or at any university sponsored or supervised event. This prohibition includes weapons stored on one's person; in a motor vehicle; or in an office, residential hall, or any building on university property.

2. This policy does not prohibit
   a. weapons carried by law enforcement officials or other state or federal agents authorized by their governmental agency to carry weapons
   b. legitimate work tools required to complete work on campus

3. The director of Public Safety may grant exceptions to this policy to allow an individual to possess a weapon for the conducting of university-approved academic programs or training exercises or other university-approved activities or practices and in other special circumstances (e.g., ROTC, starter guns utilized at swim meets or other university-sanctioned activities or events, marksmanship competitions, etc.). An exception may only be granted with the express written permission of the president of Nova Southeastern University. Any request for an exception to this policy must have sufficient detail to fully describe the purpose or objective of having a weapon on university property or at a university sponsored or supervised event, the time period during which the weapon will be on university property or at a university sponsored or supervised event, what use will be made of the weapon while on university property or at a university sponsored or supervised event, and where and for how long the weapon will be stored. Any exception granted by the director of Public Safety must be in writing, shall specify any limitations on use and possession of the weapon, and must address the issue of storage of the weapon. The written exception must be approved by the NSU president prior to its issuance by the director of Public Safety.

4. Any violation of this policy is a serious offense. Any violation of this policy by any individual is considered serious misconduct and may subject the violator to penalties including, but not limited to, discipline up to and including termination under this and any other applicable NSU policy or adjudication of the violation according to the NSU Student Handbook. This may result in discipline up to and including dismissal from the university; eviction from the property or event; notification of local law enforcement officials for police response and action; or issuance of a written directive from the Public Safety Office barring future access to or entry upon university property or at a university sponsored or supervised event.
Any person who becomes aware of a violation of this policy must notify the Office of Public Safety immediately. Failure to notify the Office of Public Safety of a violation of this policy constitutes misconduct and may result in disciplinary action up to and including expulsion in the case of a student, termination in the case of an employee, and eviction from university property or a university sponsored or supervised event in the case of a person visiting or conducting business on university property or at a university sponsored or supervised event, as well as notification of local law enforcement for police response and action. Additionally, in the case of an individual visiting or conducting business on university property or at a university sponsored or supervised event, that individual may be issued a written directive from the Public Safety Office barring future access to or entry upon university property or at a university sponsored or supervised event.

NSU Emergency Hotline and Website

Nova Southeastern University’s all-hazard preparedness includes a 24-hour, dedicated EMERGENCY HOTLINE that is updated in the event of any emergency alert to assist with keeping the NSU community informed and updated. The EMERGENCY HOTLINE is 800-256-5069.

In addition, the main telephone number for the university, (954) 262-7300, also serves as a HOTLINE during hurricane watch/warning events.

The Nova Southeastern University emergency web page, nova.edu/emergency, works in conjunction with the EMERGENCY HOTLINE to keep the NSU community informed and updated with timely postings regarding all actual or potential crisis/emergency situations.
NSU Alert—
Emergency Notification Policy
Nova Southeastern University has implemented a multi-tiered, mass notification system designed to alert the entire NSU community in the event of an emergency.

An immediate emergency notification (NSU Alert) will be sent to notify the NSU community of any confirmed significant emergency or dangerous situation involving an immediate threat to the health or safety of NSU students or employees on campus. Confirmation of any significant emergency or dangerous situation will be based on information from all available means, possibly including, but not limited to, initial information from reporting parties, victims, additional witnesses, responding Public Safety officers and first responders on scene, and available video surveillance. The decision to notify the community will be based on a case-by-case basis. Warnings may only be delayed or withheld if they would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Taking into account the safety of the community, the director of Public Safety or the associate director of communications will, without delay, determine the content of the notification based on the original threat assessment and then initiate the notification system. The content of messages may also be developed through the Public Safety Department (director of Public Safety and or the Public Safety associate director of communications) in coordination and under the direction of the Office of the President. In addition, the vice president of Facilities Management is authorized to initiate and approve all emergency notifications. The individuals responsible for sending the official notification to the campus community include, but are not limited to, the Public Safety associate director of communications, the on-duty dispatch supervisor for the Public Safety Department, and the Public Safety Department communications manager.

All NSU students and faculty and staff members will receive NSU alerts regardless of location. For certain emergencies, the Public Safety Department may activate pre-scripted general emergency messages to immediately alert the campus prior to a more specific scripted NSU alert being delivered. The university will use the mass notification system to issue an ALL CLEAR message follow-up when conditions are deemed safe by the responding authorities for all emergency notifications concerning an immediate threat. The NSU emergency notification system utilizes a third party vendor (Backboard Connect) to deliver all NSU alerts, as text messages, voice phone messages, and email, to the NSU community (students, faculty and staff members) regardless of campus location (alerts are not segmented for specific campuses).

In addition to NSU alert notifications, which are made without delay, the Public Safety Department will also activate an electronic lockdown of NSU University School and the Mailman Segal Center on confirmation of a dangerous, threatening situation on the Fort Lauderdale/ Davie Campus. In the event of an incident that would require the larger community to be notified, information may be sent through the Internet, local media, and local cable channels, if appropriate, through the Office of Public Affairs and/or the Office of the President.

NSU Public Safety, the Office of Innovation and Information Technology, and the Office of University Relations will test the NSU Emergency Notification System annually and document the information concerning a description of the exercise (i.e., date, time, and if announced or not announced). This documentation will be posted on NSU’s emergency web page at nova.edu/emergency/

Some of the components of this system that you may already be familiar with include digital classroom intercoms, an exterior public address system, emergency blue-light telephones throughout campus, and the LCD “SharkTube” displays throughout campus.

A key element of the NSU Alert system is the ability to send voice and/or text messages to the NSU community’s mobile and home phones. Our NSU community is composed of more than 28,000 individuals living not only in Florida, but throughout the United States and the Caribbean. All emergency notification system components are tested at minimum on an annual basis.

Reminder for students and staff and faculty members: It is important that you update your emergency notification information whenever your contact numbers change. Visit nova.edu/emergency to learn how to update your emergency notification contact information.

Also see Timely Warning Policy on page 21.

Emergency Evacuation Procedures
In the event of an emergency, the university’s notification system may be deployed to alert the campus community of the necessary actions needed to remain safe. Some basic guidelines are

• Stay calm.

• Follow the instructions of NSU Public Safety officers and the police.

• If you believe Public Safety and the police are not aware of the situation, call 9-1-1, then call NOVALERT at (954) 262-8999, or use an emergency blue-light phone or emergency intercom to communicate directly to Public Safety.

• For additional information on evacuation procedures, please see Fire Identification, Notification, and Evacuation Procedures on page 60.
Fort Lauderdale/Davie Campus
Blue-Light Telephones

1. A.D. Griffin Sports Complex with Lighted Softball Fields
2. Administrative Services Center
3. Alvin Sherman Library, Research, and Information Technology Center
4. Athletics Building
5. Campus Support Building
6. Carl DeSantis Building
7. Center for Collaborative Research
8. Cultural Living Center
9. Don Taft University Center
10. Farquhar Residence Hall
11. Founders Residence Hall
12. Health Professions Division Complex
   Dental Clinic and Ziff Health Clinic
   HPD Annex (east side)
   HPD Annex (south side)
   HPD Library/Lab Building
   HPD Assembly 1 Building
   HPD Assembly 2 Building
   HPD Terry Building
13. Horvitz Administration Building
14. Intramural Athletics Fields
15. Jim & Jan Moran Family Center Village
16. Leo Goodwin Sr. Residence Hall
17. Library and Main Student Parking Garage
18. Mailman-Hollywood Building
19. Maltz Psychology Building
20. Miami Dolphins Training Facility
21. NSU University School—Aquatics Center
22. NSU University School—Epstein Center for the Arts
23. NSU University School—Lower
24. NSU University School—Middle (Dauer Building)
25. NSU University School—Upper (Sonken Building)
26. NSU University School—Upper (Sonken Building)
27. NSU University School—Upper (Sonken Building)
28. Parker Building
29. Rosenthal Student Center
30. Student Affairs Building
31. The Commons Residence Hall
32. University Center Rec Plex Pool
33. University Park Plaza
34. Vettel Residence Hall
35. West Garage (10 blue light phones)

East Campus Blue-Light Telephones

Oceanographic Campus
Blue-Light Telephones
Blue-Light Telephones and Public Address System

Look for the blue light designating a Public Safety emergency telephone. There are more than 100 of these push-button emergency phones throughout the campus. These blue-light phones put you in immediate communication with a Public Safety officer. If you have a concern or question, please go to a blue-light phone and push the button on the face of the unit. Public Safety will respond immediately. Your communication need not be an emergency.

A strategic number of the campus blue-light phones have integrated public address capability (loudspeakers) that enables NSU Public Safety to broadcast announcements over the campus grounds.

How to Use a Blue Light Emergency Phone

Look for the blue light designating a Public Safety emergency telephone.

If you have a concern or question, press the red EMERGENCY button (or black CALL button) and the phone will automatically dial Public Safety.

Wait for the dispatcher to answer and then explain the reason for your call. Your communication need not be an emergency.

A blue light will flash at the phone once the button is pushed so that responding personnel can more easily locate you.

Rolling Hills Graduate Apartments Blue-Light Telephones

Puerto Rico Regional Campus

Blue light phones on first and second floor of building’s garage.
How to Use a Classroom Emergency Intercom

Below is a photograph of a digital intercom as installed in a typical classroom setting. The intercoms are strategically located by the instructor’s podium.

Emergency classroom intercoms are a way for Public Safety to make an emergency notification or broadcast instructions to a specific classroom or building in the event of an emergency.

• The intercoms are activated on the classroom side by pressing the button once and releasing.
• A Public Safety dispatcher will reply after the button has been pressed.
• The classroom-side user does not have to press the button again to speak.

Use the emergency intercom in any situation in which you need emergency help or feel threatened and cannot safely call Public Safety (954) 262-8999 using a telephone.

• In the event of a campus emergency, the classroom intercoms may be activated to broadcast instructions to you. The use of classroom intercoms during an emergency should be limited to those requiring immediate help. The NSU Emergency Notification System will provide critical updates.
Emergency Preparedness and Response Procedures

Emergency Preparedness Card

As part of NSU’s Emergency Preparedness Procedures, faculty and staff members and students at all NSU facilities are issued an Emergency Preparedness Card. The cards are designed to be inserted in the plastic carrier with your NSU SharkCard ID. For your safety and convenience, the emergency card and your ID should be with you at all times. The card includes tips on what to do in specific emergency situations, phone numbers for NSU safety services, and contact information for several public agencies. Cards can be obtained at the NSU Campus Card office in the Horvitz Building One-Stop Shop or by calling (954) 262-8929.

NSU Emergency Procedures

For Medical Help

- Call 9-1-1 and give emergency personnel your exact location—what building, floor, etc.
- the type of injury (bleeding, fracture, etc.)
- your name

- Stay on the line—Police or fire personnel will request that you wait. Help will be sent, then you will be asked for additional information.

- Call NOVALERT after calling 9-1-1; call NSU Public Safety’s hotline at (954) 262-8999. Public Safety will verify that you have called 9-1-1 and ask for the same information. Public Safety will dispatch AED/CPR-certified Public Safety officers and will escort emergency services directly to your location to support prompt response.

- Once emergency medical services (EMS/fire rescue) have arrived and treated the victim, it will be the victim’s choice whether or not he or she wants to be transported.

If You Are Rendering Help to the Injured

- Do not move the victim (unless he or she is in a dangerous area).

- If someone else is available and competent enough to use a phone, direct them, in no uncertain terms, to dial 9-1-1 and to come back and advise once they have done so. If no one else is available, dial 9-1-1 yourself before initiating any first aid.

- Restore breathing and/or heartbeat—(CPR, if trained).

- Keep others away from the victim.

- Use direct pressure to control a bleeding wound.

- Know your own limitations on the type of aid you can render.

- Do not overreact.

In the Event of a Fire

- Pull the nearest fire alarm.

- Evacuate, with all other building occupants, to a safe, secure distance from the building. Coordinate with emergency responders in assuring that all building occupants are accounted for.

- Call 9-1-1 for the fire department and give them your location and the following information:
- the exact location of the fire
- type of fire (trash can, smoke, flames, etc.)
- your name

- Call NOVALERT after calling 9-1-1; call NSU Public Safety’s hotline at (954) 262-8999. Public Safety will verify that you have called 9-1-1 and ask for the same information. Public Safety will dispatch AED/CPR-certified Public Safety officers and will escort emergency services directly to your location to support prompt response.

Emergency Voice and Text Messaging Alert System

It is important that you register your phone number (cell or other) with the Campus Emergency Voice and Text Messaging NSU Alert system. In the event of a campus-based emergency, one of the several ways NSU officials will contact you will be via a text message or phone call to the number you register with us. Visit nova.edu/emergency for information on how to register or update your campus emergency alert contact information.

Review your Emergency Preparedness Card to familiarize yourself with additional methods of notification during an emergency. Regular updates during an emergency can be obtained by calling 800-256-5065 or by visiting nova.edu.
When a Police Officer Is Needed

• Call 9-1-1 (if emergency) and be prepared to give the following information:
  - exact location
  - type of problem (disturbance, vandalism, etc.)
  - your name

• Keep other people away from the scene.

• Ensure your own personal safety and the safety of those around you. Do not approach any area where there is any suspicion of a risk or danger.

• Do not touch or disturb anything.

• If possible, get a description of the suspect, vehicle, and license plate number.

• Attempt to keep others safe and calm.

• As with all other emergencies, after calling 9-1-1, call NSU Public Safety at (954) 262-8999.

Information You Should Provide to Law Enforcement or 9-1-1 Operator

• location of the active shooter
• number of shooters
• physical description of shooters
• number and type of weapons held by shooters
• number of potential victims at the location

Coping with an Active Shooter Situation

• Be aware of your environment and of any possible dangers.

• Take note of the two nearest exits in any facility you visit.

• If you are in an office, stay there and secure the door.

• Attempt to take the active shooter down as a last resort.

Profile of an Active Shooter

An active shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area, typically through the use of firearms.

Characteristics of an Active Shooter Situation

• Victims are selected at random.

• The event is unpredictable and evolves quickly.

• Law enforcement is usually required to end an active shooter situation.

Contact your building management or human resources department for more information and training on active shooter response in your workplace.

Call 911 when it is safe to do so.

Automated External Defibrillator [AED]

An AED is a portable electronic device that diagnoses and treats life threatening cardiac arrhythmias in a patient by applying an electric shock that stops the arrhythmia, allowing the heart to re-establish an effective rhythm.

In the event a person is having a medical emergency, please call 9-1-1 first, then call NOVALERT at (954) 262-8999. Public Safety will dispatch AED/CPR-certified Public Safety officers to assist and to guide fire rescue and EMS to your location.

Department of Homeland Security
Active Shooter Response Guidelines

How to Respond When an Active Shooter Is in Your Vicinity

1. EVACUATE

   • Have an escape route and plan in mind.
   • Leave your belongings behind.
   • Keep your hands visible.

2. HIDE OUT

   • Hide in an area out of the shooter’s view.
   • Block entry to your hiding place and lock the doors.
   • Silence your cell phone and/or pager.

3. TAKE ACTION

   • Take action as a last resort and only when your life is in imminent danger.
   • Attempt to incapacitate the shooter.
   • Act with physical aggression and throw items at the active shooter.

How to Respond When Law Enforcement Arrives

• Remain calm and follow instructions.

• Put down any items in your hands (e.g., bags, jackets).

• Raise hands and spread fingers.

• Keep hands visible at all times.

• Avoid quick movements toward officers, such as holding on to them for safety.

• Avoid pointing, screaming, or yelling.

• Do not stop to ask officers for help or direction when evacuating.
Automated External Defibrillator Locations

The university has AEDs located throughout all campuses and locations, including every regional campus.

6100 Griffin Road (Communication Clinic)—main lobby on right
Administrative Services Building—main lobby, behind security desk on the right
Alvin Sherman Library—in storage room on right, after entrance
Aquatic Center/Competition Pool—storage room on the left
Athletic Services Building—1st floor, outside strength and conditioning room
Athletic Services Building—2nd floor by the elevator
Athletics Department—Portable Unit A
Athletics Department—Portable Unit B
Athletics Department—Portable Unit C
Athletics Department—Portable Unit D
Athletics Department—Portable Unit E
Athletics Department—Portable Unit F
Athletics Department—Portable Unit G
Broward Eye Clinic—2nd floor
Campus Support Services—Fischler, main lobby
Campus Support Services—Physical Plant, rear of warehouse above the water fountain
Carl DeSantis—1st floor near main desk, past elevators to the right
Carl DeSantis—5th floor near elevators
CDD/Main Central Plant—Lobby area by main entrance
Center for Collaborative Research—1st floor elevator
Center for Collaborative Research—4th floor by elevators
Center for Collaborative Research—2nd floor by elevators
Center for Collaborative Research—6th floor by elevators
Covenant Village
East Campus—Alumni Hall
East Campus—Tower Building
Facilities Management
Grande Oaks Golf Club—Club House
Grande Oaks Maintenance
Horvitz Administration—main lobby, behind security desk
Housing—Commons, main lobby
Housing—Cultural Living Center, by stairway
Housing—Farquhar Residence Hall, by front door
Housing—Founders Residence Hall, by front door
Housing—Leo Goodwin Residence Hall, main lobby, on right
Housing—Rolling Hills—Building A, behind main desk in lobby
Housing—Rolling Hills—Building C, left of main desk
Housing—Vettel Residence Hall, by back door, down hall
HPD—lab/library
HPD Annex—main entrance
HPD Annex—near room #162
HPD Annex—next to room #126
HPD Dental—1st floor by elevator
HPD Dental—1st floor, Oral Maxillofacial Clinic #7153
HPD Dental—2nd floor clinic
HPD Dental Clinic East—Cypress Creek Road
HPD Library/Labs—Room 3196 SIM Lab, 1st floor
HPD Terry Building—1st floor Lobby
HPD Terry Building—3rd floor
HPD Terry Building—5th floor
HPD Ziff Building—1st floor, room 145 entry
HPD Ziff Building—3rd floor on left side of lobby
Joe DiMaggio Children's Hospital—offices side, 2nd floor
Mailman-Hollywood Building
Mailman Segal Center—Village A
Mailman Segal Center—Village A, 2nd floor
Mailman Segal Center—Village B, 1st floor
Maltz Psychology Building—2nd floor
NMB Campus Fischler Building—medical reception

NMB Campus Fischler Building—main entrance
NMB Campus Fischler Building—special needs dentist
NMB Fischler—1st floor, next to elevators
NSU Museum of Art Fort Lauderdale—left of main entrance
NSU Museum of Art Fort Lauderdale Plaza—10th floor by restrooms
NSU University School Center for Arts—through door to left
NSU University School Middle School—admin office
NSU University School—New Lower School
NSU University School Noel P. Brown South—1st floor
NSU University School Noel P. Brown South—2nd floor
NSU University School Noel P. Brown South—Portable A
NSU University School Noel P. Brown South—Portable B
NSU University School Noel P. Brown North—main entrance to right
NSU University School—Sonken Building, east modular
NSU University School—Upper School (Sonken)
Oceanographic Center—2 wide modular
Oceanographic Center—Foam Building
Oceanographic Center—Portable on boat, outside room 111—scuba room at time of inspection
Oceanographic Center—Shure Building
Oceanographic COE-CRES—1st floor corridor by 110
Oceanographic COE-CRES—1st floor main lobby
Oceanographic COE-CRES—2nd floor off elevator to left
Oceanographic COE-CRES—3rd floor off elevator to left
Oceanographic COE-CRES—4th floor off elevator to left
Parker Building—main lobby
Parker Science Annex
Regional Campus: Fort Myers North Building—To the right of main entrance
Regional Campus: Fort Myers South Building—4th floor, room 413
Regional Campus: Fort Myers South Building—next to elevator
Regional Campus: Jacksonville—1st floor
Regional Campus: Jacksonville—2nd floor
Regional Campus: Kendall Office
Regional Campus: Miramar—3rd floor
Regional Campus: Orlando
Regional Campus: Orlando—3rd floor by reception desk
Regional Campus: Palm Beach Gardens—1st floor
Regional Campus: Palm Beach Gardens—2nd floor fitness center
Regional Campus: Palm Beach Gardens—3rd floor
Regional Campus: Palm Beach Gardens—4th floor
Regional Campus: Puerto Rico—3rd floor
Regional Campus: Puerto Rico—4th floor
Regional Campus: Tampa—left of main desk
Rolling Hill Offices—Business Services
Rolling Hills Offices—OIT
Rosenthal Building—1st floor by elevator
Shepard Broad College of Law—main lobby, behind security desk
Student Affairs Building—1st floor near water fountain
University Center—1st floor, food court area/front lobby east wall
University Center—1st floor, performing visual arts
University Center—1st floor, west doors leading to pool
University Center—1st floor near room 1437/Sports Medicine
University Center—2nd floor, booster area, room 2452 pantry
University Center—3rd floor by rock climbing wall
University Center—1st floor of arena/NE corner
University Center—1st floor of arena/SE corner
University Center—Rec Plex, Aquatic 1st floor admin office (portable unit)
University Center—2nd floor next to room 2319
University Center—2nd floor next to room 2428 (arena)
University Park Plaza—3400 Nursing Lab
University Park Plaza—3424 North
Vehicle 227
Vehicle 606
Vehicle 616
Suspicious Package/Mail Protocol
The FBI and U.S. Postal Service authorities have issued tips for handling and reporting suspicious mail.

Characteristics of a suspicious package include
- no return address
- possibly mailed from a foreign country
- excessive postage
- restrictive markings like “Personal” or “Special Delivery”
- misspellings in the address
- addressed to a title rather than an individual
- badly typed or written
- uneven in shape
- rigid or bulky packaging
- strange odor
- oily stains, discoloration, or crystallization on the packaging
- excessive tape or string
- arrives unexpectedly or from someone unfamiliar to you
- protruding wires
- the city or state in the postmark does not match the return address

If you receive a suspicious package or envelope, here’s what you should do:
- Do not move it.
- Do not open, smell, or taste it.
- Don’t shake or bump the item.
- Isolate the package.
- Stay away and keep others away from the suspicious package.
- Wash your hands vigorously for five minutes with soap and water.
- Call 9-1-1.
- Call NSU Public Safety NOVALERT at (954) 262-8999.

Chemical Emergency
Call 9-1-1 then NSU Public Safety at (954) 262-8999. Notify your supervisor.

Spill and Leak Response
- Evacuate the area.
- Remove potential sources of ignition.
- Stay away until given the “all clear.”
- MSDS provides specific instructions.

If Exposure Occurs
If you are exposed through
- inhalation—move to fresh air
- eyes—flush with water for 15 minutes
- skin—wash with soap and water
- swallowing—seek immediate medical help

If a coworker is exposed
- identify hazardous chemicals in use
- refer to labels and MSDS for specifics

Safety Escorts
Public Safety provides safety walking escorts upon request to anyone in the NSU community, on NSU property limits, 24 hours a day. Please call (954) 262-8999 and advise the on-duty dispatcher of the location where an officer may meet you.
General Security

- If you see something, say something.
- Lock doors at all times (residence and vehicle).
- Do not prop doors open.
- Exercise, travel, or jog with a friend or partner.
- Be aware of unusual or suspicious people or conditions.
- Stay in well-lit areas of the campus.
- Call NSU Public Safety immediately to report crime or suspicious activity: NOVALERT (954) 262-8999.
- Call the local police (9-1-1), and then call NOVALERT if danger is suspected or if you are threatened.

Good locks on windows and doors make it difficult for assailants and burglars to get in. Make sure you always use the security measures available. For more information on locks and home security measures, contact the Public Safety Department at (954) 262-8999.

When you are at home, pull down your shades or curtains when it is dark out. If you let someone in and then have second thoughts, be assertive and demand that the person leave—or leave yourself. Call a friend or neighbor to come over. Pretend you are not alone; mention a friend or family member asleep in the next room. Anyone who refuses to leave is a trespasser, and you should call the local police (9-1-1) to have him or her removed.

Make sure hallways, entrances, garages, and grounds are well lit. Leave porch lights on all night. When away from home for the night, or when you expect to return after dark, leave an interior light on in a room or two, with shades drawn. Leave a television or radio on to give the impression that someone is at home. Install a peephole in your door, if your landlord approves.

When someone is at your door, never open it until you know who is there. Repair and sales people, police, and survey takers carry identification. Ask to see it, and if you have any doubt or question, call the company to verify the person’s identity before you permit entry. On campus, call Public Safety at (954) 262-8999.

The following are more general security tips:

- If someone wants to use the phone, make the call for him or her without opening the door.
- Get to know your neighbors so you can get help if necessary. Be familiar with who is coming and going in the neighborhood.
- List initials and last name only on your mailbox or door. Consider not listing your address in the phone book.
- Avoid giving out information about yourself or making appointments with strangers over the phone.
- If you lose your wallet or purse, see page 50 for information on identity theft and helpful numbers to call.

NSU Campus Card (SharkCard)

- For your safety and security, it is required that all students, staff and faculty members, and NSU contracted service personnel have their NSU identification card on their person at all times while on campus.
- The SharkCard serves as your NSU library card, cash card, and membership card for the RecPlex at the Don Taft University Center. You will need it for entry into parking lots, garages, and buildings (including all residence halls) on campus.

On-Campus Safety

The NSU Public Safety Department operates 24 hours a day, 7 days a week, for the protection of students, staff members, faculty members, and visitors. Officers patrol the campus in marked vehicles and on foot patrol. The Davie Police Department provides community police officers with full arrest powers on the Fort Lauderdale/Davie Campus.

The Shark Watch program announces to criminals that we at NSU are aware of possible crime and are alert enough to report it. A criminal does not want attention. Attention leads to prevention. The announcements on bulletin boards, and the information on telephone stickers, indicate the emergency telephone number—(954) 262-8999. This number should be called whenever necessary for the safety and security of you, your property, or the campus.

NSU Regional Campuses

Visitor Policy

Policy Statement and Purpose

Nova Southeastern University (NSU) welcomes the presence of visitors who come for limited periods of time to participate in educational programs and activities, as well as those visitors who come to conduct business. The regional campuses of NSU have an obligation to students and faculty and staff members to operate and maintain their facilities in accordance with NSU’s mission as a higher education institution. NSU establishes this policy to preserve the academic integrity of the school and to ensure the safety and welfare of all members of the regional campus communities.

Policy Guidelines

Campus visitors must have a legitimate purpose associated with the academic mission of the school for visitation during regular business hours or during the hours of an NSU-sanctioned event. NSU Public Safety and/or campus administration may require a visitor to identify the specific purpose associated with his or her visit and/or present a valid government-issued ID upon request. Visitors must be escorted at all times while on NSU campus property, and their conduct must not interfere with the NSU educational mission.
environment. Individuals under the age of 18 are not permitted on our campuses unless they are accompanied by authorized adults and are attending an NSU-approved program, sanctioned event, admissions visit, or official campus visit authorized by an NSU college, school, or department.

Residence Hall Safety
Access into all the residential hall parking lot areas and living facilities is controlled by electronic card access (NSU SharkCard). For detailed information on Residential Life and Housing's safety and security policies and procedures, including fire safety practices, please review the Residential Life Living Guide, available by going to their website (https://www.nova.edu/publications/res_living_guide/index.html).

- If you are going out, tell someone where you are going and when you will return.
- Always lock your doors, and do not lend the key. Keys can be duplicated.
- Do not walk alone at night. Take a friend with you.
- Stay in well-lit areas.
- If you lose a room key, or believe that someone has a key to your room, report this immediately to the Office of Residential Life, (954) 262-7052. Public Safety can re-key the door.
- Photocopy all important papers that you carry in your purse or wallet, including your driver’s license. Keep the photocopy in a safe place. This information will be invaluable if you lose your license or credit cards.
- Don’t offer a ride to any person you don’t know, even if the person claims to be a student.
- Report to Public Safety any malfunctioning corridor, hallway, or exterior lighting.
- Download and use a free safety app on your smart phone to include friends and family in your personal safety net.

Missing Student Policy and Protocol for On-Campus Housing Students
The Office of Residential Life and Housing will initiate the following missing student notification policy. This policy is designated for those students living within university housing.

The purpose of having a listed emergency contact is to be able to verify that a student is actually missing, and has not voluntarily left his or her residence. Each residential student must identify two individuals as emergency contacts when checking into university residential halls. In addition, each residential student is requested to identify a contact person or people on an annual basis who the institution will notify within 24 hours of a determination by the NSU Public Safety Department or local law enforcement agency that the student is missing. The names of these individuals will be registered confidentially and maintained in the Office of Residential Life and Housing and will only be accessible to authorized campus officials. Such names will not be disclosed, except to law enforcement personnel during a missing person investigation. At any point during a student’s enrollment, he or she may choose to change his or her designated emergency contact information by notifying the Office of Residential Life and Housing and/or the area coordinator.

When a report of a missing student is received by the university, the report will be immediately referred to the Public Safety Department. The Office of Residential Life and Housing will then conduct a preliminary investigation in order to verify the report and to determine the circumstances that exist relating to the reported missing student. If the student’s absence is verified, the Davie Police Department will be notified within 24 hours of such verification, and the investigation's findings will be reported and shared with the Public Safety Department and the Office of the Vice President of Student Affairs. The Office of Residential Life and Housing will also attempt to notify the designated emergency contacts listed by the student, in addition to those emergency contacts identified in the BANNER system. For each student younger than 18 years of age who is not emancipated, the university is also required to notify the student’s custodial parent or guardian, within the same 24-hour period.

All entities will continue the investigation to locate the missing student. If, after further investigation, the missing student is not located, all entities will determine the most efficient manner of continuing the investigation.

All concerned individuals should report that a student has been missing for 24 hours to the Office of Residential Life and Housing at (954) 262-7052 and/or the Public Safety Department at (954) 262-8999.

Residential Life and Housing Procedures
In the event of a missing student, regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Residential Life and Housing will work directly with the NSU Department of Public Safety and the Town of Davie Police. When a staff member encounters a person looking for a resident (either in person or via phone) the following procedures will be followed:

1. On report of a missing student, staff should notify Public Safety.
2. The staff member will record information from the reporter regarding the last time he or she was in contact with the resident and if there was an arrangement for the reporter to be in contact with the resident at some point.
3. Under no circumstances will/should the resident’s information (including room assignment and phone number) be given to the reporter. The Office of Residential Life and Housing will not verify to the
reporter that the student is a resident. The staff member will inform the reporter of the “missing student” protocol. The staff member should use the information to inform the appropriate staff.

4. The staff member must contact staff in the following order:
   a. RA of the resident
   b. RA on duty
   c. AC for the building of the resident
   d. Senior staff person on call

5. A staff member (never in the presence of the person reporting the concern) will attempt to contact the resident by room phone or cell phone. Cell phone numbers are optional for a resident to provide via BANNER or the Office of Residential Life contract information.

6. Staff member will knock on the resident’s room door and inform the resident that a person is attempting to locate him or her and convey the information of the person making the report.

7. If the resident is not present, the staff member will ascertain information from a possible roommate. In the absence of a roommate, the staff member will announce themselves as an Office of Residential Life staff member, will key in with another staff member, and do a brief visual sweep of the room to ensure that the resident is not present and in danger.

8. If the resident was not reached via phone or in person, the senior staff member on call will attempt to retrieve any additional contact information for the resident via BANNER. The senior staff member will leave a voicemail or written message for the resident to contact both the person looking for him or her and the staff for the building.

9. The senior staff member will contact Public Safety to report the incident.

10. The senior staff member will ensure that the reporter has the contact information for the Offices of Residential Life and Public Safety should he or she have any further questions or information and/or to verify when he or she has made contact with the resident.

11. The RA completes an incident report. Public Safety determines whether a student is missing, given the information provided. The senior staff member on call will inform the associate director of Residential Life, the assistant dean for student services/director of Residential Life and Housing, and the assistant dean for student development.

12. Within 24 hours of Public Safety making the determination that a student is missing, Public Safety, in conjunction with the Office of Residential Life, will contact the designated contact person and the Town of Davie Police Department.

Public Safety Department
Safety Tips

All students and employees of NSU campuses are to report criminal acts and safety hazards or occurrences known to them as soon as possible. All students and employees may report safety concerns to the NSU Department of Public Safety at (954) 262-8999 or 800-541-6682, ext. 28999, 24 hours a day. It is also advised that, if a student or employee is off campus and a safety issue arises, he or she should call the police, fire, or emergency medical service in that jurisdiction. In the United States, these resources may be contacted by dialing 9-1-1.

The following list has safety tips that students and employees should use while traveling to and from campuses.

- Lock all doors in your vehicle at all times.
- While on-site, do not prop any doors open.
- Travel in pairs, particularly to and from your vehicle or transit mode.
- Park in areas where there is adequate lighting.
- Use the buddy system and/or escort service provided while traveling to and from your car and/or to other site facilities, if at all possible.
- Report all unusual or suspicious people or conditions to site coordinators, risk management, and security personnel.
- Read all safety bulletins in order to be alerted to potential safety hazards, risks, or concerns.
- Contact NSU's Department of Public Safety if any safety concerns or issues arise while on assignment for intern, resident, practicum, or clinical placement.
- On campus and at all NSU sites and centers, wear your NSU-issued campus card (SharkCard) at all times and report individuals not wearing proper identification.
- Be alert to individuals loitering or hanging around.
- Have your keys out and ready to open your vehicle door when exiting any building.
- Minimize carrying packages, wearing expensive jewelry, and/or carrying large amounts of cash while working and/or commuting.
- Report any areas, such as hallways, entrances, garages, or grounds, that are not well lit to the site manager, risk management, or NSU’s Department of Public Safety.
- Always ask for identification before admitting individuals to secured work areas.
- Avoid giving out personal data over the phone.
- If you feel uncomfortable, trust your intuition, do not enter an area with a stranger.
- If your vehicle is disabled (e.g., a flat tire) when you leave work/school, seek help by phone or at the nearest business. Attackers will often disable victims’ cars in order to make the drivers more vulnerable.
OFFICE WATCH
Prevent Office Theft

Don’t leave your belongings unattended.

Lock up your purse and other personal items.

Don’t leave your laptop unattended.

Lock up your laptop. It’s the safe thing to do.
• Check the back seat and underneath your vehicle before unlocking and entering the vehicle.
• If you are traveling by bus, use care when getting off the bus in an isolated area. Make yourself aware of the area and any individuals who may be following you when you exit or enter the bus.

If you are a victim of a crime, immediately report the crime to the local police department as well as to NSU Public Safety. Should you have any questions regarding these safety tips or any other matter, contact the NSU Public Safety Department at (954) 262-8999 for clarification. If you lose your wallet or purse, see page 50 for information on identity theft and helpful numbers to call.

This is not an all-inclusive list; however, NSU’s primary concern is the safety of its students and staff members. These tips are designed to alert students and staff members to safety concerns and issues. Students are encouraged to use common sense at all times. If something does not appear to look right, it is probably not right—trust your intuition. Students should report unusual or suspicious situations immediately and proceed with caution.

Survival Is the Goal
Prevention measures can reduce the risk of attack, but they are not 100 percent effective. What can you do if you are attacked? There is no ready answer because each situation is different. Recent studies show that an immediate aggressive response will be twice as likely to increase the possibility of escape but can aggravate the situation. Submitting does not guarantee that violence will not occur, however.

Evaluate the situation for possible ways of escape. If one method does not work, try another. Often, victims have tried several different escape ideas before one worked.

The university’s Title IX website (http://nova.edu/title-ix/) provides educational programs for raising awareness and prevention of sexual violence, as well as information for reporting sexual misconduct and a simplified explanation of all rights and resources available to any victim. See page 45 for Emergency Preparedness and Response Training.

Procedure for Reporting Crimes
Report all crimes to both the NSU Public Safety Department and to the local police. The university community is encouraged to report to the local police (9-1-1) all occurrences of crimes, including but not limited to, the Clery crimes of
• murder and non-negligent manslaughter
• manslaughter by negligence
• rape, fondling, incest, and statutory rape
• robbery
• aggravated assault
• burglary
• motor vehicle theft
• arson

• arrests for liquor law violations, drug violations, and illegal weapons possession
• hate crimes
• larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property
• dating violence, domestic violence, and stalking

Reporting Clery crimes can be made to identified Campus Security Authorities, as described on page 22. Such reports can be made on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. For more information on how Campus Security Authorities protect confidentiality, see the “Campus Security Authorities” section that follows. Most university employees have obligations to report additional information (such as the name of a victim or the name of the person who committed the act) to the university Title IX coordinator. For more details, refer to the Sexual Misconduct Policy.

Timely Warning Policy
In the event that a Clery Act crime or other serious situation arises, either on or off campus, that, in the judgment of the director of Public Safety, constitutes a serious and/or continuing threat, a campus-wide timely warning will be issued.

Timely warnings will be provided to students and employees in a manner that is timely, withholds the names of victims as confidential, and that will include information to aid in the prevention of similar occurrences.

Timely warnings will be issued by the Office of Public Safety via email utilizing the NSU Alert System (Blackboard Connect) to students and faculty and staff members and will be posted on the NSU Public Safety website by the Office of Innovation and Information Technology manager of web development (or his or her designee) at nova.edu/publicsafety/crimealerts.html.

Timely warnings are developed from the most current initial information reported to Public Safety prior to issuance. The source of this information includes, but is not limited to, witness and or victim reports, responding Public Safety, and/or local law enforcement reports. The Office of Public Safety is responsible for the issuance of a timely warning, including the development of the message content.

Timely Warning Steps
• Initial information is received by Public Safety.
• The director of Public Safety is notified and determines if timely warning needs to be issued.
• If the director of Public Safety is not available, the associate director of field operations will be notified.
• The director of Public Safety or his or her designee consults the vice president/chief operating officer of the university for approval to proceed with a timely warning.
• The Public Safety associate director of communications creates the content for the timely warning.
• If the associate director is not available, the Public Safety communications manager will create the content.
• If the communications manager is not available, the on-duty Public Safety communications coordinator will create the content.
• The associate director of communications or his or her designee submits the timely warning content to the executive director of university relations, COO and director of Public Safety for final approval.
• Upon final approval, the associate director of communications or his or her designee issues a timely warning email to the university community utilizing Blackboard Connect and notifies the NSU OIT manager of web development to publish the timely warning on the NSU crime alerts web page.

The university is not required to provide a timely warning with respect to a crime reported to a pastoral or professional counselor, unless the pastoral or professional counselor reports such crime to university officials after obtaining consent from the person confiding in the counselor.

Anyone with information that they believe may necessitate the issuance of a timely warning should report the circumstances to Public Safety by calling (954) 262-8999.

In the event of an immediate threat to the health or safety of students or employees occurring on campus, the university will follow its emergency notification procedures, which can be found in the Emergency Notification System section located in this handbook. The university’s emergency notification system will be used to send direct text, voice messages, and email to the university community.

Crime Alerts

Informational emails are sent to the campus community to make them aware of situations that do not merit a timely warning, but would otherwise be of interest to the university community. Examples of situations that may result in the distribution of an informational email are when a crime or incident occurs outside of NSU’s Clery geography or when an incident occurs that is not a Clery qualifying crime, but is nevertheless a safety concern.

Also see Emergency Notification Policy on page 9.

Annual Disclosure of Crime Statistics


Each year, the Annual Security and Fire Safety Reports contained in the Campus Safety Handbook are published. An email notification will be sent to all enrolled students and to all faculty and staff members by October 1 that provides the web link to access the Campus Safety Handbook (ASR). In addition, it is made available to all students and faculty and staff members at the Public Safety Department’s Fort Lauderdale/Davie campus office located in the Campus Support Building or by calling Public Safety at (954) 262-8999. The notice of Combined Annual Security Report and Annual Fire Safety Report availability is on the NSU application portals for all prospective employees (nsujobs.com) and prospective students (nova.edu/info-apply). This handbook is also available at every Public Safety office, Public Safety building post, and regional campus, and is also available online at nova.edu/publicsafety/forms/campus_safety_handbook.pdf.

Attendees at new-employee and new-student orientations are provided with information on how to obtain this handbook. In addition, a link to the handbook is included on the NSU jobs and student registration web pages.

In preparing these crime statistics, the university relies on incident reports received by the Public Safety Department, Campus Security Authorities, and law enforcement agencies in areas surrounding the NSU campuses. The Public Safety director, associate director of communications, and assistant director of support services then review and compile such incident reports and make a determination if an incident qualifies as a Clery-reportable crime. The Physical Plant fire and life safety manager reviews all fire-related incidents and policies on NSU property and provides the Annual Fire Safety Report to the Public Safety Department’s associate director of communications.

The associate director of communications reviews all policies that are required to be included in the Annual Security Report with the Title IX coordinator, vice president of human resources, and university legal counsel to ensure that all required information is accurately included. The crime and fire safety data is then consolidated from the multiple sources by the associate director of communications into the annual Campus Safety Handbook (this document), which includes the Annual Security and Fire Safety Reports. The director of Public Safety submits the Clery-required crime statistics and fire statics to the Department of Education by the date specified by the U.S. Secretary of Education. In recent years, the reporting deadline has been October 15.

Campus Security Authorities

Federal law defines four categories of Campus Security Authorities or CSAs: college or university police, non-police security staff responsible for monitoring university property, individuals/offices designated by the university as those to whom crimes should be reported, and officials with significant responsibility for student and campus activities. The following departments, offices, or individuals are identified as CSAs:

• NSU Public Safety Department (all uniformed personnel)
• All vice chancellors, deans, and provosts
• Division of Student Affairs: All professional staff members (excluding IT, back office administrative assistants, and finance): This includes Residential Advisors (RAs), area directors and all Student Affairs student workers who staff residential hall and Rec Plex reception desks or have any other gate keeping role.

• Department of Athletics (athletic directors, coaches, player personnel, trainers)

• Office of Human Resources: All members of the employee/management relations group (excluding back office administrative assistants)

• Compliance Office: All members (excluding back office administrative assistants)

• Risk Management: All members (excluding back office administrative assistants)

• Office of International Affairs

• Office of Undergraduate Admissions

• Graduate and Professional Schools, Division of Student Affairs and Admissions Offices

CSAs are obligated to report crimes reported to them which occurred on campus, in public areas bordering campus, and in certain non-campus buildings owned or controlled (leased) by the university. CSAs should only report those crimes that have not previously been reported to Public Safety. CSAs are available for those community members and students who may be hesitant about reporting crimes to Public Safety or the police, but are more comfortable confiding in campus-affiliated individuals. For purposes of reporting Clery crimes, CSAs are not required to disclose the identities of those reporting the crimes. They will keep the reporter’s identity confidential upon the reporter’s request. NOTE: If a CSA learns of an incident that may violate the university’s Sexual Misconduct Policy, the CSA is required to report all known information (including the name[s] of victim[s] and/or potential responsible parties) to the Title IX coordinator. This is to ensure that the university responds appropriately to reports of sexual misconduct. A victim can still request confidentiality/anonymity and/or that the university not pursue further action. More information about this can be found on the Title IX website (nova.edu/title-ix) as well as the Sexual Misconduct Policy section of this handbook.

Professional and Pastoral Counselors

Professional, licensed counselors and pastoral counselors, who provide mental-health counseling to members of the university community (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a victim’s permission. While the university does not have any pastoral counselors, professional, licensed counselors are available to the university community through services provided by the Henderson Clinic, the NSU Psychological Services Center, and the Counselors in Residence with the Office of Residential Life and Housing. Should you wish to keep the reporting of a crime confidential, seek help from these individuals. While professional counselors do not have a policy of encouraging victims to permit the professional counselors to report the crimes for Clery-reporting purposes, they do provide information on how to report crimes to Public Safety and local law enforcement. Refer also to the “Student Counseling and Employee Assistance” section of this handbook for additional information.
# Nova Southeastern University Sexual Misconduct Policy

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I. Introduction

The university, in compliance with the spirit of various federal and state laws (e.g., Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and other similar state and federal statutes or regulations, including the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and the Violence Against Women Act of 1994), is committed to adopting a policy and fostering an environment where no individual may threaten the health, safety, and/or welfare of a member of the university community, including any person on university property or at a university-sponsored or university-supervised activity, through the commission of an act of sexual misconduct.

This policy and the accompanying implementing procedures are subject to change. Any changes to the policy and/or procedures following the publication of this handbook may be viewed in the most up-to-date and controlling version posted on the Title IX website, available at nova.edu/title-ix/.

For the purposes of communicating this policy and procedure, the word “victim” is used to refer to a person who has experienced sexual violence, any related criminal act, or other misconduct. A person who has experienced sexual violence has the right to define themselves as a victim, survivor, or other identifier that best describes his or her experience. Once a victim reports an act of sexual violence or sexual misconduct, he or she is referred to as a reporting party in this policy. In addition, since this NSU policy addresses a spectrum of behaviors prohibited by the university—ranging from unwanted verbal comments to violent acts—the umbrella term of “sexual misconduct” is used. Use of this term is not intended to diminish a victim’s experience; rather, it is to ensure that the university community has common language to promote mutual understanding, implementation, and enforcement of this campus policy.

Here is the contact information for the Title IX coordinator and Deputy Title IX coordinator:

**Title IX Coordinator: Laura Bennett**
Tel: (954) 262-7858
Email: laura.bennett@nova.edu
Office: NSU East Campus, 3100 SW 9th Avenue
Office of Human Resources, Room 248
Fort Lauderdale, Florida 33315-3025

**Title IX Investigator/Deputy Title IX Coordinator: Desmond Daniels**
Tel: (954) 262-7863
Email: ddaniels@nova.edu
Office: NSU Main Campus, 3301 College Avenue
Rosenthal Building, Room 107
Fort Lauderdale, Florida 33314-7796

Title IX website: nova.edu/title-ix
Title IX email: titleIX@nova.edu

II. Policy Coverage

For purposes of this policy, sexual misconduct encompasses a range of behaviors that create a hostile environment, including acts of dating violence, sex-based discrimination, domestic violence, intimidation, retaliation, sexual assault (including acquaintance rape), sexual exploitation, sex-based stalking, and sexual harassment. Individuals and entities may be subject to the procedures outlined in this policy for attempting or completing acts, as well as facilitating others’ engagement in them.

The purpose and scope of this Sexual Misconduct Policy is to clearly define the university’s position on, and prohibition against, any acts of sexual misconduct. Additional information is provided about the reporting options and programs available for those who experience sexual misconduct. In addition, this policy discusses the educational programs available to the university community on awareness, prevention, and bystander intervention. This policy also addresses the procedures that the university will follow in the event a student or employee falls victim to, or witnesses an act of, sexual misconduct.

This policy applies to all students, employees, visitors, and others in the campus community, regardless of sexual orientation or gender identity, when misconduct is reported to have occurred

A. on-campus
B. off campus, if

1. in connection with a university or university-recognized program or activity
2. in a manner that may pose an obvious and serious threat of harm to, or that may have the effect of creating a hostile educational environment for, any member(s) of the university community

This includes, but may not be limited to, the NSU Fort Lauderdale/Davie Campus and all other campuses, residence halls, and academic buildings; NSU University School; any NSU-recognized program; any clinical or other learning site; and online educational courses sponsored by NSU.

III. Definitions

Definitions are provided to ensure that all members of the university community have a shared understanding of the kinds of behaviors that may constitute violations of the policy. It is important to note that the university policy includes prohibition of behaviors that may also constitute violations of the state and federal law. While it is not the role of the university to determine whether a crime occurred or a law was violated, the university still has obligations under Title IX to address those behaviors that may constitute a violation of the policy.

The university encourages students, faculty and staff members, and others in the university community to review such terms so as to educate themselves on what constitutes sexual misconduct and how, as a community, can eliminate such acts from happening.
As discussed in the policy coverage section, the university uses the term sexual misconduct in this policy as an umbrella term to include relationship (including dating and domestic) violence, sex-based discrimination, sex-based intimidation, sex-based retaliation, sexual assault (including acquaintance rape), sexual exploitation, and sexual harassment. Refer to Appendix for definitions as they appear in the Florida Statutes and other applicable jurisdictions. ¹

**Consent:** Informed, voluntary, and mutual agreement to engage in a sexual activity. Consent must be sought by the initiator of each act, and can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress are used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.

If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption that meets this standard, being asleep or unconscious, or being under the legal age to give consent.

**Intimate Relationship Violence:** Violence or the threat of violence between those in a sexual and/or comparably personal and private relationship. Violence may be sexual in nature (such as sexual assault), or it may be physical violence such as making death threats, punching, kicking, or using a weapon. 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 people involved in the relationship. This includes the following criminal behaviors:

**Dating Violence**
Violence, including sexual or physical violence or the threat of such violence, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

**Domestic Violence**
A felony or misdemeanor crime of violence committed

- by a current or former spouse or intimate partner of the victim
- by a person with whom the victim shares a child in common

- by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

**Hostile Environment:** Exists when sex-based harassment is sufficiently serious to deny or limit a person’s ability to participate in, or benefit from, the university’s programs or activities.

A hostile environment can be created by anyone involved in a university’s program or activity (e.g., administrators, faculty members, students, or campus visitors).

In determining whether sex-based harassment has created a hostile environment, the university considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was unwelcome to the person who was harassed. But the university will also need to find that a reasonable person in the person’s position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment.

To make the ultimate determination of whether a hostile environment exists for a person or people, the university considers a variety of factors related to the severity, persistence, or pervasiveness of the sex-based harassment, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of the people involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and (5) the degree to which the conduct affected one or more student’s education.

The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.

**Retaliation:** An action that is taken by a responding party or individual or an action taken by a third party against any person because that person has opposed any practices forbidden under this policy or because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding under this policy. This includes action taken against a bystander who intervened to stop or attempt to stop discrimination, harassment, or sexual misconduct. Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual’s complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this policy.

¹ This policy does not impair the freedom of expression in one’s speech, except to prohibit sex-based harassment that creates a hostile environment. In this and other ways, the university applies and enforces this policy in a manner that respects the freedom of expression of students, faculty members, and others.
Sexual Assault: Actual or attempted physical sexual contact with another person without that person’s consent. Sexual assault includes, but is not limited to,

1. intentional touching of another person's intimate parts without that person’s consent
2. other intentional sexual contact with another person without that person’s consent
3. coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person’s consent
4. rape, which is penetration, no matter how slight, of
   a. the vagina or anus of a person by any body part of another person or by an object
   b. the mouth of a person by a sex organ of another person, without that person’s consent
5. acquaintance rape, which is defined as forced, manipulated, or coerced sexual intercourse by a friend or acquaintance

Sexual Exploitation: Occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person's consent. Examples of behavior that could rise to the level of sexual exploitation include

1. prostituting another person
2. recording images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent
3. distributing images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure
4. viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent, and for the purpose of arousing or gratifying sexual desire

Sexual Violence: physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Depending on the specific conduct, stalking may also be considered a form of sexual violence.

Sex-Based Harassment: Unwelcome conduct based on actual or perceived sex or gender, which includes:

   Gender-Based Harassment
   This is unwelcome conduct based on a person's actual or perceived gender, sexual orientation, gender identity, gender expression, or nonconformity with gender stereotypes.

Sexual Harassment
This is unwelcome conduct of a sexual nature. Examples include unwelcome sexual advances, requests for sexual favors, or other verbal or nonverbal conduct of a sexual nature. This includes rape, sexual assault, and sexual exploitation. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.

Stalking:

1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to
   a. fear for the person's safety or the safety of others
   b. suffer substantial emotional distress
2. for the purpose of this definition
   a. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
   b. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
   c. Reasonable person means a reasonable person under similar circumstances and with a similar identity to the victim.

Unwelcome Conduct: Conduct is considered “unwelcome” if the person did not request or invite it and considered the conduct to be undesirable or offensive.

Unwelcome conduct may take various forms, including name-calling, graphic or written communications or statements (including the use of cell phones or the Internet), or other conduct that may be physically or emotionally threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve people of the same or different sexes.

Participation in the conduct or the failure to report it does not always mean that the conduct was welcome. The fact that a person may have welcomed some conduct does not necessarily mean that a person welcomed other conduct. Also, the fact that a person requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.
IV. Rights to be Afforded to All University Community Members

All members of the university community reporting or responding to an act of sexual misconduct have the right:

- to be treated with dignity and respect
- to have a prompt, impartial, and equitable resolution of the report of the incident
- to have any proceedings conducted by individuals who have been adequately trained and are free from conflicts of interest
- to have all reports and investigations of sexual misconduct treated seriously and with respect for the privacy of all involved
- to have the full, prompt, and reasonable cooperation from campus personnel in responding to a report of an incident of sexual misconduct
- to have access to counseling and other appropriate services established by the university or through formal NSU agreements
- to have equitable rights in any resolution process, such as:
  - being informed in writing of the outcome (including the decision[s], sanction[s], and rationale) of any university disciplinary proceeding
  - the opportunity to utilize an appeals procedure, if one is provided
  - in situations involving crimes of sexual violence, the reporting or responding parties may also:
    - have an adviser/support person of their choosing present with them during a disciplinary proceeding or any meeting pertaining to the investigation/resolution (so long as that individual complies with the guidelines for participating as an adviser)
    - be assured that the proceedings will be conducted by individuals who receive annual training on issues related to sexual violence and how to conduct investigations and/or resolutions in a way that protects the safety of victims and promotes accountability

V. Rights of Victims of Sexual Violence

In addition to the rights offered in Section IV, student and employee victims of acts of sexual violence (including sexual assault, dating and domestic violence, and stalking) also have the right to:

- be promptly notified of their rights and options upon report of an incident to a responsible employee
- learn about and access existing resources on- and off-campus for counseling, health, mental health, victim advocacy, legal assistance, visa and immigration status, student financial aid, and other services available for victims within the institution and the local community
- learn about options for, assistance in, and how to request changes to, academic, living, transportation, and working situations or protective measures and to
  - have such requests be provided when they are reasonably available
  - expect that the burden on the victim will be minimized when possible and appropriate
  - report to law enforcement, the university, both, or neither
  - be assisted by campus authorities in notifying law enforcement, if requested by the victim, and to pursue legal action available under the civil and criminal laws of the jurisdiction where the reported crime may have occurred
  - obtain orders of protection, no-contact orders, restraining orders, and other such legal orders, in accordance with applicable laws
  - be notified of the university’s obligations for complying with lawful orders and to honor requests from the victim to assist in obtaining them when relevant
  - be free from pressure that would suggest that the victim (1) not report crimes committed against him or her to civil and criminal authorities or to the campus Public Safety and disciplinary officials, or (2) report crimes as lesser offenses than the victim perceives them to be
  - be provided with equitable rights as the responding party in any investigation or resolution process (as described in Section IV)

VI. Confidentiality and Privacy

NSU recognizes that students, employees, and others who have experienced sexual misconduct, especially acts of sexual violence, are concerned about the confidentiality and privacy of information relating to an incident of sexual misconduct. Once the university is aware of an incident, information is only shared with those who have a “need to know” the information in order to assist with the university’s management or resolution of the incident.

While the university encourages reporting of all crimes and acts of misconduct so that they can be addressed, a victim has the right to remain anonymous. Victims and third-parties should be aware that most NSU employees are designated “responsible employees” under Title IX, which means they are required to report information related to incidents of sexual misconduct that is shared with them so that the university can respond appropriately and promote a safe campus. However, as the university recognizes that the health and well-being of a victim is a top priority, there are several employees designated as confidential resources, and some others that only have to report some general information about an incident (not a victim’s name). These individuals can assist a victim in getting medical and other care.
If a student or any person is unsure of an employee’s reporting requirements, they are encouraged to ask the employee prior to sharing any information. While all efforts are made to protect the confidentiality of a victim, victims should be aware that, for those situations where the university determines that there is a serious and immediate threat to the safety of the university community, a timely warning may be issued to the campus community. Such a warning will not include any identifiable information about the victim.

Below is a summary of the employees and resources who maintain full confidentiality within the confines of law, as well as some who can maintain anonymity of a victim, while still reporting general information to the university.

A. Confidential Resources

Confidential resources maintain the highest level of confidentiality of the information that a victim may share with them. Reasons why a victim might seek these people out include:

- to process what happened with a person who has legal obligations to maintain confidentiality
- to obtain supportive services such as victim advocacy; legal services; or services such as medical/health, mental health, or disability
- to assist a victim in determining whether to file a formal report with the university, law enforcement, or both

Sharing information with these resources does not initiate a formal investigation, disciplinary action, provision of academic services, adjustments to living arrangements, or other accommodations or remedies from NSU. Even if a victim initially requests confidentiality, the victim may later file a complaint with the university or report the incident to the police, and thus have the incident fully investigated.

Professional, licensed counselors and pastoral counselors who provide mental health counseling to members of the school community (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the university, not even to the Title IX coordinator, without a victim’s permission. The following is contact information for these individuals:

**Henderson Student Counseling Center**
University Park Plaza
3538 South University Drive
Davie, Florida 33328-2003
Tel: (954) 424-6911 or (954) 262-7050
Fax: (954) 424-6915
(available 24 hours a day, 7 days per week)

**Graduate Assistant for Student Counseling**
Office of Residential Life and Housing
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
Tel: (954) 262-8911 or 800-541-6682, ext. 28911

**Health Care Professionals**

**NSU Student Medical Center**
3200 South University Drive
Fort Lauderdale, Florida 33328-2018
Tel: (954) 262-1262

**NSU Psychology Services Center**
Maltz Psychology Building
3301 College Avenue
Fort Lauderdale, Florida 33314-7796
Tel: (954) NSU-CARE (678-2273)

**Exceptions to Confidentiality**

There are three key exceptions involving specific circumstances that require the confidential resources to report information.

1. Any physician, nurse, or employee thereof, and any employee of a hospital, sanatorium, clinic, or nursing home knowingly treating any person suffering from a gunshot wound or life-threatening injury indicating an act of violence, or receiving a request for treatment, must report the same immediately to the local police.

2. All of the confidential professionals (physicians, psychotherapists, professional counselors, clergy, and sexual assault and domestic violence counselors and advocates) are mandatory child abuse and neglect reporters and are required to report incidents involving victims under 18 years of age to the Florida Department of Children and Families.

3. Some or all of these professionals may also have reporting obligations under Florida law to (1) local law enforcement, in cases involving threats of immediate or imminent harm to self or others, where disclosure of the information is necessary to prevent the threatened danger or (2) to the court, if compelled by court order or subpoena in a criminal proceeding related to the sexual violence incident.

B. Employees Who Can Maintain Privacy of Identity

In addition to the confidential resources described above, there is a second group of NSU employees who, while they cannot maintain complete confidentiality under the law, can maintain a high level of privacy of a victim’s identity. These designated individuals are only required to report some general information about an act of sexual violence that is reported to them, or that they learn about in the course of their job. The information that they have to report (if known) consists of the nature of the incident, the general on-campus location (for inclusion in the annual Clery Report) or if it occurred off-campus, and when it occurred. They do not have to report a victim’s name, the name of the individual(s) who may have committed the act, and/or any other information that might give away the identity of the victim.

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NSU employees in this category include nonprofessional counselors and advocates, as well as individuals working or volunteering in the NSU Student Medical Center on the Fort Lauderdale/Davie Campus, including those working at the front desk.

**Anonymous Reports**

Anonymous reports may be submitted online through the secure reporting form available on the Title IX website at nova.edu/title-ix. All anonymous reports will be reviewed by the Title IX coordinator and will be responded to appropriately.

If a victim of sexual violence or a reporting party shares information with a responsible employee, but wishes to remain anonymous, the responsible employee must still report a victim and/or reporting party’s identity to the Title IX coordinator. The Title IX coordinator will evaluate requests for anonymity/confidentiality in accordance with the procedures in this policy (see part C of this section that follows). The reason for this is that NSU has an obligation to ensure that all victims of sexual violence who share information with a responsible employee receive information about their rights and options. While the university will ensure that information about support and reporting options are provided to a victim whose identity is known to the university through a responsible employee, final decisions about the use of such resources are voluntary for victims unless they are too seriously injured to make their own decisions.

Anonymous reports will be included in the annual crime statistics when enough information (such as location, date, and nature of incident) is known, and may also be cause to issue a timely warning to the campus if there appears to be a serious and immediate threat.

**C. Evaluating Requests for Anonymity, Confidentiality, and/or for No Action to Occur**

If a victim discloses an incident to an NSU employee who is not a confidential resource or cannot maintain privacy of the victim’s identity, as described above, and the victim wishes not to have his or her identity known to others, and/or requests that no investigation or action occur, the university must weigh that request against the university's obligation to provide a safe, nondiscriminatory environment for all students, including the victim. For this reason, victims or reporting parties who seek confidentiality should seek out the confidential resources described in part A of this section (on page 28). However, the university sometimes learns about incidents from a third party or from a victim who is not aware of the reporting requirements that an NSU employee may have. In addition, a victim may report an incident, but request that no investigation or formal action occur by the institution, or may decide at a later date not to participate in the investigation or resolution process. In situations where a victim makes such a request, Laura Bennett, NSU’s Title IX Coordinator, will evaluate whether the university can honor the request using a range of factors. These include:

- any reasonably anticipated risk that the reported individual will commit additional acts of sexual or other violence, based on factors such as
  - whether there have been other sexual violence complaints about the same reported individual
  - whether the reported individual has a history of arrests and/or records from a prior school indicating a history of violence
  - whether the reported individual threatened further sexual violence or other violence against the victim or others
  - whether the sexual violence was committed by multiple individuals
  - whether the sexual violence was perpetrated with a weapon
  - whether the victim is a minor
  - whether the university possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence)
  - whether the victim’s report reveals a pattern of misconduct at a given location and/or by a particular group

The presence of one or more of these factors could lead the university to investigate and, if appropriate, pursue disciplinary action.

If the university honors the request by a victim, the victim must understand that the university's ability to meaningfully investigate the incident and pursue disciplinary action against the reported perpetrator may be limited. If the university determines that it cannot comply with a victim's request, the university will inform the victim of this prior to starting an investigation and will also inform the victim of the college officials who will receive information in their role of handling the university’s response. The Title IX coordinator will determine those individuals responsible for handling the university’s response, in accordance with these procedures.

In all cases, but especially when a victim requests confidentiality/anonymity and/or no action, the university will remain ever mindful of the victim’s well-being and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or university employees, will not be tolerated. The university will also provide the victim with all the rights and options available, regardless of whether the victim chooses to remain anonymous or not.

Because the university is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including reports that do not identify a victim and/or a specific perpetrator) will also prompt the university to consider broader remedial action—such as increased monitoring, supervision, or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.
VII. Initial Responses to an Incident of Sexual Violence

A. Victim's Response

After an incident of sexual violence, a victim may feel a variety of things, including not fully remembering or understanding what happened, self-blame, denial, physical pain, and/or emotional numbness. NSU's primary concern is the safety and well-being of the victim during this difficult time. Secondary concerns are the apprehension of the assailant and preservation of evidence of the crime.

1. Care for Physical Injuries, Exams, and Physical and Emotional Well-Being

Victims are encouraged to seek medical care for injuries as well as testing/treatment for sexually transmitted infections (if relevant) from licensed medical care providers. Given the importance of collecting evidence if a crime may have occurred, victims of sexual violence are encouraged (but not required) to obtain a forensic sexual assault exam, conducted by specially trained professionals. The closest location to obtain such an exam near the Fort Lauderdale/Davie Campus is the local sexual assault resource center, and it is ideal to call the 24-hour helpline to speak to their confidential staff first.

Nancy J. Cotterman Center
400 NE 4th Street
Fort Lauderdale, Florida 33301

24-Hour Sexual Assault Helpline
(954) 761-RAPE

Any person in Broward County can call the 24-hour Sexual Assault Helpline and confidentially discuss options after experiencing sexual violence. Services provided at the center include crisis intervention, counseling, advocacy, accompaniment, information and referrals, and forensic medical exams for victims of sexual assault and survivors of child abuse. A forensic medical exam can be conducted even if the victim/survivor has not reported the crime to the police (if the victim is 18 years or older). Victims are encouraged to seek an exam as soon as possible, within 120 hours of experiencing sexual violence. Some evidence may be able to be collected after that time. Individuals outside of Broward County can call 800-656-4673 to learn about resources in their location from RAINN (Rape, Abuse, and Incest National Network). Victims are also encouraged to seek out confidential resources who can offer counseling and other services related to mental health care and processing traumatic events.

2. Preservation of Evidence

It is important that victims consider preserving evidence that may help prove that a crime occurred or may help in obtaining a protective order. Even if a victim is not sure what action(s) they may or may not want to take yet, preserving evidence can maximize these choices when a victim is ready to make a decision. If a victim can avoid showering, washing, brushing teeth or hair, changing clothes, or cleaning/removing things from the area where a crime occurred, these steps can help to preserve evidence. It is ideal to have evidence collected within 120 hours, but some may be obtained later. The Cotterman Center will conduct a forensic interview up to 120 hours following an incident. If a victim does need to remove clothing, the items should be placed in a paper bag to preserve them. Even if a victim has already cleaned up from the assault, the crime can still be reported and medical treatment and/or counseling can still be obtained. Beyond physical evidence, there may be other types of evidence, such as text messages, photos, screenshots, photos of injuries, and medical bills. Victims and witnesses are encouraged to save this information and share it with law enforcement.

If any crime happens on campus, the university encourages contacting the NSU Public Safety Department and/or the local police, who can make a report and coordinate collection of evidence from the scene. Often NSU Public Safety and the Davie Police will respond to the scene, and then they will contact the appropriate investigations unit. Davie Police also have a victim advocate. It is important to note that this victim advocate may not maintain the same level of confidentiality as the staff at the Nancy J. Cotterman Center or another rape crisis/domestic violence shelter.

B. University’s Response

This section explains some of the initial responses taken by specific entities at the university.

1. Title IX Coordinator Response

The Title IX coordinator provides coordination of services, options, and information to those affected by sexual violence (and other forms of sexual misconduct). Reports can be submitted online at nova.edu/title-ix directly to the Title IX coordinator. These are reviewed during business hours and then the Title IX coordinator will reach out to any known victim(s) to offer information and assistance. Persons needing immediate assistance can contact NSU Public Safety, Henderson Counseling, the Nancy J. Cotterman Center, or the free and confidential national sexual assault hotline at 800-656-HOPE(4673).

2. Public Safety/Law Enforcement Response

Public Safety is the university entity designated to receive reports of crimes of sexual violence, as well as other incidents affecting the campus. If the incident may constitute a crime that occurred in the jurisdiction of the Davie Police Department, the Davie Police will also respond. If a crime occurred off campus or outside of the city of Davie, Public Safety can assist in locating and contacting the appropriate law enforcement for that jurisdiction.

When public safety or police officers arrive to take a report, they can assist the victim in obtaining medical assistance and with other immediate needs, but they are not confidential resources. They will ask for a brief account of what happened, a physical description of the assailant, and any information about where the individual might be (if known). It is up to a victim how much information he or she wishes to share. For example, a victim who
has experienced trauma may prefer to have one to two sleep cycles to mentally organize information about what has happened before participating in a more detailed interview. However, the police will want to get as much information as they can, as soon as they can, so they can do their part to investigate what occurred.

3. Reports to Responsible Employees

When a responsible employee receives a report of sexual violence (which includes dating violence, domestic violence, sexual assault, and stalking), from a victim or from a third party, the responsible employee will

a. offer to provide the Title IX coordinator’s contact information

b. encourage the victim to seek confidential assistance for medical concerns and counseling

c. inform the Title IX coordinator of the information that has been reported (including any known name[s] of victims or potentially responsible parties) to ensure NSU can offer victims information about their rights, resources, and options for reporting and resolving the incident

Responsible employees must take the above steps for incidents that they observe directly, incidents reported to them, as well as incidents they learn about indirectly, whether they occurred on campus or off campus.

4. Response to Third Party and Anonymous Reports

The university is obligated to respond to reports of sexual violence that are received anonymously and from third parties. In these cases, the Title IX coordinator should be informed of the information and will attempt to communicate with a reported victim in a sensitive manner to ensure the reported victim has information about rights and options. When an anonymous report is submitted through the online form, information about resources appears on the screen when the report is submitted.

VIII. Reporting Sexual Misconduct

A. Behaviors That May Violate the Law

Victims of crimes of sexual violence (including sexual assault, stalking, and dating and domestic violence) have the option to notify—or decline to notify—the proper law enforcement authorities, including NSU Public Safety and local police. Victims also have the option to be assisted by campus authorities in notifying law enforcement authorities if they so choose. NSU encourages the reporting of all crimes to the local police (9-1-1) where the crime occurred and to the NSU Public Safety Department (extension 28999 on campus and (954) 262-8999 off campus). NSU Public Safety can also assist victims in determining or contacting the appropriate municipal, county, or state law enforcement agency that has jurisdiction over the location where the reported crime occurred.

If a victim does not want to pursue criminal charges for the incident, he or she can still provide the police with information about the assault. This information may help the police arrest the assailant and prevent another assault. Information may be provided directly or through a friend or victims’ advocate.

Additional information is available from the state attorney general’s office at myfloridalegal.com/pages.nsf/Main/9051409678BF88C085256CC50075ACF7 for victims with questions about the criminal prosecution process. This Campus Safety Handbook and the Title IX website include contact numbers for local and regional crisis centers for victims of sexual assault and domestic violence. In addition, a victim may contact the confidential RAINN hotline at 800-656-4673 to learn more about local supportive services across the United States.

B. Behaviors That May Violate NSU’s Sexual Misconduct Policy

Possible violations of the university Sexual Misconduct Policy should be reported to the Title IX coordinator for review and resolution. Any member of the university community, as well as those who are not members of the university community (such as visitors, alumni, parents of students, and others) may file a complaint/incident report related to allegations of sexual misconduct (including crimes of dating violence, domestic violence, sexual assault, and stalking, as well as sexual harassment and other noncriminal acts). The following information (when known) is helpful to include in the report:

- date and time of the incident
- description of the incident and behavior(s) that occurred
- name(s), address(es), and phone number(s), of individual(s) involved, if known
- name(s), address(es), and phone number(s) of any witness(es)
- name and contact information of the person making the report (reports submitted anonymously do not need to include this)

The NSU Office of Public Safety and the Office of Residential Life and Housing also generate reports of incidents reported to them, and while these reports may initiate an investigation, it is always preferred to get a report from the victim or someone close to the victim. If a victim experiences trauma from writing a summary of the incident, an appropriate university official may prepare a draft of a written statement based on a verbal account by the victim, which the victim can then review for accuracy.

All reports of sexual misconduct will be investigated by specially trained and designated NSU officials, with oversight as appropriate from the university Title IX coordinator.

Victims should not be deterred from reporting an incident of sexual violence out of a concern of being disciplined for related violations of drug, alcohol, or other university policies. Except in extreme circumstances, such as where they have created a threat to health or safety, university students or employees who are victims of sexual violence will not be subject to discipline.
C. Reporting to NSU for Investigation and Action

NSU has designated most of its employees as “responsible employees,” which means that these employees either have the authority to redress reports of sexual violence, or have the duty to report incidents to those who do. When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the university to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX coordinator all relevant details about the reported sexual violence shared by the victim and convey to the victim that the university will need to determine what happened. This will include the names of the victim and individual(s) reported to have engaged in the misconduct; any witnesses; and any other relevant facts, such as the date, time, and specific location of the reported incident. The university recommends that victims of any form of sexual misconduct report directly to the Title IX coordinator, when possible, to avoid having to share information multiple times. The online report form, available at nova.edu/title-ix is the most efficient and private way to report incidents directly to the Title IX coordinator.

To the extent possible, information reported to a responsible employee will be shared only with those few people responsible for handling the university’s response to the report. Unless there is a serious and immediate threat, a responsible employee should not share information reported by the victim with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.

The following employees (or categories of employees) are the university’s responsible employees:

- president
- provost
- associate provosts
- assistant provosts
- chancellors
- senior vice presidents
- vice presidents
- associate vice presidents
- assistant vice presidents
- Title IX coordinator
- deputy Title IX coordinator
- deans
- associate and assistant deans
- housing RAs
- residence hall staff members
- residence life coordinators
- supervisors and managers
- faculty members and faculty advisers
- international student advisers
- staff advisers
- academic advisers
- student conduct and conflict resolution staff members
- unit HR liaisons/managers/administrators
- athletic director
- associate athletic director
- student advisers
- head coaches
- employee relations managers
- director of recreational sports
- law enforcement first responders
- campus security authorities

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations—and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the responsible employee what happened, but also wants to maintain confidentiality or not pursue any action or investigation by the university, the employee should tell the victim that the university will consider the victim’s request, but cannot guarantee that the university will be able to honor it. In reporting the details of the incident to the Title IX coordinator, the responsible employee will also inform the coordinator of the victim’s request for confidentiality. Responsible employees will not pressure a victim to report or not report.

IX. Protective/Supportive Measures Afforded

A. Academic and Workplace Accommodations

The university is committed to ensuring the safety and well-being of victims of sexual misconduct. Upon receiving a report of sexual violence (which includes dating violence, domestic violence, sexual assault, and stalking), the university will provide the victim, or the victim’s counselor or advocate, with a written explanation of the academic and workplace accommodations available on-campus and through local community resources and will ask victims, or their counselors or advocates, what measures are sought. Victims of nonviolent forms of sexual misconduct may also make these requests.

A student who has been a victim of sexual violence may request an academic accommodation or change in residence after a report of sexual misconduct. An employee who has been a victim of sexual misconduct may request reasonable accommodations to his or her work schedule or location. The specific measures provided to the student
or employee will be made on a case-by-case basis. If the victim or advocate identifies an accommodation that is not already provided by the university, the university will consider whether the request can be granted.

Any victim who has experienced an act of sexual violence who makes a request will receive any available, appropriate, and reasonable accommodation(s), regardless of whether the victim chooses to report the crime to campus Public Safety or local law enforcement. Possible requests include the ability to change academic schedules or work schedules, withdraw from or retake a class without penalty, access academic support such as tutoring services, and change residence hall assignments and transportation accommodations under control of the university. Pursuant to Title IX, in most cases of sexual misconduct, the university will endeavor, to the extent practicable, to change the schedule or accommodations of the responding party prior to changing the schedule or accommodations of the victim, so as to minimize the burden on the victim. Depending on the specific circumstances, this may not always be possible.

B. Interim Measures

In situations where it is necessary, the university will take immediate steps to protect victims pending the final outcome of an investigation. These steps consist of the accommodations listed above in addition to issuing campus no-contact orders and providing access to medical and mental health services, including counseling. Pending resolution of the complaint, the responding party may be prohibited from contacting the victim and may be placed on suspension and/or denied access to campus. Also, the university may change the course or work schedule or residence assignment of the responding party.

The university will maintain as confidential any such accommodations or protective measures provided to victims, to the extent that maintaining such confidentiality will not impair the ability of the university to provide the accommodations or protective measures.

C. Options for Requesting Interim Measures or Supportive Measures

The university offers victims of sexual misconduct (which includes dating violence, domestic violence, sexual assault, and stalking) two options for reporting the misconduct and requesting interim measures required by Title IX. The first option occurs when the victim reports the incident to the Title IX coordinator or to another employee, who ensures that the Title IX coordinator is informed.

The second option allows a victim who has not reported the misconduct to a responsible employee to disclose the misconduct to a confidential resource (such as a professional counselor, nonprofessional counselor, or victim advocate) who, in turn, can request interim measures on the victim’s behalf from the university. Under the second option, victims should be aware that when a counselor or advocate requests interim measures on their behalf from a responsible employee of the university and discloses that the reason for the request is due to the impacts of an act of sexual misconduct, the request may still trigger the university to investigate the incident because of NSU’s obligation under Title IX to protect all members of its campus community. Whether the Title IX coordinator decides that the university can honor the confidentiality request or must pursue an investigation, the victim will be informed of that decision. The Title IX coordinator (or designee) will inform the victim of available interim measures and coordinate appropriate interim measures for the victim, regardless.

D. Implementation of Interim Measures

The Title IX coordinator or designee will collaborate with the appropriate university officials to ensure that interim and/or protective measures can be imposed when necessary. Interim measures are not appealable.

X. Prohibition on Retaliation

The university is committed to a policy that encourages timely disclosure of sexual misconduct, as well as participation by witnesses and harmed parties in the investigation and resolution process. Any person who, in good faith, reports sexual misconduct will be protected from retaliation (defined as adverse action taken because an individual has engaged in protected activities), threats of retaliation, suspension or discharge from an educational opportunity or employment, or any other form(s) or means of discrimination because this person reported an act or acts of sexual misconduct. Participants who experience retaliation should report the incident to the Title IX coordinator, and also to Public Safety or local police if it involves a threat to safety. Retaliation will not be tolerated by NSU.

XI. Accountability and Disciplinary Procedures

In addition to any criminal or civil actions that may be pending or in progress, the university has the obligation to investigate and address incidents that adversely affect its community, and/or otherwise may constitute a violation of university policy. This means that the university reserves the right to pursue its own administrative and accountability processes for students and employees and others impacting the campus.

**Helpful Definitions**

- **Adjudication**: The decision-making step of the investigation and resolution process. Adjudicators are designated NSU officials who have specialized training in areas such as how to evaluate information and credibility, how trauma can affect the brain and memory, and NSU’s policies and procedures.
- **Adviser**: A person selected by the reporting party or responding party to accompany them in any related meeting or proceeding to which the party (respondent or reporting party) is invited. Advisers are not permitted to speak on the behalf of a student, employee, or
complainant, or to participate directly in any meeting or hearing. The adviser’s role is to support/assist the individual who selected them through activities such as passing notes, providing emotional support, and consultation during breaks in proceedings. If a participant receives accommodation under ADA for service provided by a person or requires language interpretation, the participant may still have a separate adviser.

- **Procedures:** All activities related to the resolution of an institutional disciplinary complaint including, but not limited to, investigation meetings, formal or informal meetings, and hearings. Proceedings do not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim, or criminal resolution procedures conducted by law enforcement or the courts to determine if a law was violated.

- **Reporting Party:** The individual who reports the misconduct. In cases where a victim of sexual violence is not the original reporting party, or where NSU initiates an investigation based on notice received outside of a formal report, that victim still has the opportunity to participate in the investigation/resolution, may still receive notice of the result, and retains rights as a victim regardless of participation in the accountability or discipline process.

- **Responding Party:** The individual or entity that has been reported to have engaged in misconduct and has the opportunity to respond to the report and the information obtained in the investigation.

- **Result:** Any initial, interim, and final decision(s) by any official or entity authorized to resolve disciplinary matters within the institution. The notice of outcome will include any sanctions imposed by the institution in relation to violation(s) of the Sexual Misconduct Policy, as well as a rationale for the decision(s) made.

- **Standard of Proof:** The standard of proof used to determine whether the Sexual Misconduct Policy was violated is the “preponderance of the evidence” or “more likely than not” standard. This is often described as “greater than 50 percent.”

Members of the university community (i.e., students and employees) found responsible for sexual misconduct may receive disciplinary actions that could include suspension, expulsion, and/or termination from the university. Such disciplinary action and institutional proceedings will proceed independently of any criminal and/or civil cases involving the victim and/or the responding party. The institutional accountability procedures will provide a fair, prompt, and impartial process from investigation to final result. Such institutional disciplinary or resolution proceedings for reports of sexual violence will be

- conducted by individuals who do not have a conflict of interest or bias for or against the reporting party or the responding party
- conducted by individuals who receive annual training on issues related to sexual misconduct and how to conduct an investigation
- protective of victim safety, respective of the rights of all involved parties, and promoting of accountability for those found responsible for committing violation(s)

In some situations, informal resolution such as mediation or awareness education, may be mutually agreed upon by the reporting party/victim, responding party, and the university. In these cases, the Title IX coordinator will oversee the informal process and retain documentation of it. Mediation or other informal practices will never be used for resolving incidents involving sexual violence, such as sexual assault, but may be useful in some situations where unwelcome conduct and or nonviolent sexual misconduct has been reported.

Absent extenuating circumstances, review and resolution is expected to take place within 60 calendar days from formal notice of the incident and/or request for investigation. If the investigation is expected to take longer than 60 days, the investigator or Title IX coordinator will provide written notice to the reporting party and the responding party of the delay and the reason for the delay. Time frames are approximate and may be adjusted depending on the circumstances. A reporting party or responding party may contact the investigator or Title IX coordinator to inquire into the status of the investigation and/or disciplinary process. Parties will be informed simultaneously, in writing, of the outcome of the process and any subsequent changes thereto, the availability of any appeal procedures, and when the results become final after any appeals.

There may be instances when reported behavior(s) may also constitute a crime and a criminal investigation may be occurring concurrently. In cases where the university’s Title IX investigation may hinder or compromise an ongoing criminal investigation, aspects of the university’s investigation may be temporarily delayed while the law enforcement authorities conduct their fact-finding or evidence gathering. Such delays generally last a few days to two weeks, and the university will continue to provide interim measures and/or take action to ensure the safety of the victim and the campus community.

While all investigations and decisions are made by university officials with specialized training, existing procedures for discipline may be utilized. The Title IX coordinator and legal counsel may be consulted with, and/or involved in, any step in the process, and NSU reserves the right to utilize designees when appropriate.

**Initial Review and Initiation of Investigation**

Upon receipt of a report of sexual misconduct, or upon other formal notice that a violation of the Sexual Misconduct Policy may have occurred, the Title IX coordinator or designee will conduct a timely initial review, usually within
one to two business days, to determine things such as whether an investigation is warranted, whether interim remedies may be warranted, the relationship to NSU of the individual reported to have engaged in the sexual misconduct, and whether the reported behavior(s) are subject to Title IX and/or the Sexual Misconduct Policy. Based on this assessment, the Title IX coordinator will ensure that appropriate action(s) occur. These actions may include

- a meeting with the reporting party to discuss interim measures and ensure the victim has received information about rights and options
- coordination of any supportive, protective, or other interim measures provided by the university
- initiation of an investigation of whether the campus Sexual Misconduct Policy was violated
- discussion with the reporting party of how and when the party reported to have engaged in misconduct will be informed of the complaint and any investigation process
- referral of the information to another university office when the reported behavior warrants review and/or response outside of the Title IX procedures

Depending on the circumstances of the situation and the relation of the reporting party to the university, the Title IX coordinator, an investigator, or another university official may conduct one or more of the above actions. The above actions can happen as soon as within one business day, or they may take several days or longer to occur.

**Resolution Pathways**

There are several pathways that can be utilized to investigate and resolve incidents of reported sexual misconduct, depending on the relationship that the individual or individuals reported to have engaged in misconduct have with the university. These relationships to the university include

- NSU students (undergraduate and graduate)
- NSU employees or individuals/vendors with a contractual relationship to the university
- NSU University School students
- visitors, alumni, or other individuals who are not direct members of the NSU community

For reports of misconduct by individuals who may be student-employees, prospective students, employees enrolled in graduate courses, or who may otherwise have multiple relationships to the university, the Title IX coordinator, in consultation with appropriate university officials, will determine which pathway is most appropriate based on the context of the incident and relationship of the involved parties. For reports involving climate concerns or incidents where a responsible party cannot be identified, the Title IX coordinator may initiate education or climate investigations rather than a formal disciplinary process. As the Title IX coordinator also reviews trends and patterns of all reports, including anonymous ones, educational initiatives may be initiated to target student organizations/athletic teams, academic departments or colleges, campus offices or residence halls, NSU University School classes, or other communities within NSU.

**A. Investigation and Disciplinary Process When a Student Is Reported to Have Engaged in Sexual Misconduct**

The following is the process used to investigate and resolve reports of sexual misconduct exhibited by students, once the Title IX coordinator has determined that a formal investigation is warranted.

1. **Notice**

The reporting party is typically aware that an investigation has begun as a result of filing a report. If the reporting party is not the victim, the Title IX coordinator will ensure that the victim receives opportunity for notice of any investigation being initiated, and of the aspects of the policy that are being investigated.

The responding party is also entitled to receive notice of the aspects of the violation that are reported to have been violated. Depending upon the specific circumstances of the case, this notice may be provided after the investigator has met with the reporting party. The responding party will be provided with an opportunity to review the notice prior to being interviewed by the investigator and has the right to review the notice of possible violations and the Sexual Misconduct Policy prior to providing any information about the incident reported. If the responding party decides to talk about the incident prior to reviewing the notice, any information shared may still be utilized in the investigation and resolution process. Such notice may occur the same day that NSU receives and reviews the incident report, or it may occur several days later. For example, law enforcement may request that the campus investigation be temporarily delayed for one–two weeks while evidence gathering occurs in a criminal investigation.

2. **Investigation**

The investigator will make all reasonable attempts to first offer the reporting party (or the victim) an opportunity for a meeting to

a. ask any questions about the investigation process
b. share as many details as possible about the incident
c. provide any information that may be useful in the investigation, such as photographs, screenshots, emails, etc.
d. describe any impacts the reported misconduct had on the victim’s participation or success in academic programs or activities
e. offer the names of witnesses who may have witnessed the incident itself, as well as behaviors relevant to the investigation that may have occurred right before or after the incident

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The investigator will keep the reporting and responding parties informed of the status of the investigation as appropriate, including any delay(s) and the reason(s) for such delay(s).

The investigation includes speaking with the responding party and any individuals who may have information related to the reported incident. The Title IX coordinator is kept apprised of the information gathered through the investigation and its status. Depending on the complexity of the investigation, it may take a week or several weeks to complete. If the investigation will not be completed within 60 days, both parties will be informed of that and the reason for the delay.

During the investigation process, the reporting party and responding party will be able to review and respond to any information that will be used to determine whether a violation occurred, and also to determine what (if any) sanctions may be appropriate. Both the reporting party and the responding party have the opportunity to share information about the incident(s), provide the names of witnesses to be interviewed, and respond to contradictory information. This will be done separately through meeting(s) with the investigator. Character witnesses, unrelated and irrelevant past sexual behaviors, and other such information are excluded from the investigation.

When the investigator has gathered all the information available, an investigation summary will be prepared. It will include

a. a summary of the incident as reported by the reporting party
b. a summary of the incident as reported by the responding party
c. any additional information obtained during the investigation that is relevant to determining whether the reported individual is responsible or not for committing violation(s) of the Sexual Misconduct Policy, such as summaries or statements from witnesses
d. any supporting documentation, such as screenshots, photos, incident or police reports, or other items
e. the investigator’s assessment(s) of credibility of interviewed parties and/or information
f. an investigative analysis and conclusion(s)

Both parties are then provided with an opportunity to review the investigation summary and provide any response to it. After reviewing the investigation summary, both parties are also given the opportunity to provide any information to be considered regarding personal impact, unique circumstances, or other factors that do not relate to determining whether or not a policy was violated, but that may be useful in determining sanctions. Any information shared by one party may be reviewed by the other party. The only exception is, if the responding party has a record of misconduct, that information will be shared with the adjudicator after the determination of responsibility has been made; the reporting party will not be informed of that unrelated conduct history.

Once the investigation summary has been completed and the parties have had the opportunity to review it, the investigation summary will be forwarded to the Title IX coordinator. Any information pertaining solely to sanctioning will be provided separate from the investigation summary to minimize bias on the part of the adjudicator.

3. Adjudication

The Title IX coordinator provides the investigation report to a trained adjudicator, usually the assistant dean for student development or designee, who is free from conflicts of interest. The adjudicator reviews the investigation summary and any included information (all of which both parties have already seen and have had the chance to respond to) and makes the determination, based on the preponderance of the evidence standard, as to whether the responding party was responsible or not for committing a violation of the Sexual Misconduct Policy. The adjudicator then informs the Title IX coordinator that a decision about responsibility has been made.

If the adjudicator determines that the Sexual Misconduct Policy was violated, the adjudicator will receive the information pertaining to sanctioning so he or she can determine appropriate sanctions. If the adjudicator determines that no violation of the Sexual Misconduct Policy has occurred, the adjudicator will not receive the information relevant to sanctioning.

The adjudication generally should occur no later than one week after the adjudicator receives the investigation summary.

4. Notification of Decision

Within one week of receiving the investigation summary, the adjudicator will provide simultaneous notice of the decision to the reporting party and the responding party, as well as to the Title IX coordinator. The notice of decision will be sent via email to the parties’ NSU email addresses. Additional copies may be provided by personal delivery, postal mail, or other means, if determined necessary by the adjudicator and/or the Title IX coordinator.

The notice of decision will include

a. a finding of responsible or not responsible for violation of the Sexual Misconduct Policy, including information on the specific aspects of the policy that were in question
b. a rationale for the finding(s)
c. a description of any sanction(s) to be imposed
d. a rationale for the selection of sanction*
*If the responding party had prior conduct sanction(s) that impacted the sanctions issued in a situation, the reporting party/victim will only be informed that there may have been prior circumstances involving the respondent that contributed to the sanctions that were applied in this case.

In the case that the victim of sexual misconduct is not the reporting party or chose not to participate in the investigation or resolution, the victim still has the right to receive notice of the results.

5. Appeals

Both the responding party and the reporting party have the opportunity to appeal the decision of responsibility and/or the sanction(s) based on any one of the following:

a. new, relevant evidence that was not available during the investigation or adjudication that would substantially alter the outcome of the case

b. information that procedures (as published on the Title IX website) were not followed and the deviance would substantially alter the outcome of the case

c. that the sanction(s) do not relate appropriately to the violation(s)

An appeal must be made in writing and must explain the basis for appeal. The written appeal must be received by the vice president for student affairs within five business days of NSU sending the notice of decision. Upon receipt of an appeal, the vice president of student affairs will notify the Title IX coordinator. The Title IX coordinator will notify the other party in the case that an appeal has been received, and will provide up to five business days for the other party to provide any additional information in writing that he or she would like considered in the appeal review.

The Title IX coordinator will ensure that any information submitted by the parties for consideration is provided to the vice president of student affairs who will review the appeal(s) and issue a decision within 10 business days of receiving the appeal information. The vice president of student affairs may review the investigation summary and decision letters in considering the appeal. The decision of the vice president of student affairs will be final.

At the conclusion of the process, both parties are welcome to contact the Title IX coordinator to provide any feedback about their experience during the proceedings.

6. Records of Proceedings

The records (i.e., investigation summary, sanctioning information, and copies of letters sent) of proceedings involving students are subject to the Family Educational Rights and Privacy Act (FERPA) and the university respects the privacy of the individuals involved. While the investigation is focused on determining violations of the Sexual Misconduct Policy, relevant information may also be used to address other violations committed. As the university does not wish to deter reporting or full participation in the investigation process, violations that do not pose a threat to health or safety will not be pursued.

The university recognizes that reporting and responding to reports of sexual misconduct may be difficult at times and encourages all involved parties to utilize confidential resources offered through the university during and after the disciplinary process as appropriate. The university does not issue nondisclosure agreements or prohibit individuals from discussing their experiences; however, all parties should take caution to avoid illegal acts such as libel or slander.

If there are sanctions that require campus offices or entities to enforce, or when university employees have a legitimate educational interest in the information, a separate notice containing only the information necessary will be provided by the adjudicator. For example, if the responding party is suspended, dismissed, or expelled from the university, written notification of the sanction is provided to the dean of the student’s academic program and appropriate university administrative offices. If the violation has implications to the standards of practice or supplementary standards of the student’s academic program, the relevant information regarding the responding party is sent to the responding party’s academic program dean (once the matter is subject to a final, nonappealable disposition). No personally identifiable information about the reporting party will be shared.

Records will be maintained in accordance with relevant record keeping practices, including compliance with the Clery Act, which requires some records to be maintained for a minimum of seven years. Students may view their FERPA-protected education records pertaining to sexual misconduct, but they may not receive copies of them.

7. Sanctions

When a student is found to have violated the Sexual Misconduct Policy, one or more sanctions from the Student Code of Conduct may be imposed. NSU does not have mandatory minimums or prescriptive sanctions. Factors considered by adjudicators when determining sanctions include, but are not limited to, the nature and egregiousness of the behavior, any prior misconduct and sanctions, and impacts of the behavior.

Available Sanctions

Expulsion

Permanent dismissal from the university with no right for future readmission under any circumstances. A student who has been expelled is barred from campus visiting privileges.

Suspension

Mandatory separation from the university for a period of time specified in an order of suspension. An application for admission will not be entertained until the period of separation indicated in the suspension order has elapsed. Readmission is subject to approval of the university. During the period of suspension, the student
is barred from campus visiting privileges, unless specific permission is granted by the vice president of student affairs or his or her designee. Suspensions may range from one term to several years.

**Temporary Suspension**
Action taken by the vice president or assistant dean for student development that requires a student’s temporary separation from the university until a final determination is made of whether or not a student has committed the reported offense.

**Final Disciplinary Probation**
A disciplinary sanction serving notice to a student that his or her behavior is a flagrant violation of university standards, under which the following conditions exist.

- The sanction is for the remainder of the student’s academic career and may be reviewed by the vice president of student affairs no sooner than two regular academic semesters or equivalent after the sanction is imposed.

  After two semesters in attendance, a student may initiate a request, in writing, for reduction of the sanction to Disciplinary Probation, but must also demonstrate reason to substantiate the request.

- Another violation of the Code of Student Conduct and Academic Responsibility will result in the minimum of suspension being imposed if the student is found in violation.

**Disciplinary Probation**
A disciplinary sanction serving notice to a student that his or her behavior is in serious violation of university standards. A time period is indicated during which another offense of dating violence, domestic violence, sexual assault, stalking, or violation of the Code of Student Conduct will automatically raise the question of a more severe sanction (suspension or expulsion) if the student is found in violation.

**Disciplinary Warning**
A disciplinary sanction serving notice to a student that his or her behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance, after which it is expunged from the student’s file.

**Verbal Warning**
A verbal admonition to the student by a university staff member that the student’s behavior is inappropriate. A verbal warning will be noted in the student’s file.

**Restitution**
Payment made for damages or losses to the university, as directed by the adjudicating body.

**Restriction or Revocation of Privileges**
Temporary or permanent loss of privileges, including, but not limited to, the use of a particular university facility, visitation privileges, and parking privileges.

**Termination or Change of Residence Hall Agreement/ Accommodation**
A disciplinary sanction that terminates or changes the Residence Hall Agreement/Accommodation. This should be accompanied by another form of disciplinary action. It is considered permanent unless lifted by the vice president of student affairs, the assistant dean for student development, the director of residential life, or their designees.

**Counseling Intervention**
Mandatory assessment and/or referral to receive assistance from a licensed care provider.

**Other Appropriate Action**
Disciplinary action not specifically outlined above, but approved through the vice president or assistant dean for student development or their designees.

**B. Investigation and Disciplinary Process When an Employee Is Reported to Have Engaged in Sexual Misconduct**
All employees, including faculty and staff members and administrators, are required to comply with the NSU Sexual Misconduct Policy. Reports of sexual misconduct from an employee against another employee will be handled through the Employee Relations Unit of the Office of Human Resources in accordance with its procedures for handling employee complaints. The Title IX coordinator will meet periodically with the managing director of employee relations and employee relations staff members to discuss specific incidents and trends. Reports of sexual misconduct from a student against an employee will be assigned to the Employee Relations Unit by the Title IX coordinator and processed pursuant to the university’s Title IX complaint procedure. More information about the procedures used to investigate and resolve reports of sexual misconduct by employees will be made available on the Title IX website.

Sanctions and corrective actions against employees found to have violated the Sexual Misconduct Policy include:

- verbal or written warning
- formal counseling
- demotion
- probation
- suspension with or without pay
- dismissal/termination from employment

**C. Investigation and Disciplinary Process When an NSU University School Student Is Reported to Have Engaged in Sexual Misconduct**
The NSU University School (USchool) educates students in junior kindergarten through 12th grade in its lower, middle, and upper school divisions. The NSU Sexual Misconduct Policy applies to USchool, in addition to age-appropriate policies and procedures outlined in the NSU University School. 

**Reports of sexual misconduct** from students will be handled by the appropriate authority, as outlined in the Title IX and Sexual Misconduct policies. All employees, including faculty and staff members and administrators, are required to report suspected or confirmed incidents of sexual misconduct to the Title IX coordinator. The Title IX coordinator will take appropriate action to address and resolve sexual misconduct incidents.

**Institutional Response**
The Title IX coordinator will receive the report of sexual misconduct from an employee or student and will conduct an investigation. The Title IX coordinator will consult with the Title IX committee and vice president of student affairs to determine the appropriate course of action.

**Counseling Intervention**
Mandatory counseling and assistance to receive assistance from a licensed care provider.

**Other Appropriate Action**
Disciplinary action not specifically outlined above, but approved through the vice president or assistant dean for student development or their designees.

**Disciplinary Probation**
A disciplinary sanction serving notice to a student that his or her behavior is in serious violation of university standards. A time period is indicated during which another offense of dating violence, domestic violence, sexual assault, stalking, or violation of the Code of Student Conduct will automatically raise the question of a more severe sanction (suspension or expulsion) if the student is found in violation.

**Disciplinary Warning**
A disciplinary sanction serving notice to a student that his or her behavior has not met university standards. This sanction remains in effect for a designated number of semesters of attendance, after which it is expunged from the student’s file.

**Verbal Warning**
A verbal admonition to the student by a university staff member that the student’s behavior is inappropriate. A verbal warning will be noted in the student’s file.

**Restitution**
Payment made for damages or losses to the university, as directed by the adjudicating body.

**Restriction or Revocation of Privileges**
Temporary or permanent loss of privileges, including, but not limited to, the use of a particular university facility, visitation privileges, and parking privileges.
**Student/Parent Handbook.** Reports of sexual misconduct exhibited by a USchool student will be resolved under the coordination of NSU’s Title IX coordinator or designee, and will follow applicable procedures for discipline outlined in the USchool Student/Parent Handbook.

**NSU University School Discipline Procedures Related to Title IX Compliance/Sexual Misconduct**

In accordance with Title IX of the Educational Amendments of 1972, the NSU University School utilizes prompt and equitable resolution procedures to investigate and resolve reports of sexual misconduct, including sexual harassment and hostile environment. Upon learning about an incident of potential sexual misconduct, NSU University School provides an age-appropriate response that is compliant with Title IX while also consistent with the relevant aspects of the discipline procedures outlines in the NSU University School Student/Parent Handbook. Similar to other forms of misconduct, NSU University School seeks to resolve reports of sexual misconduct at the most appropriate level relative to the reported violation, and recognizes the importance of ensuring that those involved in investigating or responding to reports of sexual misconduct - especially sexual violence - are well-trained and free from conflicts of interest. The following provides parents and students with information about the additional procedures and precautions used to investigate, respond to, and resolve reports of sexual misconduct. More information can be found online at nova.edu/title-ix or by contacting Laura Bennett, NSU’s Title IX Coordinator.

**Reporting/What to Do**

In general, students should consider reporting any behavior (including verbal, physical and other forms of conduct) that adversely impacts them to the point where they are limited or are not able to participate in class or any other NSU University School activity (including extracurricular and athletic activities). Students who feel that they have been a victim of sexual misconduct are encouraged to report the situation as soon as possible so that NSU University School can address it. Students who want action, investigation, or other response from NSU University School can report to 1) their guidance counselor; 2) a member of the administration such as the school director or assistant director; or 3) Laura Bennett, the Title IX Coordinator for Nova Southeastern University, including NSU University School. While students are encouraged to report concerns directly, NSU University School also looks into reports from parents and third parties. Teachers, guidance counselors, coaches, and other NSU University School employees (other than the confidential resources listed below) are required to report incidents of sexual misconduct to the Title IX Coordinator.

**Confidential Resources**

Students seeking confidential assistance can speak with the school psychologist, Peter Caproni, Ph.D., and/or his staff. They have an office in the administrative suite in the Sonken Building, directly behind the receptionist desk. Their office number is (954) 262-4447. Caproni’s email address is pca491@nova.edu. Students can make an appointment or drop in. Students should be aware that in some cases, even these confidential resources may have professional obligations to report crimes committed against minors.

**Investigation and Discipline Procedures**

All reports are taken seriously and often require an investigation to determine what happened. Upon receiving a report of sexual misconduct the Title IX coordinator or designee will conduct a timely initial review to determine things such as whether an investigation is warranted, whether interim remedies may be warranted and whether the reported behavior(s) are subject to the Title IX and/or Sexual Misconduct Policy. Below is a summary of the procedures used to investigate and address reports of sexual misconduct. More details may be found on the Title IX website at nova.edu/title-IX.

- Investigations are typically conducted by an associate director, who may be assisted by the NSU Title IX investigator/Deputy Title IX coordinator, depending on the nature and severity of the incident. The investigator(s) may be assigned by the Title IX coordinator, depending on the nature and severity of the report of the incident.

- During an investigation, interim action may be taken to protect one or more students in the school. This may include provisional suspension, no-contact orders, or alternate schedules.

- If there is a simultaneous criminal investigation occurring, NSU University School may have to temporarily delay part or all of its investigation so as not to jeopardize any criminal investigation.

- The investigation typically involves interviewing the student(s) who is reported to have experienced the sexual misconduct (referred to as the “reporting party”), interviewing the person(s) reported to have engaged in the sexual misconduct (referred to as the “responding party”), and any witnesses.

- During the investigation, students who are a reporting party or responding party in a case involving sexual violence (including sexual assault, dating/domestic violence, and stalking) may have a person of their choosing accompany them to any meeting or interview conducted by the NSU University School. They also have a right to know the aspects of the campus policy under investigation.

- Parents will be informed of any interview with a student witness of an incident, a student-reporter or responder. Students who do not appear to have been involved in misconduct may be interviewed as witnesses prior to parental notification. Depending on the severity of a situation, NSU University School may need to speak with a student prior to contacting parents.

- An investigation summary will be prepared by the investigator, subject to approval by the Title IX coordinator, which describes the key pieces of information as well as conclusions as to whether, based on a preponderance
of the evidence, the information substantiates that the sexual misconduct policy was violated.

- The reporting and responding student (and parent/legal guardian) will receive written notice of the outcome(s), and will be given an opportunity to review the investigation summary.
- If the investigation substantiates that a violation of the sexual misconduct policy occurred, NSU University School follows its procedures for imposing discipline, while ensuring equity of opportunity for the reporting and responding parties in any such proceeding.
- In cases where an executive committee is convened to consider expulsion due to sexual misconduct, equitable procedural rights will be provided to the reporting party/victim and the responding student. Unless there is a legitimate educational reason under FERPA, the names of any students will be redacted from the investigation summary report shared with the executive committee.
- While the investigation is focused on determining violations of the Sexual Misconduct Policy, relevant information may also be used to address other violations committed. As NSU University School does not wish to deter reporting or full participation in the investigation process, in most cases violations that do not pose a threat to health or safety will not be addressed through the disciplinary process. NSU University School recognizes that reporting and responding to reports of sexual misconduct may be difficult at times and encourages all involved parties to utilize confidential resources offered through NSU University School during and after the disciplinary process as appropriate.

D. Resolution Process When Non-NSU Community Members Are Reported to Have Engaged in Sexual Misconduct

NSU’s obligations under Title IX to ensure that its campus and programs are free from sexual misconduct and discrimination sometimes mean that NSU has to respond to behavior exhibited by individuals or entities over whom it has limited control. In these occasions, the Title IX coordinator will guide NSU’s response in collaboration with appropriate entities. For example

- If a student from another college or university visits the campus and sexually assaults an NSU student, NSU can inform its student of the opportunity to file a complaint with the other institution, and can share the information reported with that institution.
- If a person unaffiliated with the university engages in sexual harassment, that person may be banned from accessing the campus property.
- If there are anonymous online communications directed at members of the NSU community that create a hostile environment, NSU may be able to initiate educational campaigns or assist affected parties with contacting social media applications.
- For any incident that occurs on campus or at an NSU-affiliated event, NSU can offer supportive or protective measures to a victim or other harmed party.

Any person may file a complaint under NSU’s Sexual Misconduct Policy, including visitors to campus, parents of students, prospective students and employees, and others. However, as responding parties, these individuals do not retain rights offered to members of the NSU community, and NSU reserves the right to take actions like those above without conducting an extensive investigation.

XII. Educational Programs Available to Students and Employees for Raising Awareness and Prevention

The university, through the coordination of the Title IX staff and the collaboration of the Division of Student Affairs, the Office of Human Resources, the Office of Residential Life and Housing, and the NSU Public Safety Department, provides culturally relevant, educational, and informational programs and materials regarding the awareness, prohibition, and prevention of dating violence, domestic violence, sexual assault (including rape, acquaintance rape, and other sex offenses), and stalking.

A. Primary Prevention Programs

In order to provide baseline education for all of the NSU community, NSU implemented online training through EverFi. This was offered to all employees during the fall 2017 semester. Since that time, all new employees are expected to complete the training within their first 90 days, which has resulted in NSU having more than 3,000 employees complete the training, yielding a 95% completion rate. The employee education includes information about sexual harassment and discrimination and other requirements of Title IX and VAWA training. This information is reiterated to new employees during the in-person New Employee Orientations, held biweekly.

In January 2018, online training was offered to all current students, with nearly half completing the training. Starting in summer 2018, all incoming new NSU students are enrolled in the online training. Some academic colleges mandate that their students complete the training. As of September 15, 2018, more than one-third of incoming new NSU students completed the training.

These programs are designed to assist NSU in meeting requirements for primary education and prevention, as well as providing a common ground for ongoing education. The educational programs provide information for both traditional-age undergraduates and adult learners. The programs cover topics such as

- alcohol, drugs, and sexual assault-harm reduction
- safe and positive bystander intervention options
- prevention of stalking and relationship violence
- attitudes and behaviors, including the harm of “rape myths”
B. Ongoing Awareness Programs

Historically, prevention programming has been student-driven each year, with a focus on Take Back the Night in April. Starting in 2016–2017, the Title IX coordinator and deputy coordinator have increased the coordination of this programming and have developed extensive awareness and prevention programs, designed to fit the needs of NSU. Throughout the year, these programs are offered to students and employees based on request as well as risk or need identified by the Title IX coordinator. The programs consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels. The deputy Title IX coordinator maintains a comprehensive programming calendar. In addition to the traditional Sexual Assault Awareness Month activities in April, the following types of programs have been implemented to support ongoing prevention efforts.

- Development of customized workshops based on needs, including “Student Athletes: Sex, Drugs, and Alcohol”; “Title IX for Access Plus Students”; “Preparing to Enter Clinical Settings”; and “Healthy Relationships in the Islamic Faith”.
- Development of a Title IX workshop library adaptable for all audiences, including:
  - Attitudes: Deconstructing Myths about Sexual Assault
  - Because I Love You (#ThatsNotLove)
  - #BehindthePost
  - Bringing in the Bystander
  - Escalation: Examining the Signs of an Unhealthy Relationship
  - Finding Your Words: Exploring Consent
  - Lean on Me: Sharks Supporting Survivors
  - Lessons for a Wingman/Wingwoman
  - Men of Action: What Men Can Do to Reduce Sexual Violence
  - Real Talk: Healthy Dating in the Age of Tinder & Grindr
  - Sex, Drugs, and Alcohol
  - Title IX staff provided an average of 40 in-person workshops each semester
  - We Are Called
  - Where is the Line? Understanding Sexual Harassment

In addition to the online training, the Title IX staff provide information about campus safety and sexual misconduct prevention at each on-campus New Student Orientation, as well as through several virtual orientations, reaching more than 1,000 new students each summer. Title IX staff also present in UNIV 1000 classes, and starting in fall 2018, all UNIV 1000 instructors are provided with activities designed to allow new undergraduate students the opportunity to engage, in person, with the prevention strategies outlined in the NSU Sexual Misconduct Policy.

Given the nature of graduate and post-doctoral students, the Title IX staff partners with academic divisions to offer discipline-specific education. This model includes

- providing discipline-specific information and case studies at college orientations
- providing an overview of sexual harassment cases within a given profession
- identifying and helping students to overcome risks associated with clinical or other settings
- collaborating with faculty members to discuss sexual harassment in the context of professional ethics and standards

Specialized training is developed regularly for key employee groups. These include but are not limited to

- NSU Public Safety and the Davie Police Department
- athletic coaches and staff
- faculty members, including nursing, dental medicine, and writing and communication
- Enrollment Student Services staff
- Grande Oaks Golf Club maintenance staff (offered in Spanish and Creole)
- Residential Life front desk staff and RA’s
- orientation leaders

The Title IX staff also have initiated regional campus visits. During this time, they offer training to students and faculty and staff members. They also meet with local agencies to develop and sustain relationships with local law enforcement, rape crisis centers, victim advocates, domestic violence shelters, and state attorneys. It is anticipated that by the spring 2019, each regional campus will be visited so that these students have the opportunity to receive in-person training from the Title IX staff.

In addition to the baseline education offered to all students, prevention education for undergraduate students is targeted to the communities within which they belong—student organizations, athletic teams, residential communities, Greek organizations, and study abroad/international students. All residential buildings have hosted workshops during the first six weeks of school during fall 2018, and all athletic teams will receive education within their team at least once during the academic year.
topics such as defining sexual harassment, the differences between flirting and sexual harassment, risk reduction, and how to help others being harassed. In fall 2018, the Middle School hosted an assembly followed by single-sex breakout sessions with the Title IX staff. The Upper School hosted all-school assemblies as well as advisory lessons on healthy relationships, consent, relationship boundaries, and flirting vs. harassment.

In support of the awareness and educational programs, a variety of campus offices and entities provide additional programming, often in collaboration with the Title IX staff. The Division of Student Affairs (DOSA) conducts training sessions for staff members, including students in student affairs, residential life, orientation, and athletics. These sessions are focused on sexual misconduct (which includes dating violence, domestic violence, sexual assault, and stalking). The Henderson Student Counseling Center also provides ongoing and sustained prevention and awareness education to students in the form of brochures with information on sexual assault, promoting healthy communication between partners, and risk-reduction strategies for dating.

In addition, safety and security information programs and general information are provided by the offices within DOSA, including the Office of Residential Life and Housing and the College of Undergraduate Studies. Additional educational sessions are conducted by staff members within DOSA, as well as by Public Safety personnel.

C. Bystander Intervention

The university expects all members of the campus community to take reasonable and prudent actions to prevent or stop acts of sexual misconduct (which includes dating violence, domestic violence, sexual assault, and stalking). Educating and engaging bystanders are effective ways to help prevent these types of acts. Bystanders can help in several different ways, including direct intervention, seeking assistance from authority figures, notifying campus security, or calling state or local law enforcement. Moreover, section 794.027, Florida Statutes, imposes a duty, under certain circumstances, upon people who observe the commission of the crime of sexual battery to seek assistance for the victim.

It is important to understand that no individual has the right to be violent, regardless of whether people are in a relationship. Recognizing when acts of sexual misconduct (which includes dating violence, domestic violence, sexual assault, and stalking) are occurring is the first step to intervention. NSU has adopted a bystander intervention model designed to help students use their NSU Edge to intervene safely.

Use your NSU Edge: Dominate the Moment

- Evaluate the Situation
- Determine a Plan
- Give Assistance
- Exit Safely

To that end, workshops offer strategies for students to identify ways to direct, delegate, or distract, when a friend is in trouble. Examples include:

- Direct: Speak to the person in trouble, ask the offending person to leave, use body language to communicate disapproval, or use humor if appropriate.
- Delegate: Ask a friend to get help or report to Public Safety or police.
- Distract: Create a distraction by asking the person to come with you, tell a joke, interrupt, or otherwise change the dynamics of the situation.

D. Risk Reduction

The programs previously mentioned, including those that are sponsored by the Division of Student Affairs, Women In Distress, and the Henderson Student Counseling Center, present options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and help individuals and communities address conditions that facilitate violence. It is the hope of the university that these programs will educate the community to reduce the prevalence of sexual misconduct (which includes dating violence, domestic violence, sexual assault, and stalking) and to provide help to those who fall victim to such offenses. While violence is never the victim's fault, there are some ways to reduce risk of a crime occurring. RAINN (Rape, Abuse, and Incest National Network) offers several tips at [https://www.rainn.org/articles/staying-safe-campus](https://www.rainn.org/articles/staying-safe-campus) including:

- know your resources
- stay alert
- make others earn your trust
- protect your drink
- create safety plans

Unwelcome behavior is at the root of acts of sexual misconduct. One of the best ways to reduce risk is to ensure that you have consent before engaging in sexual behavior.

Sex Offender Registry and Access to Related Information

Incarceration may temporarily remove a sex offender from the streets, but it does nothing to prevent the offender from committing another crime when released.

Section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921) and the Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information concerning registered sex offenders. It also necessitates that sex offenders already required under state law to register in a state provide notice to each institution of higher education in that state where he or she is employed, carries on a vocation, volunteers services, or is a student.
The Florida Department of Law Enforcement maintains a system for making certain registry information on violent sex offenders publicly available by means of the Internet. The information made available includes the offender’s name; all aliases that he/she has used or under which he/she may have been known; his/her vital statistics including date of birth, race, sex, hair color, eye color, height, and weight; last reported address; and a photograph.

Pertinent website addresses for securing related information are
https://offender.fdle.state.fl.us/offender/homepage.do
http://www.sheriff.org/sexualpredators
http://sor.pr.gov/

Please see the APPENDIX, beginning on page 76 for Clery crime statistics definitions and state statutes pertaining to domestic violence and sexual assault.

Alcohol and Drug Use Policies
NSU has established rules and regulations on the use and abuse of drugs and alcohol on university campuses and at university events.

The unlawful manufacture, distribution, dispensation, sale, possession, or use of drugs and the abuse of alcohol are prohibited in and on Nova Southeastern University owned or controlled property and as a part of any activities. No NSU employee or student is to report to work or school while under the influence of drugs or alcohol.

The enforcement of federal, state, and local laws pertaining to underage drinking; possession, use, and sale of drugs; and any other criminal occurrences is referred to the law enforcement agency having jurisdiction.

University policies for students and employees comply with the Drug-Free Schools and Communities Act (Pub L No 101-226, title 34 C F R , part 86) and include a description of drug and alcohol abuse education and resource programs and agency locations (Students, see the NSU Student Handbook, available at nova.edu/student-handbook; employees, see the NSU Employee Policy Manual at nova.edu/portal/hr/policies/index.html).

Note: Also see the university’s Tobacco-Free Policy on page 4 of this handbook.

Campus Safety and Security Programs and Information Systems
The university uses several programs and systems to inform students and employees about campus security procedures and practices. The university encourages students and employees to be responsible for their own safety and the security of others.

1. A general campus safety handbook (this document), containing informative and educational material regarding crimes and threats to students and employees, is provided. Also included are contact telephone numbers for campus security (Public Safety), law enforcement agencies, and other resource agencies.

2. An informational and educational lecture program identified as “Shark Watch” is available. Professional public safety crime-prevention practitioners instruct students and employees in security and safety matters and concerns. Recommendations on how to prevent or deal with such concerns are provided in these lectures.

A full explanation of Nova Southeastern University’s policies on safety and security, as well as university programs and systems available to eliminate or reduce those threats, is also provided. Lectures are presented during student and employee orientation and upon request by calling (954) 262-8999.

3. The NOVALERT announcement program uses the campus safety handbook, as well as posted information on general security assistance contacts, emergency procedures and resource contacts, and special security announcements and information in reference to immediate concerns. Special announcement bulletins regarding safety and security are posted on campus and Residential Life bulletin boards and on facility access doorways.

4. Safety and security informational programs and information are provided by the offices of Student Services and Residential Life (campus housing) in the form of personal contact, student orientation, and informational booklets and lectures by campus Student Life staff members and student leaders, as well as by Public Safety personnel.

5. The university actively participates in suicide and violence prevention programs, informing the university community about the risk factors, protective factors, and warning signs of suicide and violence. Information on, and how to locate resources about, responding to troubled individuals are also presented. Presentations are also provided on other prevention-related topics, including stress management and test anxiety.

6. The university actively participates in emergency preparedness and response training. The NSU Public Safety Department has recently implemented a new training program on what to do and how to react in various dangerous situations, involving both environmental and active shooter confrontations. Such training provides guidance in the event that one of these situations arises. Emergency preparedness and response training is mandatory for all employees and is presented at all new-employee orientations. In addition, emergency preparedness and response training is available online for the student community and is referenced at all new-student orientations.

7. SEA Thursday has become a welcomed tradition at the university. The event is hosted biweekly at the UC Spine from Noon–1:00 p.m. on Thursdays, where the campus gathers for
free food, music, and other themed activities organized by the SEA Thursday chair. Clubs and organizations on campus, as well as outside vendors, are welcome to host tables to inform NSU students of on- and off-campus opportunities. The NSU Public Safety Department is committed to active participation and student engagement at SEA Thursday and will make important SharkWatch crime prevention information, including topics on sexual assault violence prevention, available to those who attend.

8. 24-hour, daily emergency communication telephone service is available to any student, on any NSU campus, through the Public Safety Department. The number is published in campus periodicals, posted on campus, and identified as the NOVALERT telephone number, (954) 262-8999.

9. The university’s Title IX website (nova.edu/title-ix/) provides information on additional educational programs available for raising awareness and prevention of sexual violence, as well as information for reporting sexual misconduct and a simplified explanation of all rights and resources available to any victim.

10. NSU supported National Safety Month in June 2018 by hosting its second annual Safety Fair. National Safety Month is designed to raise awareness about reducing leading causes of injuries and accidents. During the NSU Safety Fair individuals were encouraged to discuss safety at work including how they can help identify risks and keep their work environment safe. The NSU Safety Fair was coordinated by the NSU offices of Facilities Management/Environmental Health and Safety, and Risk Management—in conjunction with a host of other NSU departments.

**Emergency Preparedness and Response Training**

At NSU, our first priority is the safety of our students, faculty, staff, and visitors. As part of our ongoing emergency preparedness efforts, the NSU Public Safety Department facilitates a training program on what to do and how to react in various dangerous situations, involving both environmental threats and active shooter confrontations. This training is designed to provide guidance in case one of these natural or man-made situations arises. Emergency preparedness and response training is mandatory for all NSU employees and staff members and is available to all students on the NSU Public Safety webpage at nova.edu/publicsafety/.

Public Safety conducts training at all NSU campus locations on evacuation procedures, active threats, and situational awareness. Our preparedness activities include active-shooter response exercises to help increase first responder capabilities.

**Homeland Security**

All Public Safety Officers are trained in conjunction with the United States Department of Justice and the Department of Homeland Security in a comprehensive Homeland Security training program. Public Safety officers are skilled observers dedicated to vigilant patrol and protection of the NSU community.

Additionally, all NSU Public Safety officers and communications operators complete FEMA IS-00907 active shooter training.

**Safety Hazards Identification and Remediation Program (DANGER RANGER)**

Public Safety Officers work in partnership with the NSU Physical Plant Department and the NSU community to ensure a safe environment for all by identifying and correcting any and all safety hazards observed by anyone on campus and reported to them. Public Safety supervisors coordinate daily inspections of all exterior lighting on campus, as well as the testing of all emergency phones.

The inspection and maintenance of locks, doors, windows, lights, and alarms are coordinated by both the Public Safety Department and the Physical Plant Department.

**First Aid**

NSU Public Safety’s protective caregiving includes first aid training and automated external defibrillator and cardiopulmonary resuscitation (AED/CPR) certification for all Public Safety officers.
Lost and Found
The NSU Lost and Found center is located within the Public Safety Security Operations Center at the Campus Support Building on the Fort Lauderdale/Davie Campus. Our lost and found center is open 7 days a week from 6:00 a.m.–midnight. Phone inquiries are welcome 24/7.

To inquire about or report any lost or stolen item, call NOVALERT at (954) 262-8999.

Note: A picture ID is required to claim property.

Water Safety—AquAlert
NSU Public Safety’s AquALERT program is a water safety system that trains and equips all Public Safety officers with the basic tools for emergency water rescue to aid and assist in water life-safety situations.

Student Counseling and Employee Assistance
Student Counseling offers individual and couples counseling, as well as psychiatric services, for students struggling with personal and/or interpersonal problems and crises. Current students are eligible to receive up to 10 counseling sessions per year at no charge. If seeing the psychiatrist, students are charged a nominal fee; however most insurance plans are accepted and the school’s insurance covers 100 percent. The office is open Monday, Thursday, and Friday, 9:00 a.m.–5:00 p.m., and Tuesday and Wednesday, 9:00 a.m.–8:00 p.m. Counselors are available 24/7 for emergencies by calling (954) 424-6911. For further information, visit hendersonbh.org/studentcounseling-3.php.

All NSU employees have 24/7 access to the NSU Employee Assistance Program (provided by MHNet). Examples of issues supported by the EAP include work stress; family and parenting issues; change and how to cope with it; anxiety or depression; child care, elder care, and special-needs resources and referrals; legal issues such as wills, custody questions, and civil disputes; financial issues such as budgeting, tax planning, and retirement; alcohol or drug dependencies; marital or relationship problems; and grief or bereavement. The EAP service, with access to licensed clinicians, is available 24/7 by calling 877-398-5816. Further information can be found at the EAP website (nova.edu/hr/benefits/employee-assistance-program.html).

Vehicle Assistance—Restarts, Lockouts, and Air
Fort Lauderdale-Davie Campus, East Campus (Fort Lauderdale), and North Miami Beach Campus* and Oceanographic Campus**

Public Safety assists anyone within the NSU community, within NSU property limits, in restarting their vehicles or unlocking the vehicle doors, 24 hours a day. Public Safety does not change flat tires or perform other mechanical repair services. Public Safety officers may be able to pump air into a tire if it is not broken from the rim or slashed.

All individuals requesting assistance must sign a release of liability form for all vehicle assistance services before assistance may be provided.

*Vehicle lockout services are not available at the North Miami Beach Campus.

**Only tire inflation assistance is available at the Oceanographic Campus.

Suicide and Violence Prevention
The NSU Office of Suicide and Violence Prevention is devoted to creating a safety net at NSU, helping to prevent suicide and violence. The most effective ways to prevent suicide and violence are to know the warning signs, take them seriously, and help the individual access the appropriate resources. The only real risk is in doing nothing.

If you or someone you know is suffering and you want to know how to help, call a Suicide Prevention hotline for 24/7 assistance.

800-SUICIDE (784-2433)
800-273-TALK (8255)
If you are concerned about an NSU student, call the Student Counseling hotline.
(954) 424-6911

If you are concerned about an NSU employee, call the Aetna Behavioral Health hotline.
877-398-5816
TTY: 800-338-2039

It Takes a University to Create a Living Safety Net

If you recognize warning signs of suicide and/or violence in yourself or someone else, it is possible to take effective action. Tell someone you trust about your concerns and ask for help, whether a friend, parent, professor, university administrator, coworker, or supervisor. And you can always call Student Counseling at (954) 424-6911.

For Parents

As a parent of a college student, you continue to play an important role in supporting the well-being and the safety of your son or daughter. You can do so by keeping the lines of communication open (via phone, email, text, etc.), knowing the warning signs for emotional difficulties (see below), encouraging your son or daughter to use the services at the Student Counseling Center, and calling Student Counseling at (954) 424-6911 if you are concerned.

Warning Signs

Some examples of direct and indirect statements and/or behaviors that indicate a risk for suicidal or homicidal behaviors are

- threatening harm to self or others
- seeking access to firearms, pills, or other lethal means
- talking or writing about death, dying, or suicide
- showing signs of depression, hopelessness, or shame
- feeling rage or uncontrolled anger
- seeking revenge
- acting recklessly
- excessive alcohol or drug use
- withdrawing from friends, family, and responsibilities
- experiencing anxiety, agitation, insomnia, or excessive sleeping
- having severe mood swings
- expressing no reason for living or no sense of purpose in life

When Information Is Not Enough

- Head to an emergency room or mental health walk-in clinic.
- Do not leave the person alone until a professional is with him/her (unless you are in danger).
- Remove any firearms, alcohol, drugs, or sharp objects from the situation, if possible.

For Campus Professionals

University faculty and staff members may be the first to notice if a student or colleague is struggling with personal problems or mental health issues. As a faculty or staff member, you can help by noticing the warning signs and taking action. If the person is a student, do one or more of the following:

- call Public Safety at (954) 262-8999
- call Student Counseling at (954) 424-6911, 24 hours a day, 365 days per year, for a consult on what to do
- contact your supervisor
- escort him or her to the Student Counseling office
- contact Student Affairs at (954) 262-7280
- contact the student rep in your academic center

If the person is not a student, do one or more of the following:

- call Public Safety at (954) 262-8999
- call NSU’s Employee Assistance Program
  24 hours a day, 365 days per year, at 877-398-5816, TTY: 800-338-2039
- contact your supervisor

Community Resolution Services

Drawing upon the expertise of the faculty members and graduate students in the M.S. and Ph.D. programs at NSU’s Graduate School of Humanities and Social Sciences, a unique conflict resolution service has been developed for members of the Nova Southeastern University community. Acknowledging that conflict is an integral part of life and can have value if handled effectively, the service provides direct assistance in creatively and nonviolently resolving interpersonal and intergroup conflicts.

NSU students, staff members, and faculty members are provided with an impartial, confidential, and easily accessible forum to voluntarily express, clarify, and resolve their disputes. Typical conflict resolution issues include noise disturbances, interpersonal differences, misunderstandings, harassment and threats, roommate conflicts, landlord-tenant disputes, group conflicts, and individual conflicts among students and staff and faculty members. The goal is to provide a voluntary, mutually acceptable conflict resolution service that complements, and does not interfere with or obstruct, established employee and student grievance and disciplinary processes.

When you call, a representative will

- listen to your concern and help you define the issues
- help you decide whether mediation is what you need
- schedule a meeting with trained mediators if you and the other party decide to use mediation

After mediation, the service will provide follow-up on all agreements and provide further assistance if needed. If mediation is not appropriate, a representative will assist you in finding other options for resolving your dispute or concern. For more information, or to schedule an appointment, call (954) NSU-CARE (678-2273).
Family Emergency Plan
Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go, and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster. For help creating this plan, visit ready.gov/make-a-plan.

Hurricane Watches and Warnings
A hurricane watch is a governmental agency announcement issued for an area when there is a threat of hurricane conditions striking within 48 hours.
A hurricane warning is an announcement issued for an area when hurricane conditions are expected to strike within 36 hours. When a hurricane warning is received, all protective preparations should be made with the expectation that the hurricane will strike.

Hurricane Watch
In the event of a hurricane watch, the university president will confer with members of NSU’s administrative staff in preparation for hurricane protection activity.
Members of the university community may begin plans for evacuating a campus and preparing facilities and equipment for hurricane protection.

Hurricane Warning
UNIVERSITY CLOSING
• If a hurricane warning is issued, the university president will decide if the university will be evacuated.
• If the president orders the closing of the university, the appropriate directives will be relayed by the vice presidents to their areas of responsibility.
• NSU Office of Public Affairs will contact major news organizations for immediate broadcast notification of the closing.

Closing Preparation
OFFICE AND CLASSROOM
Prepare office and/or work space for wind, water damage, and flooding.
• Clear desk tops completely.
• Protect books, computers, and property with plastic sheeting and masking tape—contact Physical Plant for plastic sheeting and tape.
• Secure glass and heavy and sharp objects—carefully store items so that they will not fall.
• Take rolodexes, books, and diaries with you.
• Disconnect all electrical equipment.
• Clear any laboratory tables and areas of all apparatus and glassware and place items into secure storage.
• Computers: Copy important files onto portable media and take media with you.
• Do not tape window glass.
Student Housing—Severe Weather Safety

While the university has identified off-campus shelter areas for residents during hurricanes, during tropical storms the residence halls may act as shelter for students instead. In any event, it is imperative to properly prepare before a hurricane or tropical storm strikes.

Some residents have inquired about insurance. Because the university is not responsible for, nor does it insure against, the loss or damage to personal items, students may purchase renter’s insurance. It is available from most major insurance companies, to protect against such loss or damage. Insurance coverage should be arranged before moving in.

All furniture, including beds, should be pulled away from the windows.

All loose objects, valuables, and electronics should be placed in drawers or closets. Paper, books, etc., should not be left on tops of desks or dressers. The closets and drawers should be locked/closed and remain locked/closed throughout the hurricane.

Students who reside in residence halls that are equipped with bathtubs are requested to clean the tub and fill it halfway. If the hurricane is a major storm, our water supply may be cut off. If this is the case, the water in the tubs will be needed for washing and for flushing toilets. Fill several small containers with water for drinking purposes; store them in your refrigerator if possible.

All windows must be closed tightly and locked. All blinds should be down and closed. DO NOT put tape on windows.

Each student should provide her/his own flashlight with extra batteries in case of power failure. DO NOT use candles under any circumstances.

Residents should provide themselves with an adequate supply of nonperishable food to last two to three days. If you vacate your residence prior to the storm, we ask that you notify Office of Residential Life and Housing staff members where you can be located.

Safety Procedures During the Hurricane

Follow the instructions of Public Safety, police officers, and emergency personnel.

• Residence hall students should follow the instructions of residential life staff members.
• Stay indoors until advised to exit.
• Stay in interior hallways and keep doors closed.
• Do not open windows or doors to see what is happening outside.
• Beware of the eye of the storm. The eye is the center of the hurricane, which may bring a temporary period when the air is calm. Do not leave the safety of your shelter until advised by Public Safety or the local officials. Residential students will be notified by residential life staff members.

• When the “all-clear” is given, exit your location with extreme care. Beware of safety hazards both visible and hidden, e.g., downed electrical lines.
• Do not enter structures, vehicles, or areas that may be damaged.
• For NSU opening information, call the NSU HURRICANE HOTLINE at (954) 262-7300 or the toll free EMERGENCY HOTLINE at 800-256-5065.
• Enter NSU property only after permitted, and follow safety instructions.

NSU Emergency/Hurricane Web Page

This site (nova.edu/hurricane/) will provide official information regarding campus closings, event cancellations, and campus reopenings. New information will be posted as frequently as warranted.

NSU Emergency Hotline at 800-256-5065 will provide official information regarding campus closings, event cancellations, and campus reopenings.

New information will be posted as frequently as warranted. The main telephone number for the university, (954) 262-7300, also serves as a HOTLINE during hurricane watch/warning events.

NSU AccuWeather

Nova Southeastern University incorporates a severe weather monitoring service for all NSU campuses. It is powered by AccuWeather and utilized by key personnel for event planning, facility management, and the clearing of university athletic fields. In addition, an outdoor speaker system that is part of the emergency notification system may be used to broadcast audible severe weather and lightning warnings to all campus athletic fields. In addition to audible lightning warnings, several fields and all NSU pools also have red lightning warning strobes that flash continuously when there is an active lightning warning. All severe weather alerts are made available to the entire NSU community via the NSU emergency web page, nova.edu/emergency, and the NSU hurricane web page, nova.edu/hurricane.

Severe Weather Monitoring Apps

To get additional tips on how to survive a natural disaster, customize your emergency checklist, receive alerts from the National Weather Service, and locate open shelters and disaster recovery centers, download the Federal Emergency Management’s mobile app (fema.gov/mobile-app).

Also consider installing one of the following free weather apps onto your smartphone to set up custom alerts for your home, as well as all NSU locations you frequent.
Local Government Emergency Management/Hurricane Hotline Phone Numbers and Media Resources

Florida
Florida Division of Emergency Management: floridadisaster.org/

Miami-Dade County: (305) 468-5900
   Radio: WHQT-FM Hot 105, WKIS-FM 99.9 KISS, WIOD-AM 610
   Television: Channel 6 WTVJ-NBC, Channel 7 WSVN-FOX, Channel 10 WPLG-ABC, Channel 4 WFOR-CBS

Broward County: (954) 831-3900
   Radio: WHQT-FM Hot 105, WKIS-FM 99.9 KISS, WIOD-AM 610
   Television: Channel 6 WTVJ-NBC, Channel 7 WSVN-FOX, Channel 10 WPLG-ABC, Channel 4 WFOR-CBS

Palm Beach County: (561) 712-6400
   Radio: WBZT 1230 AM, WJNO 1290 AM
   Television: Channel 5 WPTV-NBC, Channel 12 WPEC-CBS, Channel 25 WPBF-ABC

Lee County: (239) 533-0622
   Radio: WGCU 90.1 FM, WMYR 1410 AM
   Television: Channel 11 WINK, Channel 2 NBC-WBBH, Channel 7 WZVN

Hillsborough County: (813) 272-5900
   Radio: WFLA 970 AM, WHNZ 1250 AM
   Television: WTVT Channel 13, WFTS ABC 28

Orange County: (407) 836-9140
   Radio: WDBO 580 AM, WWKA 92.3 FM, WDBO 96.5 FM Television: WFTV Channel 9, NEWS Channel 13

Duval County: (904) 255-3110
   Radio: WXXJ 102.9 FM, WROS 1050 AM
   Television: WJXT TV 4, WFOX FOX 30.3

Outside Florida
Puerto Rico: (787) 480-2030
   Radio: WIOA 99.9 FM, WZNT 93.7 FM
   Television: Telemundo PR, WLII-DT -Univision Channel 11

Florida Storms
• View the latest tropical weather updates from the National Hurricane Center, find your nearest evacuation route, check if you’re in the path of a dangerous storm surge, or just review a checklist of items your family should have in case of a weather emergency.

• Listen to live radio stream of the nearest Florida Public Radio Emergency Network partner station, with the option to choose from 12 others in the state, in case of evacuation or traveling.

• Customize push notifications from multiple sources, including the National Weather Service, the National Hurricane Center, and local emergency management personnel.

• Set location to other cities to track weather throughout the state and to get warnings for those locations.

• Get real-time lightning data, including positive strikes.

• Follow storm track’s and forecasts from the National Hurricane Center.

• Get multiple feeds of real-time information from various sources, such as the nearest National Weather Service office, the National Hurricane Center, Florida Department of Transportation, the FPREN Storm Center, and local emergency management offices.

• Receive preparedness information for a weather disaster, including what to do before, during, and after a storm.

Weather Bug
• Interactive Radar Map: Use 18 different interactive and animated weather maps.

• Spark™ Lightning Alerts: Prepare for dangerous lightning storms with lightning proximity alerts.

• Alerts: Receive severe weather notifications, including those from NOAA and NWS.

Hurricane Information: NSU Emergency Hotline and Hurricane Website
Nova Southeastern University provides a toll-free, 24-hour EMERGENCY HOTLINE for this type of emergency. The HOTLINE number is 800-256-5065. In addition, the main telephone number for the university, (954) 262-7300, also serves as a HOTLINE during hurricane watch/warning events.
In the event that a hurricane watch is declared, a spinning hurricane icon appears at the top of the NSU homepage at nova.edu. The latest NSU-related hurricane information (including university closing information) is available by calling the HOTLINE numbers or via the Web by clicking on the hurricane icon or going directly to the NSU hurricane web page, nova.edu/hurricane.

Local Florida hurricane shelter information can be obtained by visiting the Florida Division of Emergency Management’s website: floridadisaster.org/shelters.

Remember to keep a portable radio and plenty of spare radio batteries or a self-powered, hand-crank radio on hand.

Lightning
What You Need to Know
• NO PLACE outside is safe when thunderstorms are in the area.
• If you hear thunder, lightning is close enough to strike you.
• When you hear thunder, immediately move to safe shelter.
• Safe shelter is a substantial building or inside an enclosed, metal-topped vehicle.
• Stay in safe shelter at least 30 minutes after you hear the last clap of thunder.

Indoor Lightning Safety Tips
• Stay off corded phones, computers, and other electrical equipment that put you in direct contact with electricity.
• Avoid plumbing, including sinks, baths, and faucets.
• Stay away from windows and doors, and stay off porches.
• Do not lie on concrete floors, and do not lean against concrete walls.

Last-Resort, Outdoor Risk-Reduction Tips
NO PLACE outside is safe when lightning is in the area, but if you are caught outside with no safe shelter anywhere nearby, the following actions may reduce your risk:
• Immediately get off elevated areas such as hills, mountain ridges, or peaks.
• NEVER lie flat on the ground.
• NEVER use a tree for shelter.
• NEVER use a cliff or rocky overhang for shelter.
• Immediately get out and away from ponds, lakes, and other bodies of water.
• Stay away from objects that conduct electricity (barbed wire fences, power lines, windmills, etc.).

If Someone Is Struck by Lightning
• Victims do not carry an electrical charge and may need immediate medical attention.
• Monitor the victim and begin CPR or AED, if necessary.
• Call 9-1-1 for help.

Tornado
Tornadoes, the most violent atmospheric storms, can form anywhere at any time. You must have a survival plan for everywhere you may be. Discuss these plans with your family and friends and then make safety plans. It could save a life.

Tornado Watch
A tornado watch is issued when weather conditions are favorable for producing a tornado or tornadoes.

Tornado Warning
A tornado warning is issued when one or more tornadoes have been spotted.

Occasionally, tornadoes develop so rapidly that advance warning is not possible. Remain alert for signs of an approaching tornado such as a dark, often greenish sky; large hail; or a loud roar similar to a freight train.

Tornado Safety Rules
• The safest place to be is an underground shelter, basement, or safe room.
• If no underground shelter or safe room is available, a small, windowless interior room or hallway on the lowest level of a sturdy building is the safest alternative.
• Mobile homes are not safe during tornadoes. Abandon mobile homes and go to the nearest sturdy building or shelter immediately.
• If you are caught outdoors, seek shelter in a basement, shelter, or sturdy building. If you cannot quickly walk to a shelter:
  • Immediately get into a vehicle, buckle your seat belt, and try to drive to the closest sturdy shelter.
  • If flying debris occurs while you are driving, pull over and park. Now you have the following options as last resorts:
    • Stay in your vehicle with the seat belt on. Put your head down below the windows, and cover your head with your hands and a blanket, if possible.
    • If you can safely get noticeably lower than the level of the roadway, exit your car, and lie in that area, covering your head with your hands.

Your choice should be driven by your specific circumstances.
## Helpful Phone Numbers

### Federal Resources

- Department of Homeland Security: (202) 282-8000
- FBI: (754) 703-2000
- Secret Service: (305) 863-5000
- U.S. Marshal: (786) 433-6340
- ATF: 800-800-3855
- Centers for Disease Control and Prevention: 800-232-4636
- Poison Control: 800-222-1222
- National Response (Oil and Toxic Spills): 800-424-8802

### Fort Lauderdale/Davie Campus

- FIRE—MEDICAL—POLICE: 9-1-1
- NSU Public Safety/NOVALERT: (954) 262-8999
- Emergency Management/Preparedness: (954) 831-3900
- Rape Crisis Center: (954) 761-RAPE (7273)
- Davie Police (nonemergency number): (954) 693-8200
- Broward County Sheriff’s Office: (954) 765-4321
- Radio: WHQT-FM Hot 105, WKIS-FM 99.9 KISS, WIOD-AM 610
- Television: Channel 6 WTVJ-NBC, Channel 7 WSVN-FOX, Channel 4 WFOR-CBS

### East Campus—Fort Lauderdale

- FIRE—MEDICAL—POLICE: 9-1-1
- NSU Public Safety/NOVALERT: (954) 262-8853 or (954) 262-8999
- Emergency Management/Preparedness: (954) 831-3900
- Rape Crisis Center: (954) 761-RAPE (7273)
- Fort Lauderdale Police (nonemergency number): (954) 828-5700
- Broward County Sheriff’s Office: (954) 765-4321
- Florida Highway Patrol: (954) 837-4000
- Radio: WHQT-FM Hot 105, WKIS-FM 99.9 KISS, WIOD-AM 610
- Television: Channel 6 WTVJ-NBC, Channel 7 WSVN-FOX, Channel 4 WFOR-CBS

### North Miami Beach (NMB) Campus

- FIRE—MEDICAL—POLICE: 9-1-1
- NSU Public Safety/NOVALERT: (954) 262-8998 or (954) 262-8999
- Hurricane Hotline (Miami-Dade County): (305) 513-7700
- Rape Crisis Center: (305) 585-7273/(305) 585-5185
- NMB Police (nonemergency number): (305) 662-7654
- Miami-Dade Police (nonemergency number): (305) 476-5423
- Florida Highway Patrol: (305) 470-2500
- Radio: WHQT-FM Hot 105, WKIS-FM 99.9 KISS, WIOD-AM 610
- Television: Channel 6 WTVJ-NBC, Channel 7 WSVN-FOX, Channel 4 WFOR-CBS

### Oceanographic Campus

- FIRE—MEDICAL—POLICE: 9-1-1
- NSU Public Safety/NOVALERT: (954) 262-8961 or (954) 262-8999
- Emergency Management/Preparedness: (954) 831-3900
- Rape Crisis Center: (954) 761-RAPE (7273)
- Hollywood Police (nonemergency number): (954) 764-4357
- Broward County Sheriff’s Office: (954) 765-4321
- Florida Highway Patrol: (954) 837-4000
- Radio: 99 JAMZ FM, 560 WQAM AM
- Television: LOCAL 10 WPLG, CW 39
### North Broward Hospital District/NSU Specialty Care Center
1111 West Broward Boulevard, Fort Lauderdale, Florida 33312-1638

**FIRE–MEDICAL–POLICE**

<table>
<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>Security</td>
<td>(954) 527-6096</td>
</tr>
<tr>
<td>Rape Crisis Center</td>
<td>(954) 761-RAPE (7273)</td>
</tr>
<tr>
<td>Fort Lauderdale Police (nonemergency number)</td>
<td>(954) 828-5700</td>
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<tr>
<td>Broward County Sheriff’s Office</td>
<td>(954) 765-4321</td>
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<tr>
<td>Florida Highway Patrol</td>
<td>(954) 837-4000</td>
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<tr>
<td>Radio</td>
<td>WHQT-FM Hot 105, WKIS-FM 99.9 KISS, WIOD-AM 610</td>
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<tr>
<td>Television</td>
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**NSU Art Museum Fort Lauderdale**
One East Las Olas Boulevard, Fort Lauderdale, Florida 33301-1807

**FIRE–MEDICAL–POLICE**

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<td>NSU Public Safety</td>
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<td>Rape Crisis Center</td>
<td>(954) 761-RAPE (7273)</td>
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<tr>
<td>Fort Lauderdale Police (nonemergency number)</td>
<td>(954) 828-5700</td>
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<td>(954) 765-4321</td>
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<tr>
<td>Florida Highway Patrol</td>
<td>(954) 837-4000</td>
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<tr>
<td>Radio</td>
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<tr>
<td>Television</td>
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**Miami Campus**
8585 SW 124th Avenue, Miami, Florida 33183-4600

**FIRE–MEDICAL–POLICE**

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<tr>
<td>Security</td>
<td>(305) 275-2610 or (954) 262-8999</td>
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<tr>
<td>Hurricane Hotline (Miami-Dade County)</td>
<td>(305) 513-7700</td>
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<td>Rape Crisis Center</td>
<td>(305) 585-7273</td>
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<tr>
<td>Miami-Dade Police (nonemergency number)</td>
<td>(305) 476-5423</td>
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<td>Florida Highway Patrol</td>
<td>(305) 470-2500</td>
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<td>Television</td>
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**Palm Beach Campus**
11501 North Military Trail, Palm Beach Gardens, Florida 33410-6507

**FIRE–MEDICAL–POLICE**

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<tr>
<td>Security</td>
<td>(561) 805-2126 or (954) 262-8999</td>
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<tr>
<td>Emergency Management/Preparedness</td>
<td>(561) 822-2210 or (561) 822-2222</td>
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<tr>
<td>Rape Crisis Center</td>
<td>(561) 833-7273/(561) 355-2418</td>
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<tr>
<td>Palm Beach Gardens Police (nonemergency number)</td>
<td>(561) 799-4445</td>
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<tr>
<td>Palm Beach County Sheriff’s Office</td>
<td>(561) 688-3000</td>
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<tr>
<td>Florida Highway Patrol</td>
<td>(561) 357-4040</td>
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<tr>
<td>Radio</td>
<td>WBZT 1230 AM, WJNO 1290 AM</td>
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<tr>
<td>Television</td>
<td>Channel 5 WPTV-NBC, Channel 12 WPEC-CBS, Channel 25 WPBF-ABC</td>
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**Orlando Campus**
4850 Millenia Boulevard, Orlando, Florida 32839-6012

**FIRE–MEDICAL–POLICE**

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<td>Security</td>
<td>(407) 264-5611 or (954) 262-8999</td>
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<tr>
<td>Emergency Management/Preparedness</td>
<td>(407) 836-9140</td>
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<tr>
<td>Rape Crisis Center</td>
<td>(407) 497-6701</td>
</tr>
<tr>
<td>City of Orlando Police Department</td>
<td>(321) 253-5300</td>
</tr>
<tr>
<td>Orange County Sheriff’s Office (nonemergency number)</td>
<td>(407) 836-4357</td>
</tr>
<tr>
<td>Florida Highway Patrol</td>
<td>(407) 737-2300</td>
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<tr>
<td>Weather Info</td>
<td>(321) 255-2900</td>
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<tr>
<td>Radio</td>
<td>WDBO 580 AM, WWKA 92.3 FM, WHTQ 96.5 FM</td>
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<tr>
<td>Television</td>
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Jacksonville Campus  
6675 Corporate Center Parkway, Suite 115, Jacksonville, Florida 32216-8080

**FIRE–MEDICAL–POLICE** ................................................................. 9-1-1

**NSU Public Safety/NOVALERT** ................................................. (904) 245-8954 or (954) 262-8999

Rape Crisis Center ................................................................. (904) 721-7273

Jacksonville Sheriff's Office (nonemergency number) .......................... (904) 630-0500

Florida Highway Patrol .......................................................... (904) 695-4000

Radio ........................................................................... WXXJ 102.9 FM, WROS 1050 AM

Television ................................................................. WJXT TV 4, WAWS FOX 30

**Fort Myers Campus**  
3650 Colonial Court, Fort Myers, Florida 33913-6636

**FIRE–MEDICAL–POLICE** ................................................................. 9-1-1

Security ................................................................. (239) 741-1070 or (954) 262-8999

Emergency Management/Preparedness ......................................... (239) 532-0622

Fort Myers Police ................................................................. (239) 321-7700

Rape Crisis Center ................................................................. (239) 939-3112

Lee County Sheriff's Office (nonemergency number) ..................... (239) 477-1000

Florida Highway Patrol .......................................................... (239) 938-1800

Radio ........................................................................... 105.5 FM

Television ................................................................. WBBH NBC 20, WINK Channel 11 CBS

**Miramar Campus**  
2050 Civic Center Place, 3rd Floor, Miramar, Florida 33025-7878

**FIRE–MEDICAL–POLICE** ................................................................. 9-1-1

**NSU Public Safety/NOVALERT** ................................................. (954) 262-8999

Security ................................................................. (954) 262-9498 or (954) 914-8061

Rape Crisis Center ................................................................. (954) 761-RAPE (7273)

Miramar Police (nonemergency number) ........................................ (954) 764-4357

Broward County Sheriff's Office .................................................. (954) 765-4321

Florida Highway Patrol .......................................................... (954) 837-4000

Radio ........................................................................... 99 JAMZ FM, 560 WQAM AM

Television ................................................................. LOCAL 10 WPLG, SFL CW39
Puerto Rico Regional Campus
Professional Offices Park IV, 997 San Roberto St., San Juan, Puerto Rico 00926

FIRE–MEDICAL–POLICE 9-1-1
Security ............................................................... (787) 773-6590 or (954) 262-8999
Poison Control .................................................. 800-222-1222
Emergency Management/Preparedness .................................................... (787) 724-0124
National Response (Oil and Toxic Spills) .................................................. 800-424-8802
Rape Crisis Center ........................................................... (787) 281-7579
San Juan Municipal Police (nonemergency number) ................................ (787) 720-2020
Policia de Puerto Rico ....................................................... (787) 793-1234
Puerto Rico State Police ...................................................... (787) 343-2020
Department of Homeland Security .................................................. (787) 721-7000
FBI ................................................................. (787) 754-6000
Secret Service ............................................................ (787) 277-1515
U.S. Marshal ............................................................ (787) 766-6000
ATF ............................................................... 800-800-3855
Radio ................................................................. WIOA 99.9 FM, WZNT 93.7 FM
Television ................................................ WKAQ-Telemundo Channel 2, WAPA Channel 4, WLII-DT - Univision Channel 11
Identity Theft

Don’t be a Victim

Protect your good name from bad people.
If your wallet or purse is ever stolen, call the police, then NSU Public Safety.

Call to cancel your credit cards
- MasterCard: 800-307-7309
- VISA: 800-336-8472
- American Express: 800-528-4800
- Discover: 800-347-2683
- Diners Club: 800-234-6377
- Federal Trade Commission: 877-438-4338
  and/or 877-382-4357 (to report ID theft)

School Credit Unions
- Broward: 954-486-2728
- Miami-Dade: 305-248-8006
- Palm Beach: 561-439-2322

Other important contacts
- Social Security Administration: 800-772-1213 (to replace your card)
- Florida Highway Safety and Motor Vehicles: 850-617-2000 or flhsmv.gov
  (to renew your driver’s license and motor vehicles)
- Broward County Tag Agency: 954-831-4000 or records@broward.org
- Miami-Dade County Tag Agency: miamidade.gov/taxcollector
- Palm Beach County Tag Agency: 561-355-2264

Important websites for safety tips and other information
- consumer.gov/section/scams-and-identity-theft (report identity theft)
- sheriff.org (valuable links to your local police)
- dc.state.fl.us (learn about criminals in your area)
- nova.edu/publicsafety (statistics, safety tips, and more)

A security fraud alert may be added to alert potential creditors to confirm your identification before granting credit in your name. Security alerts are generally added when you suspect that your identification information is being, or could be, used in a fraudulent manner. Send a written statement to all three credit organizations detailing the fraud.

Here are the three national credit reporting organizations
- Experian Information Solutions, Inc.
  experian.com
  P.O. Box 2002, Allen, Texas 75013
  888-397-3742 • Security Fraud Alert 800-311-4769
- TransUnion (formerly TRW)
  transunion.com
  P.O. Box 1000, Chester, Pennsylvania 19016
  800-888-4213 • Security Fraud Alert 800-680-7289
- Equifax Credit Information Services, Inc.
  equifax.com
  P.O. Box 740241, Atlanta, Georgia 30374
  800-685-1111 • Security Fraud Alert 888-766-0008

You may request a FREE credit report once a year by contacting
annualcreditreport.com or by calling 877-322-8228.

For other nonemergency information, service, or reporting,
call the NSU Public Safety office at (954) 262-8999.
Parking and Traffic Information

Purpose
The purpose of this section is to set forth the rules and regulations for the use of motor vehicles on the Nova Southeastern University campuses.

These rules and regulations have been promulgated for the safety, welfare, and health of students, employees, and visitors; the protection and maintenance of university property; and to govern traffic on the campuses.

Cooperation and compliance with these rules and regulations by all members of this community are essential. Failure to comply may result in a citation being issued or suspension/revocation of driving privileges on campus.

Policy
Nova Southeastern University is an independent university, and as such, the streets, parking lots, and other areas of the university are private property. The operation and/or parking of any vehicle on Nova Southeastern university property is a privilege, not a right. The university has the right to regulate the use of motor vehicles on its property for the good and the safety of everyone.

Required
All Nova Southeastern University employees, students, and outside contractors who park on campus must obtain a parking permit for any vehicle parked on campus. Parking permits are available at the One-Stop Shop. The acquisition of a parking permit only authorizes the parking of a vehicle on campus. It does not establish a designated parking space. A vehicle parked in any unauthorized area is in violation of the regulations in this document.

Enforcement
The NSU Public Safety Department is responsible for reporting violations of university motor vehicle regulations to Nova Southeastern University officials. Florida laws pertaining to the operation of motor vehicles are enforced by the local police department, the Broward County Sheriff’s Office, Miami-Dade police, and the Florida Highway Patrol.

Violations of university motor vehicle regulations will be controlled by the agency with jurisdiction.

Definition of a Visitor
A visitor is someone not directly affiliated with Nova Southeastern University. Spouses and children of faculty members, staff members, and students are considered to be affiliated with Nova Southeastern University and thus are not included in the definition of a visitor.

Parking Regulations
Fort Lauderdale/Davie Campus parking lots are color coded for easier identification. Vehicles parked in campus lots must display the corresponding colored parking permit as follows:

- **Blue**: employees
- **Red**: commuter students
- **Orange**: students living in residence halls, (not permitted to park on campus at any time)
- **Yellow**: students living at Rolling Hills Residence Halls (are permitted to park on campus between 5:00 p.m.–8:00 a.m. weekdays and anytime on weekends)
- **Green**: NSU University School students
- **Brown**: contractors/vendors

Resident students may register one vehicle only.

Restricted Areas
- Gated Areas (surface lots and parking garages): To park in any gated area, you must have and present a valid NSU campus card (SharkCard) to the electronic access control card reader. NSU campus cards are available through Campus Card Services. Call (954) 262-8929 for information.
- Faculty and Staff Only: These gated parking areas are not open to students. Access to these lots are by assignment of special parking clearances assigned to the designated cardholder’s NSU campus card (SharkCard). Questions or requests regarding special NSU faculty/staff clearance to restricted lots should be addressed to the designated facilitator for the requestor’s NSU department or center.
- Visitor, client, and patient parking spaces
- Fire lanes in any managed or owned properties of the university
- All disabled parking spaces (unless displaying state-issued permit and/or issued plate)
- On any roadway where the parked vehicle becomes an obstruction in the traffic lane
- Wherever signs and road markings prohibit parking
- Designated spaces, except where otherwise authorized
- Sidewalks, walkways, lawns, or other cultivated areas such as gardens
**Metered Parking**

Nova Southeastern University offers metered parking spaces in designated areas of the Alvin Sherman Library, Research, and Information Technology Center's public parking garage. All individuals who park in this area must pay to park. Non-NSU patrons visiting the campus must enter the parking garage from one of the two entrances off SW 30th Street. Public parking costs $1 per hour. Please make note of your parking space number and pay in advance at one of the parking meters. There are two parking meters near the elevators in the southeast corner of the first floor on the public side of the garage, and two additional meters on the northeast side.

All individuals who park in the metered public section of the ASLRITC Garage are required to pay for parking. This includes students, faculty and staff members, and visitors.

**Parking and Traffic Policies**

**General Policies**

1. In order to park a motor vehicle on campus in any university parking area, it must be registered with the university and a parking permit must be properly displayed.

2. All administrators, faculty and staff members, students, visitors, and outside contractors must register vehicles to be driven or parked on campus.

3. Administrators, faculty and staff members, students, and visitors are responsible for any violations of these regulations in which their vehicles are involved.

4. **Nova Southeastern University assumes no liability for damages to any vehicle parked or driven on campus.**

5. Motorcycles, motor scooters, and mopeds are subject to traffic law regulations.

6. The Public Safety Department is authorized to designate any spaces as temporarily reserved parking.

7. Abandoned vehicles are subject to towing at the owner’s expense, unless the owner notifies the Public Safety Department in writing at the time the vehicle becomes disabled. The director of Public Safety will determine whether a disabled vehicle is allowed to remain on campus.

8. Vehicle repairs that create a nuisance are not permitted on campus. Any property damage caused by the making of any repairs is the responsibility of the person making such repairs.

9. Trailers or mobile campers are allowed to be parked on campus only with written permission from the director of Public Safety. Trailers and mobile campers are not allowed to be left on campus overnight.

10. The maximum speed on any NSU driveway or roadway—excluding those owned and managed by the Town of Davie, Broward County, or the state of Florida—is 15 miles per hour, unless signage indicates otherwise.

11. All vehicle operators must obey Public Safety and police direction and instructions regarding operating and parking motor vehicles.

12. Personal vehicles are not allowed to be left on campus overnight unless it is the outcome of approved NSU business travel or approved NSU International Student travel. In these instances, parking arrangements must be approved by the office of Public Safety.

13. The parking of personal vehicles on NSU property during tropical cyclones is NOT permitted by nonresident NSU students, staff members, or faculty members.

14. All forms of motorized conveyance, such as but not limited to, motorcycles, motor scooter, and mopeds are prohibited from parking or operating on NSU walkways, sidewalks, or footpaths.
Permits

The One-Stop Shop, located in the Horvitz Administration Building and the Admissions Office of the HPD Terry Administration Building, issues parking permits for all NSU faculty and staff members and students. A current NSU decal permit must be displayed on the vehicle or a parking citation will be issued. NSU requires the parking decal permit to be affixed to the exterior of the left-hand corner of the rear window or the left side of the rear bumper, not inside the vehicle.

The parking permit application is available at nova.edu/publicsafety/forms/index.html, or it can be picked up at the One-Stop Shop. All permits issued will require the applicant to present a valid driver’s license, current NSU identification card, and a state-issued vehicle registration card for each vehicle registered.

- All parking permits expire on the date indicated on the permit. A current NSU parking permit must be prominently displayed (as outlined in this policy) on any vehicle parked on NSU property. Vehicles in violation of this policy will be ticketed or towed.
- Every motor vehicle on the property of Nova Southeastern University shall display the proper NSU parking permit emblem or decal at all times.
- NSU parking permit holders should report any transfer or sale of a registered vehicle promptly to the One-Stop Shop. If the vehicle is purchased or used to replace another, the new vehicle shall be registered at no charge.
- Parking permits shall be affixed to the left side of the rear bumper, or affixed to the exterior left lower corner of the rear window. On motorcycles, motor scooters, and mopeds, the parking decal shall be displayed in plain view and readable. Parking permits are non-transferable. A permit may not be assigned, sold, given, or used by any individual other than the one to whom the permit was assigned. Anyone participating in the prohibited exchange of a parking permit will be referred to the appropriate dean, department head and/or the Office of Human Resources, when applicable.
- The NSU parking permit must be visible at all times while the vehicle is parked on campus. Any vehicle with an NSU parking permit not affixed in accordance with this policy will be cited and fined for improper display and is subject to being towed from campus at the owner’s expense.
- Exception: Temporary parking permits (hangtags) are to be hung from the rearview mirror.
- If, for any reason, the parking permit is lost or destroyed, notify the university One-Stop Shop and another may be obtained at no charge.
- Government vehicles displaying county, state, or federal license plates are exempt from the permit requirement.

A representative from the One-Stop Shop will attend orientation sessions to help accommodate students/programs on the main NSU campus. All applications from these sessions will be entered into the BOSSCAR parking records system, and the decals will be sent back to orientation leaders for distribution. Students will have to show their driver’s licenses or NSU identification cards to receive their decals.

The fee for the parking permit for all NSU students is included in tuition.

- Temporary parking passes (hangtags) will be issued for a specified time, not to exceed seven days, and will be issued at no charge by the Public Safety Department at the Horvitz Administration Building, the Terry Building, or the Campus Support Building.
- Exception: The temporary permit may be extended, under certain conditions, such as the need for repairs, for a period not to exceed 30 days.
- Temporary parking permits will be issued to students and faculty and staff members with provisional vehicle situations (rentals).
- Vehicles displaying a temporary parking permit may not park in visitor and metered parking areas.
- NSU parking permits are not allowed in areas designated for metered parking.

Payment of Fines

1. The fine for any parking violations issued by the Nova Southeastern University Public Safety Department shall be assessed in the amount indicated on the parking citation.

2. Fines are to be paid at the One-Stop Shop, Horvitz Administration Building, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796. This can be done either in person or by mail. The hours of operation are as follows: Monday through Thursday (8:30 a.m. to 7:00 p.m.), Friday (8:30 a.m. to 6:00 p.m.), and Saturday (9:00 a.m. to noon). All fines must be paid within five business days of receipt of the citation or the recipient may be subject to additional fines and late fees. Any appeal must be made in writing within the five business days and must explain, in detail, the circumstances for the appeal.

3. Students not current in payment to the One-Stop Shop will have a stop order placed on grades and transcripts, and will not be able to register for classes until the block is removed.

4. If the parking fines for a vehicle are not paid, the vehicle will be towed at the owner’s expense.

5. NSU reserves the right to attempt collection on outstanding citations for up to three years after issuance upon receipt of notice to collect; proof of appeal or payment must be provided in order to dismiss.
Appeals Process

Parking citations issued by the NSU Public Safety Department are valid unless determined otherwise. NSU parking citations can be appealed through the NSU Division of Parking Enforcement. To obtain a form to request a hearing, go to the following website: nova.edu/publicsafety/forms/, or visit the Public Safety officer in the Horvitz Administration Building or the Health Professions Division, Terry Building. The form must be obtained and returned to the Office of Parking Enforcement/Public Safety Department within five business days of receipt of the violation notice.

Forms may be faxed to (954) 262-3924 or mailed to Nova Southeastern University, Public Safety/Parking Enforcement Division, Campus Support Building, 3301 College Avenue, Fort Lauderdale, Florida 33314-7796.

You may email your questions or concerns to parkingservices@nova.edu, or call (954) 262-8984.

Any person charged with an infraction must either pay the prescribed fee or appeal the citation within five business days from the date the citation was issued.

Lack of knowledge of NSU’s traffic and parking policies is not an acceptable justification to appeal a citation.

Revocation

The university reserves the right to revoke any on-campus parking and driving privileges for the following reasons:

1. violations in excess of five per semester or seven per year
2. use of fraudulent permits
3. creating a nuisance or causing property damage while making repairs to vehicles on campus
4. causing other property damage
5. becoming either verbally or physically abusive, threatening, or assaulting any Public Safety officer during the performance of his/her duties
6. inappropriate operation of any motor vehicle on campus that is a detriment or safety concern to the campus community

Payment of parking citations may not void the revocation decision.

Valet

Complimentary valet parking is available for NSU students and employees who are Sanford L. Ziff Health Care Center and Dental Clinic patients. Valet tickets will be validated in the doctor’s office, and tickets that are NOT validated will be assessed a flat fee of $20 (fee subject to change).

Rideshare and Delivery Services

NSU students and faculty and staff members who utilize rideshare services or receive deliveries must direct them to designated rideshare areas or appropriate facility receiving areas.

Commuter Service

Nova Southeastern University has implemented a program to benefit students who choose to carpool to school. Preferred carpool parking spaces have been installed around campus and are available for registered participants of the program.

Registered carpools with a valid carpool permit and Nova Southeastern University parking permit can use the parking spaces. Carpools must consist of two registered students who carpool to and from campus an average of two days per week. Carpools may use any available carpool parking space in the lot on a first-come, first-served basis.

The spaces can be used when you have carpooled to school. If your carpool partner was not present on your ride to school or you are not registered for the program, you may not use the spaces.

A minimum of two registered carpool participants must be seen exiting a vehicle using a carpool parking spot. If you are found parking in a designated carpool parking spot as a single commuter or with someone other than your registered carpool partner(s), you will be in violation of the program.

South Florida Commuter Services (SFCS) carpool criteria is used to determine carpool eligibility.

Based on the information provided in your registration form, SFCS carpool software will validate that your carpool makes a logical commute to campus.

How to Obtain a Carpool Permit

You must register your carpool with SFCS. First, find a carpool partner. Then, register your carpool at 1800234ride.com.

Permits will be valid for one semester. At the end of the semester you will receive a renewal notification from SFCS asking if you are interested in renewing or revising your registration. If you renew your carpool, a new permit will be provided to your carpool.

It is important to keep your carpool registration current. If your carpool arrangements change during the semester, resubmit a carpool registration form to SFCS and your information will be automatically updated.

Nova Southeastern University Public Safety Department monitors the carpool parking spaces at all times. If you are an unregistered vehicle found violating the program, you will be issued a citation and your vehicle may be towed. If you are a registered vehicle found violating the program, your permit will be taken on the spot and you will not be eligible to participate in the program for at least one semester. Violation includes using the spaces without a valid Carpool parking permit and Nova Southeastern University parking permit.
If you have questions regarding the carpool parking program, please contact South Florida Commuter Services at 800-234-RIDE (7433).

Towing
A vehicle may be towed at the owner’s expense after parking citations have been issued to the vehicle and remain unpaid past the deadline for payment.

The following are also subject to be towed from campus at the owner’s expense:
1. vehicles that are not properly permitted
2. vehicles with unpaid parking fines
3. vehicles with payment past due
4. vehicles with the parking privilege revoked
5. vehicles otherwise in violation of university parking policies
6. vehicles blocking a driving lane, fully or partially restricting passage
7. vehicles blocking another parked vehicle, fully or partially restricting passage or exit

The towing of a vehicle from the campus may occur any time a vehicle has no parking permit. All towing enforcement for regional campuses must be referred to the local campus director, the operations administrator, or their designee, who will work with the Public Safety Department on appropriate action.

Golf Carts
Individuals utilizing golf carts on NSU property are expected to operate them in a safe and courteous manner. Golf cart operators found in violation of these safety procedures and/or misusing golf cart equipment may be subject to disciplinary action, including being prohibited from operating a golf cart on NSU property. This policy will be enforced by NSU Public Safety and the local police.

Procedures for Safe Operations of Golf Carts
The following are basic rules of operating and maintaining golf carts used for work transportation on the campus of Nova Southeastern University.

1. Golf carts should be operated on campus roadways. Sidewalks should be used only where roadways and/or parking lots are not available, and then only to the nearest adjacent street or parking lot.

2. On the campus of Nova Southeastern University, the pedestrian always has the right-of-way. Operators of golf carts will permit this right-of-way. If the golf cart is being operated on a sidewalk, the operator will pull off of the sidewalk to pass the pedestrians or stop the unit when approaching pedestrians until they pass.

3. Most of the golf carts used on this campus are designed to carry a driver and one passenger. Some “tram” type carts carry multiple passengers. No golf cart is to be operated with more passengers than seating is provided for.

4. All occupants in the golf cart shall keep hands, arms, legs, and feet within the confines of the golf cart at all times when the cart is in motion.

5. Drivers should never back up a golf cart without making sure there are no people or obstructions behind the cart.

6. Drivers should never shift gears while the vehicle is in motion.

7. A golf cart should be operated on campus at a speed equivalent to a well-paced walk and no faster than 15 mph. This maximum speed may be subject to the terrain over which the cart is being driven; the weather conditions; and the total weight of the golf cart, passengers, and any equipment being carried.

8. Golf cart operators shall possess a valid driver’s license and observe all Florida vehicle traffic laws such as lane travel, stop signs, legal passing of other vehicles, etc.

9. Avoid operating a golf cart on landscaped lawns.

10. Reduce speed to compensate for inclines, pedestrians, and weather conditions.

11. Maintain adequate distance between vehicles and pedestrians.

12. Approach sharp or blind corners with caution and reduce speed.

13. Use extreme care at building entrances and upon entering/exiting enclosed areas.

14. Do not park on any area that has pavers.

15. Use parking areas posted for golf carts, areas on sidewalks that are not in the main stream, or a Services parking space.

16. Never leave the keys in the golf cart when the cart is unattended.

17. When the golf cart is not in use, the operator must place the golf cart control lever in the park or neutral position, remove and secure the key, and set the parking pedal brake.

18. When the golf cart is not in use, including overnight, the unit will be secured with a chain and lock or other equivalent locking mechanism. The steering wheel must be chained to a fixed post on the cart to prevent the wheel from turning.

19. No personally owned golf carts are allowed on any NSU campus.
Equipment and Safety Checklist

Before operating the golf cart, the operator will check for proper tire condition and inflation. Brakes will be checked for proper operation. The operator will check for any indication of battery fluid leaks such as wet spots under the unit. If the golf cart is in need of repair or maintenance, it should not be driven. Authorized Physical Plant personnel will work on the identified problem at the site where the cart is located or will tow it to the Fleet Services Department.

Battery Recharge: When recharging the batteries, the following safety rules shall be observed.

- Do not smoke near the recharge station.
- Only an approved battery charger will be used to recharge the batteries (designed to shut off automatically when the batteries are fully charged).
- Do not recharge near an open flame or source of ignition.
- Pour baking soda on all spilled battery acid before cleaning up the spill.
- Wash skin thoroughly with cold water if it comes in contact with battery acid.
- Disconnect all battery charger cords before using the golf cart.

Fire and Life Safety

The Higher Education Opportunity Act, enacted on August 14, 2008, requires all United States academic institutions that maintain on-campus student housing facilities to produce and maintain an annual fire safety report outlining fire safety practices, standards, and all fire-related on-campus statistics.

Fire Log and Fire Statistics

The Nova Southeastern University Public Safety Department maintains a fire log and all applicable statistics on fires and related injuries, death, and damages as defined by the Higher Education Opportunity Act of 2008 in section 668.49.

All reports of fires and fire alarm activations are maintained in a database by Nova Southeastern University Public Safety Department. Data collected includes, but is not limited to, the building name, location, time and date, injuries, fatalities, and the dollar values for property damaged. The fire log is available to the public at the NSU Public Safety Department, 7500 SW 36th Street (Campus Support Building), Davie, Florida, during normal working hours. Please contact the Fire and Life Safety Division at (954) 262-8944 or email FireSafety@nova.edu for additional information.

### 2017 Fire Log

<table>
<thead>
<tr>
<th>Residential Facilities</th>
<th>Fires</th>
<th>Category</th>
<th>Cause</th>
<th>Injury</th>
<th>Death</th>
<th>Value of Property</th>
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<td>0</td>
<td>0</td>
<td>$0–99</td>
</tr>
</tbody>
</table>


- Fires: Any instances of open flame or other burning in a place not intended to contain the burning, or in an uncontrolled manner.
- Unintentional Fire: 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 fire: A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.
- Undetermined Fire: A fire in which the cause cannot be determined.
2017 Fire Statistics

The existing fire safety systems for on-campus residential facilities breakdown is as follows:

Four (4) residential facilities have full sprinkler systems and four (4) residential facilities have partial sprinkler systems.

All Nova Southeastern University residential facilities have a fire alarm system which is monitored 24 hours a day, seven days a week, by United Fire, Inc. The buildings also are equipped with emergency generators that are designed to automatically activate whenever there is a power loss. They all have smoke detection systems and fire extinguisher devices in place. All of the housing facilities have evacuation plans in place.

The following table describes each on-campus residential facility fire safety system:

Fire Training

Basic fire safety instruction is mandatory and is provided to all students living in residence halls at the beginning of each academic year. In addition, all residence advisers (RAs) receive additional comprehensive fire safety training and life safety training at the beginning of the calendar year. This includes, but is not limited to, the following topics:

- fire extinguishers
- emergency evacuation
- health and safety inspections

Policies

Anyone unnecessarily setting off a fire alarm, tampering with fire exits, and other means of egress may result in immediate university disciplinary action and criminal prosecution. Residents found damaging smoke alarms or fire alarm equipment will be charged for the damages and dealt with in a judicial manner. Failure to evacuate a residence hall during a fire alarm is also prohibited and may result in disciplinary action.

Never cover, remove, or tamper with smoke alarms or other fire protection equipment.

In addition, on-campus housing facilities have prohibitions against the following activities:

- smoking inside or outside any housing facility
- candles, incenses, oil burners, and/or other open flames devices
- use of space heaters
- misuse of extension cords. For temporary use, the extension cord shall be (UL) rated, heavy duty, and three wire type with ground plug. It should not exceed of six to eight feet in length.
- tampering with or blocking any fire protection equipment
• possession of fireworks
• use of halogen lamps or halogen bulbs
• running electrical wires beneath any rug or carpet.

For detailed information on Residential Life and Housing’s safety and security policies and procedures, including fire safety practices, please review the Residential Life Living Guide, available at nov.edu/reslife/forms/resguide.pdf.

Smoking
Smoking and tobacco use are prohibited in all Nova Southeastern University facilities and on all university property and other properties owned or leased by the university with no exception. This includes, but is not limited to, all indoor and outdoor areas and properties. Indoor areas and properties include, but are not limited to, all common work areas, elevators, hallways, university-owned or leased vehicles, garages, restrooms, dining areas, employee lounges, conference and meeting rooms, and all other enclosed areas in the workplace. Outdoor areas include, but are not limited to, parking lots, grounds, rooftops, plazas, courtyards, entrance and exit ways, and any other areas of the university campus.

Fire Inspections
The Division of Fire and Life Safety along with the Town of Davie Fire Department conducts annual fire inspections in all university buildings including residential buildings. In addition, the university safety committee conducts annual safety inspections in all university buildings including residential buildings. The Department of Residential Life and Housing conducts periodic safety and health inspections in all residential buildings.

Fire identification, Notification, and Evacuation Procedures
In the event that anyone smells smoke or sees fire or smoke, they should immediately activate the fire alarm system to evacuate the building by using the nearest pull station. Even if the fire is known to be small, the fire alarm should be activated immediately. The fire could grow quickly, endangering building occupants. All building occupants should be familiar with fire alarm pull station locations in their area.

Evacuate with all other buildings occupants to the designated evacuation areas (Emergency Assembly Points) and do not use elevators. If it is not safe to use the nearest exit, go to the next nearest available exit.

After evacuating the building and from a safe distance, the person discovering the fire should immediately call 9-1-1 for the fire department. Give the fire department the following information:
• building name and address
• exact location of the fire (i.e. floor, room’s number)
• type of fire (trash can, smoke, flames, etc.)
• your name and phone number

Call the Office of Public Safety at (954) 262-8999, from a safe location, and provide the dispatcher with the name and location of the building and information about the fire. Public Safety will verify that you have called 9-1-1 and ask for the same information listed above.

Building Evacuation
Building evacuation is mandatory for all fire alarms and upon notification by emergency personnel. Evacuation should be made through the nearest marked exit as these routes are equipped with emergency lighting and exit signs. Both systems have battery backup designed to illuminate egress routes for a minimum of 90 minutes. Assist disabled individuals to exit, if possible. Do not use the elevators. Allow emergency personnel and vehicles access to streets, fire lanes, hydrants, walkways, and buildings.

Failure to evacuate will result in an investigation and may lead to disciplinary actions. Do not re-enter a building until allowed by emergency personnel.

Fire Drills
Nova Southeastern University conducts periodically mandatory fire evacuation drills. The evacuation drills are conducted by activating each individual fire alarm system in each on-campus student housing facility. These drills are conducted by the Division of Fire and Life Safety and the Department of Public Safety. Evacuation drills are used to familiarize occupants with the building alarm system, emergency exits, and Emergency Assembly Points. Participation of all residents in the relevant buildings is mandatory.

Future Plans for Improvements
Nova Southeastern University is continually evaluating the fire protection systems in residential facilities. Upgrades to the system occur through replacements or building renovations. Current planning and education include the following:
• upon budget approval, NSU will retrofit four residence halls (Founders, Farquhar, Vettel, and Cultural Living Center) from partial sprinkler systems to full sprinkler systems
• expanded fire safety education will be provided for those students who will be studying abroad
## Nova Southeastern University Crime Statistics

### Fort Lauderdale/Davie Campus

3301 College Avenue, Fort Lauderdale, Florida 33314-7796

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On Campus Student Housing</th>
<th>Noncampus</th>
<th>Total</th>
<th>Unfounded Crimes</th>
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### Offense Year On Campus Student Housing\(^1\) Noncampus\(^3\) Total\(^4\) Unfounded Crimes\(^5\)

1. On-Campus Student Housing includes students who are enrolled in the On-Campus Category. In these categories, they count in both categories.

2. “On-campus” includes the figure from residence halls within the aggregate.

3. On-campus” means: (i) any building or property owned or controlled by the university within the same reasonable contiguous geographic area and used by the university in direct support of, or in a manner related to, the university’s educational purposes, including residence halls; and (ii) 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 university, but controlled by another person, that is frequently used by students and supports university purposes (such as a food or other retail vendor).

4. “Public Property” means all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

5. “Unfounded” Crimes: An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of the full investigations and evidence, have made a formal determination that the crime report is false or baseless and, therefore, “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. Because the university’s Public Safety Department is not a sworn or commissioned law enforcement agency, the university defers to the crime dispositions law enforcement agencies report including “unfounded” crime-reportable crimes. Such “unfounded” crimes will be included in this chart (along the same row as the corresponding crime type and in the corresponding unfounded column with a separate caveat/note).

6. Reported to the Town of Davie Police (not to NSU) and unfounded by TOD Police. 160 receives report upon review of TOD Police statistics.

7. “Hate Crime” is a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the victim’s race or color, religion, gender, gender identity, sexual orientation, national origin, or disability. Pursuant to the 2009 Clery Act Amendments: “Higher Education Opportunity Act” (Public Law 110-315) hate crime statistics reported under the Clery Act now additionally include larceny-theft, simple assault, intimidation, and vandalism if motivated by bias.

8. HATE CRIME REPORTING: Simple Battery: Motivated by Bias- Sexual Orientation
### Crime Statistic Provided to NSU by a Law Enforcement Agency

A law enforcement agency with the same local law enforcement’s official classification of Clery crime dispositions. Any Clery reportable crime statistic provided to NSU by a law enforcement agency with the same local law enforcement’s official uniform crime reporting (UCR) disposition as “unfounded” will be included in this chart (along the same row as the corresponding crime type in the corresponding unfounded column with a separate caveat/note).

#### Hate Crime Reporting

1. “Public Property” means all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

2. “Unfounded Crimes” is a Clery Act reporting regulation that became effective in 2014 providing for very limited circumstances in which an institution may remove reports of crimes that have been “unfounded” by law enforcement officials and require institutions to report to the Department of Education and disclose in the ASR the number of crimes that were “unfounded” and subsequently withheld from their crime statistics. Nova Southeastern University’s Public Safety Department is not a sworn law enforcement agency and as such is dependent on local law enforcement for the classification of Clery crime dispositions. Any Clery reportable crime statistic provided to NSU by a law enforcement agency with the same local law enforcement’s official uniform crime reporting (UCR) disposition as “unfounded” will be included in this chart (along the same row as the corresponding crime type in the corresponding unfounded column with a separate caveat/note).

3. “Hate Crime” is a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. The categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. Pursuant to the 2008 Clery Act Amendments: “Higher Education Opportunity Act” (Public Law 110-315) hate crime statistics reported under the Clery Act now additionally include larceny-theft, simple assault, intimidation, and vandalism if motivated by bias.

### Crime Statistics

<table>
<thead>
<tr>
<th>Offense</th>
<th>Year</th>
<th>On-Campus</th>
<th>Public Property</th>
<th>Total</th>
<th>Unfounded Crimes</th>
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Hate Crime Reporting: There were no hate crimes reported for 2017, 2016, or 2015.

1. "Public Property" means all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

2. "Unfounded Crimes" is a Clery Act reporting regulation that became effective in 2014 providing for very limited circumstances in which an institution may remove reports of crimes that have been "unfounded" by law enforcement officials and require institutions to report to the Department of Education and disclose in the ASR the number of crimes that were "unfounded" and subsequently withheld from their crime statistics. Nova Southeastern University’s Public Safety Department is not a sworn law enforcement agency and as such is dependent on local law enforcement for the classification of Clery crime dispositions. Any Clery reportable crime statistic provided to NSU by a law enforcement agency with the same local law enforcement’s official uniform crime reporting (UCR) disposition as "unfounded" will be included in this chart (along the same row as the corresponding crime type in the corresponding unfounded column with a separate caveat/note).

3. "Hate Crime" is a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. The categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. Pursuant to the 2008 Clery Act Amendments: “Higher Education Opportunity Act” (Public Law 110-315) hate crime statistics reported under the Clery Act now additionally include larceny-theft, simple assault, intimidation, and vandalism if motivated by bias.
Fort Myers Campus  
3650 Colonial Court, Fort Myers, Florida 33913-6636

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Hate Crime Reporting: There were no hate crimes reported for 2017, 2016, or 2015.

1. “Public Property” means all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

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### Miami Campus
8585 SW 124th Avenue, Miami, Florida 33183-4600

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3. “Hate Crime” is a crime reported to local police agencies or to a campus security authority that manifests prejudice against the victim with bias motivated by race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, or disability. Pursuant to the 2008 Clery Act Amendments: “Higher Education Opportunity Act” (Public Law 110-315) hate crime statistics reported under the Clery Act now additionally include larceny-theft, simple assault, intimidation, and vandalism if motivated by bias.
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3. “Hate Crime” is a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. The categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. Pursuant to the 2008 Clery Act Amendments: “Higher Education Opportunity Act” (Public Law 110-315) hate crime statistics reported under the Clery Act now additionally include larceny-theft, simple assault, intimidation, and vandalism if motivated by bias.

Hate Crime Reporting: There were no hate crimes reported for 2017, 2016, or 2015.
1. "Public Property" means all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

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### Hate Crime Reporting

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Puerto Rico Regional Campus
997 San Roberto Street, San Juan, Puerto Rico 00926

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Offense Year | On-campus | Public Property | Total | Unfounded Crimes
Arson        | 2017 | 0 | 0 | 0 | 0 |
|             | 2016 | 0 | 0 | 0 | 0 |
|             | 2015 | 0 | 0 | 0 | 0 |
Domestic Violence | 2017 | 0 | 0 | 0 | 0 |
|             | 2016 | 0 | 0 | 0 | 0 |
|             | 2015 | 0 | 0 | 0 | 0 |
Dating Violence | 2017 | 0 | 0 | 0 | 0 |
|             | 2016 | 0 | 0 | 0 | 0 |
|             | 2015 | 0 | 0 | 0 | 0 |
Stalking      | 2017 | 1 | 0 | 1 | 0 |
|             | 2016 | 0 | 0 | 0 | 0 |
|             | 2015 | 0 | 0 | 0 | 0 |

Hate Crime Reporting: There were no hate crimes reported for 2017, 2016, or 2015.

1. “Public Property” means all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

2. “Unfounded Crimes” is a Clery Act reporting regulation that became effective in 2014 providing for very limited circumstances in which an institution may remove reports of crimes that have been “unfounded” by law enforcement officials and require institutions to report to the Department of Education and disclose in the ASR the number of crimes that were “unfounded” and subsequently withheld from their crime statistics. Nova Southeastern University’s Public Safety Department is not a sworn law enforcement agency and as such is dependent on local law enforcement for the classification of Clery crime dispositions. Any Clery reportable crime statistic provided to NSU by a law enforcement agency with the same local law enforcement’s official uniform crime reporting (UCR) disposition as “unfounded” will be included in this chart (along the same row as the corresponding crime type in the corresponding unfounded column with a separate caveat note).

3. “Hate Crime” is a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. The categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. Pursuant to the 2008 Clery Act Amendments: “Higher Education Opportunity Act” (Public Law 110-315) hate crime statistics reported under the Clery Act now additionally include larceny-theft, simple assault, intimidation, and vandalism if motivated by bias.

NOTE: Puerto Rico State Police only provide crime statistics for wide geographical areas and do not provide statistics by specific address location.
### Crime Report for Tampa Campus

#### 3632 Queen Palm Drive, Tampa, Florida 33619-1311

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1. “Public Property” means all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

2. “Unfounded Crimes” is a Clery Act reporting regulation that became effective in 2014 providing for very limited circumstances in which an institution may remove reports of crimes that have been “unfounded” by law enforcement officials and require institutions to report to the Department of Education and disclose in the ASR the number of crimes that were “unfounded” and subsequently withheld from their crime statistics. Nova Southeastern University’s Public Safety Department is not a sworn law enforcement agency and as such is dependent on local law enforcement for the classification of Clery crime dispositions. Any Clery reportable crime statistic provided to NSU by a law enforcement agency with the same local law enforcement’s official uniform crime reporting (UCR) disposition as “unfounded” will be included in this chart (along the same row as the corresponding crime type in the corresponding unfounded column with a separate caveat note).

3. “Hate Crime” is a crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. The categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. Pursuant to the 2008 Clery Act Amendments: “Higher Education Opportunity Act” (Public Law 110-315) hate crime statistics reported under the Clery Act now additionally include larceny-theft, simple assault, intimidation, and vandalism if motivated by bias.
Appendix

Clergy Crime Statistics Definitions

The Hierarchy Rule
Under this rule, when more than one criminal offense was committed during a single incident, only the most serious offense was entered for Clergy Act reporting. A single incident means that the offenses were committed at the same time and place.

There are exceptions to using the Hierarchy Rule when counting offenses. The exceptions apply to arson, sexual assaults, hate crimes, and Violence Against Women Act (VAWA) offenses. This means that when an incident meets definitions in more than one of these categories, it must be reported in each category.

Criminal Homicide: These offenses are separated into two categories—Murder and Non-negligent Manslaughter and Manslaughter by Negligence.

A. Murder and Non-negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another. Count one offense per victim.

B. Manslaughter by Negligence is defined as the killing of another person through gross negligence. Count one offense per victim.

Sexual Assault (Sex Offenses): Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

1) Forcible

a. Rape—The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females. Count one offense per victim. Include the crime as Rape, regardless of the age of the victim, if the victim did not consent, or if the victim was incapable of giving consent. If the victim consented, the offender did not force or threaten the victim, and the victim was under the statutory age of consent, include the crime as Statutory Rape.

b. Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity. Count one offense per victim. Fondling is recognized as an element of the other sex offenses. Therefore, count Fondling only if it is the only sex offense.

2) Nonforcible

a. Incest—Nonforcible sexual intercourse between individuals who are related to each other within the degrees wherein marriage is prohibited by law. Count one offense per victim.

b. Statutory Rape—Nonforcible sexual intercourse with a person who is under the statutory age of consent. Count one offense per victim.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or people by force or threat of force or violence and/or by putting the victim in fear. In any instance of Robbery, count one offense for each distinct operation (i.e., incident), including attempts. Do not count the number of victims robbed, the number of those present at the Robbery, or the number of offenders.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury, this type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Count one offense per victim. However, if a number of people are involved in a dispute or disturbance, and the aggressors cannot be distinguished from the victims, count the number of people assaulted as the number of offenses.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned. Count one offense per each distinct operation.

Motor Vehicle Theft: The theft or attempted theft of any self-propelled vehicle that runs on land surface and not on rails, including, but not limited to, sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, trail bikes, mopeds, all-terrain vehicles, self-propelled motor homes, snowmobiles, golf carts and motorized wheelchairs. Count one offense for each stolen vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by individuals not having lawful access, even though the vehicles are later abandoned—including joyriding.)

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. Count one offense for each distinct incident of Arson occurring on your Clergy Act geography.

Hate Crime: A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. The categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. The crime statistics reported under the Clergy Act include the following crimes:

1) Larceny-Theft (Except Motor Vehicle Theft)—The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
(2) Simple Assault—An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe oragrivated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

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

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

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

(1) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the people involved in the relationship.

(2) For the purpose of this definition
   a. dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
   b. dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence: A felony or misdemeanor crime of violence committed

(1) by a current or former spouse or intimate partner of the victim;
(2) by a person with whom the victim shares a child in common;
(3) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
(4) 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; or
(5) 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.

To categorize an incident as Domestic Violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

Stalking:

(1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

   a. fear for his or her own safety or the safety of others; or
   b. suffer substantial emotional distress.

(2) For the purpose of this definition
   a. course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
   b. substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
   c. reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Weapons—Arrests/Referrals: Carrying, Possessing, Etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. **Arrest for Clery Act purposes** is defined as individuals processed by arrest, citation, or summons. **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 an individual is both arrested and referred for disciplinary action for an offense, count only the arrest.

Drug Abuse Violations—Arrests/Referrals: 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. **Arrest for Clery Act purposes** is defined as individuals processed by arrest, citation, or summons. **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 an individual is both arrested and referred for disciplinary action for an offense, count only the arrest.

Liquor Law Violations—Arrests/Referrals: 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. **Arrest for Clery Act purposes** is defined as individuals processed by arrest, citation, or summons. **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 an individual is both arrested and referred for disciplinary action for an offense, count only the arrest.
**State of Florida Statutes**

**Dating Violence (Fla. Stat. 784.046(d))**: Violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past six months;
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.

The term does not include violence in a casual acquaintance or violence between individuals who only have engaged in ordinary fraternization in a business or social context.

**Domestic Violence (Fla. Stat. 741.28)**: Any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.

Family or household member means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have resided together in the same single dwelling unit.

**Sexual Assault (i.e., Sexual Battery as defined in Fla. Stat. 794.011)**:

1. As used in this chapter:
   a. “Consent” means intelligent, knowing, and voluntary consent and does not include coerced submission. Consent shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.
   b. “Mentally defective” means a mental disease or defect which renders a person temporarily or permanently incapable of appraising the nature of his or her conduct.
   c. “Mentally incapacitated” means temporarily incapable of appraising or controlling a person’s own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance administered without his or her consent or due to any other act committed upon that person without his or her consent.
   d. “Offender” means a person accused of a sexual offense in violation of a provision of this chapter.
   e. “Physically helpless” means unconscious, asleep, or for any other reason physically unable to communicate unwillingness to an act.
   f. “Retaliation” includes, but is not limited to, threats of future physical punishment, kidnapping, false imprisonment or forcible confinement, or extortion.
   g. “Serious personal injury” means great bodily harm or pain, permanent disability, or permanent disfigurement.
   h. “Sexual battery” means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose.
   i. “Victim” means a person who has been the object of a sexual offense.
   j. “Physically incapacitated” means bodily impaired or handicapped and substantially limited in ability to resist or flee.

2. A person 18 years of age or older who commits sexual battery upon, or in an attempt to commit sexual battery injures the sexual organs of, a person less than 12 years of age commits a capital felony, punishable as provided in ss. 775.082 and 921.141.

3. A person who commits sexual battery upon a person 12 years of age or older without that person’s consent, and in the process thereof uses or threatens to use a deadly weapon or uses actual physical force likely to cause serious personal injury commits a life felony, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115.

4. A person 18 years of age or older who commits sexual battery upon a person 12 years of age or older but younger than 18 years of age without that person’s consent, and in the process thereof uses or threatens to use a deadly weapon or uses actual physical force likely to cause serious personal injury commits a life felony, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115.

5. A person 18 years of age or older who commits sexual battery upon a person 12 years of age or older but younger than 18 years of age without that person’s consent, and in the process thereof uses or threatens to use a deadly weapon or uses actual physical force likely to cause serious personal injury commits a life felony, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115.
(d) A person commits a felony of the first degree, punishable by a term of years not exceeding life or as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115 if the person commits sexual battery upon a person 12 years of age or older without that person’s consent, under any of the circumstances listed in paragraph (e), and such person was previously convicted of a violation of:

1. Section 787.01(2) or s. 787.02(2) when the violation involved a victim who was a minor and, in the course of committing that violation, the defendant committed against the minor a sexual battery under this chapter or a lewd act under s. 800.04 or s. 847.0135(5);
2. Section 787.01(3)(a)2. or 3.;
3. Section 787.02(3)(a)2. or 3.;
4. Section 800.04;
5. Section 825.1025;
6. Section 847.0135(5); or
7. This chapter, excluding subsection (10) of this section.

(e) The following circumstances apply to paragraphs (a)-(d):

1. The victim is physically helpless to resist.
2. The offender coerces the victim to submit by threatening to use force or violence likely to cause serious personal injury on the victim, and the victim reasonably believes that the offender has the present ability to execute the threat.
3. The offender coerces the victim to submit by threatening to retaliate against the victim, or any other person, and the victim reasonably believes that the offender has the ability to execute the threat in the future.
4. The offender, without the prior knowledge or consent of the victim, administers or has knowledge of someone else administering to the victim any narcotic, anesthetic, or other intoxicating substance that mentally or physically incapacitates the victim.
5. The victim is mentally defective, and the offender has reason to believe this or has actual knowledge of this fact.
6. The victim is physically incapacitated.
7. The offender is a law enforcement officer, correctional officer, or correctional probation officer as defined in s. 943.10(1), (2), (3), (6), (7), (8), or (9), who is certified under s. 943.1395 or is an elected official exempt from such certification by virtue of s. 943.253, or any other person in a position of control or authority in a probation, community control, controlled release, detention, custodial, or similar setting, and such officer, official, or person is acting in such a manner as to lead the victim to reasonably believe that the offender is in a position of control or authority as an agent or employee of government.

(5)(a) A person 18 years of age or older who commits sexual battery upon a person 12 years of age or older but younger than 18 years of age, without that person’s consent, and in the process does not use physical force and violence likely to cause serious personal injury commits a felony of the first degree, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115.

(b) A person 18 years of age or older who commits sexual battery upon a person 12 years of age or older, without that person’s consent, and in the process does not use physical force and violence likely to cause serious personal injury commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115.

(c) A person younger than 18 years of age who commits sexual battery upon a person 12 years of age or older, without that person’s consent, and in the process does not use physical force and violence likely to cause serious personal injury commits a felony of the second degree, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115.

(d) A person commits a felony of the first degree, punishable as provided in s. 775.082, s. 775.083, s. 775.084, or s. 794.0115 if the person commits sexual battery upon a person 12 years of age or older, without that person’s consent, and in the process does not use physical force and violence likely to cause serious personal injury and the person was previously convicted of a violation of:

1. Section 787.01(2) or s. 787.02(2) when the violation involved a victim who was a minor and, in the course of committing that violation, the defendant committed against the minor a sexual battery under this chapter or a lewd act under s. 800.04 or s. 847.0135(5);
2. Section 787.01(3)(a)2. or 3.;
3. Section 787.02(3)(a)2. or 3.;
4. Section 800.04;
5. Section 825.1025;
6. Section 847.0135(5); or
7. This chapter, excluding subsection (10) of this section.

(e) The offenses described in paragraphs (5)(a)-(c) are included in any sexual battery offense charged under subsection (3).

(f)(a) The offenses described in paragraph (5)(a) is included in an offense charged under paragraph (4)(a).

(b) The offense described in paragraph (5)(b) is included in an offense charged under paragraph (4)(b).

(c) The offense described in paragraph (5)(c) is included in an offense charged under paragraph (4)(c).

(d) The offense described in paragraph (5)(d) is included in an offense charged under paragraph (4)(d).
7) A person who is convicted of committing a sexual battery on or after October 1, 1992, is not eligible for basic gain-time under s. 944.275. This subsection may be cited as the “Junny Rios-Martinez, Jr. Act of 1992.”

8) Without regard to the willingness or consent of the victim, which is not a defense to prosecution under this subsection, a person who is in a position of familial or custodial authority to a person less than 18 years of age and who:

(a) Solicits that person to engage in any act which would constitute sexual battery under paragraph (1)(h), commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

(b) Engages in any act with that person while the person is 12 years of age or older but younger than 18 years of age which constitutes sexual battery under paragraph (1)(h), or in an attempt to commit sexual battery injures the sexual organs of such person commits a capital or life felony, punishable pursuant to subsection (1)(h).

(c) Engages in any act with that person while the person is less than 12 years of age which constitutes sexual battery under paragraph (1)(h), or in an attempt to commit sexual battery injures the sexual organs of such person commits a capital or life felony, punishable pursuant to subsection (1)(h).

9) For prosecution under paragraph (4)(a), paragraph (4)(b), paragraph (4)(c), or paragraph (4)(d) which involves an offense committed under any of the circumstances listed in subparagraph (4)(e), acquiescence to a person reasonably believed by the victim to be in a position of control or authority does not constitute consent, and it is not a defense that the perpetrator was not actually in a position of control or authority if the circumstances were such as to lead the victim to reasonably believe that the person was in such a position.

10) A person who falsely accuses a person listed in subparagraph (4)(e), or other person in a position of control or authority as an agent or employee of government of violating paragraph (4)(a), paragraph (4)(b), paragraph (4)(c), or paragraph (4)(d) commits a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

Consent means intelligent, knowing, and voluntary consent and does not include coerced submission. Consent shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

Stalking (Fla. Stat. 784.048):

1) As used in this section, the term:

a) “Harass” means to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose.

b) “Course of conduct” means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose. The term does not include constitutionally protected activity such as picketing or other organized protests.

c) “Credible threat” means a verbal or nonverbal threat, or a combination of the two, including threats delivered by electronic communication or implied by a pattern of conduct, which places the person who is the target of the threat in reasonable fear for his or her safety or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm. It is not necessary to prove that the person making the threat had the intent to actually carry out the threat. The present incarceration of the person making the threat is not a bar to prosecution under this section.

d) “Cyberstalk” means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

2) A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking, a misdemeanor of the first degree, punishable as provided in s. 775.082 or s. 775.083.

3) A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person and makes a credible threat to that person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

4) A person who, after an injunction for protection against repeat violence, sexual violence, or dating violence pursuant to s. 784.046, or an injunction for protection against domestic violence pursuant to s. 741.30, or after any other court-imposed prohibition of conduct toward the subject person or that person’s property, knowingly, willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

5) A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks a child under 16 years of age commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

6) A law enforcement officer may arrest, without a warrant, any person that he or she has probable cause to believe has violated this section.
(7) A person who, after having been sentenced for a violation of s. 794.011, s. 800.04, or s. 847.0135(5) and prohibited from contacting the victim of the offense under s. 921.244, willfully, maliciously, and repeatedly follows, harasses, or cyberstalks the victim commits the offense of aggravated stalking, a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084.

(8) The punishment imposed under this section shall run consecutive to any former sentence imposed for a conviction for any offense under s. 794.011, s. 800.04, or s. 847.0135(5).

(9) (a) The sentencing court shall consider, as a part of any sentence, issuing an order restraining the defendant from any contact with the victim, which may be valid for up to 10 years, as determined by the court. It is the intent of the Legislature that the length of any such order be based upon the seriousness of the facts before the court, the probability of future violations by the perpetrator, and the safety of the victim and his or her family members or individuals closely associated with the victim.

(b) The order may be issued by the court even if the defendant is sentenced to a state prison or a county jail or even if the imposition of the sentence is suspended and the defendant is placed on probation.

**Territory of Puerto Rico Statutes**

**Chapter 29, Subchapter I, Section 602—Domestic abuse**—A constant pattern of conduct involving physical force or psychological violence, intimidation or persecution against a person by his/her spouse, former spouse, a person with whom he/she cohabits, or has cohabited, with whom he/she has, or has had a consensual relationship, or a person with whom a son or daughter has been procreated, to cause physical harm to their self, their property, or another’s self, or to cause him/her grave emotional harm.

**Chapter 300, Subchapter I, Section 4770—Sexual Assault**—Any person who performs sexual penetration, whether vaginal, anal, oral-genital, digital or instrumental under any of the following circumstances shall incur a severe second degree felony:

(a) If the victim has not yet reached the age of sixteen (16) at the time of the event.

(b) If due to mental disability or illness, whether temporary or permanent, the victim is unable to understand the nature of the act at the time of its commission.

(c) If the victim has been compelled into the act by means of physical force, violence, intimidation or the threat of serious and immediate bodily harm.

(d) If the victim’s capability to consent has been annulled or diminished substantially without his/her knowledge or without his/her consent by means of hypnosis, narcotics, depressants or stimulants, or similar means or substances.

(e) When at the time of the commission of the act the victim is not conscious of its nature and this circumstance is known to the person accused.

(f) If the victim submits to the act by means of deception, trickery, simulation or cover up with respect to the identity of the person accused.

(g) If the victim is forced or induced by means of abuse or physical or psychological violence into participating or becoming involved in unwanted sexual relations with third parties.

(h) If the accused person is a relative of the victim, by ascendancy or descendancy, or consanguinity, adoption or affinity, or collateral by consanguinity or adoption up to the third degree.

(i) When the accused person takes advantage of the trust deposited in him/her by the victim because there is a relationship of superiority because the victim is under his/her custody, guardianship, or primary, secondary or special education, medical or psychotherapeutic treatment, or any type of counseling, or because there is a relationship with the victim as the leader of his/her religious belief.

If the conduct typified in subsection (a) of this section is committed by a minor who has not yet reached the age of eighteen (18), the offender shall incur a third degree felony if prosecuted as an adult.

Chapter 251, Section 4013—Stalking—Means a pattern of behavior of vigilance, over a person; unwanted verbal or written communications are sent repeatedly to a specific person; written, verbal or implicit threats are made against a specific person; repeated acts of vandalism are directed to a specific person; repeated harassment through words, gestures or actions intended to intimidate, threaten or pursue the victim or members of his/her family.

Note: There are no definitions for consent or dating violence in Puerto Rico.

Online students residing outside of Florida, Nevada, and Puerto Rico may wish to review their state’s definitions of criminal activity.
As members of the university community, each of us has a role in keeping our campus safe. **Shark Watch**, the NSU crime prevention program, asks that all students and employees immediately report any suspicious individuals or activity to **NOVALERT** at **(954) 262-8999**.

On-campus **Safety Escorts** are available 24/7 by calling **(954) 262-8999**. A uniformed Public Safety officer will meet you and accompany you to your destination.
Visit Us at the Fort Lauderdale/Davie Campus

The central Public Safety office is located at the Campus Support Building.

To provide consolidated, one-stop service and support to our campus community, all Public Safety services are available directly by visiting the Campus Support Building, which is also the home of NSU’s Facilities Management and Physical Plant departments.

The Public Safety Department is available 24/7 at (954) 262-8999 or via any campus blue light emergency phone.
OFFICE WATCH
PREVENT OFFICE THEFT

WHO is that stranger?

ASK: “May I help you?” and “Who are you here to see?”

TAKE time to secure valuables

CALL Public Safety, (954) 262-8999

HELP your office neighbors

Lock personal items away the first thing in the morning and after lunch!

Watch their areas when they are gone. Identify people in their office or around their desk.

Photocopy all important papers that you carry in your purse or wallet, including your driver’s license.

Keep the photocopies in a safe place. This information will be invaluable if you lose your license or cards.
Phone Numbers

NSU Public Safety
Nova Southeastern University Public Safety Department .................................. (954) 262-8999

NSU Emergency Hotline
Information updates in the event of a crisis or emergency, ........................................ 800-256-5065
including weather related events

Local Police
East Campus—Fort Lauderdale Police ................................................................. 9-1-1 or (954) 828-5700
Eye Care Institute—Fort Lauderdale Police .................................................... 9-1-1 or (954) 828-5700
Fort Lauderdale Museum Plaza—Fort Lauderdale Police ......................... 9-1-1 or (954) 828-5700
Fort Myers Campus—Lee County Sheriff's Office ................................ 9-1-1 or (239) 477-1000
Jacksonville Campus—Jacksonville Sheriff's Office .................................. 9-1-1 or (904) 630-0500
Fort Lauderdale/Davie Campus—Davie Police ............................................. 9-1-1 or (954) 693-8200
Miami Campus—Miami-Dade Police ............................................................. 9-1-1 or (305) 595-6263
Miramar Campus—Miramar Police ................................................................. 9-1-1 or (954) 431-4600
NSU Art Museum of Fort Lauderdale—Fort Lauderdale Police ................ 9-1-1 or (954) 828-5700
North Miami Beach Campus—North Miami Beach Police ..................... 9-1-1 or (305) 949-5500
Oceanographic Campus—Hollywood Police ............................................. 9-1-1 or (954) 764-4357
Orlando Campus—Orlando Police ................................................................. 9-1-1 or (321) 235-5300
Palm Beach Campus—Palm Beach Gardens Police ................................. 9-1-1 or (561) 799-4445
Puerto Rico Regional Campus—Puerto Rico State Police ....................... 9-1-1 or (787) 793-1234
Tampa Campus—Hillsborough County Sheriff's Office ......................... 9-1-1 or (813) 247-8200

Other Important Phone Numbers
NSU Human Resources .................................................................................. (954) 262-4748
NSU Lost and Found (Public Safety) ............................................................... (954) 262-8985
NSU Main Number ......................................................................................... (954) 262-7300
NSU Physical Plant ........................................................................................ (954) 262-8800
NSU Public Affairs/University Relations ...................................................... (954) 262-5357
NSU Residential Life ...................................................................................... (954) 262-7052
NSU Student Affairs ...................................................................................... (954) 262-7031
Student Counseling (24/7) .......................................................................... (954) 424-6911
NSU Employee Assistance Program provided by MHNet (24/7) .............. 877-398-5816
Florida Abuse and Neglect Hotline ............................................................. 800-962-2873

Please see page 52–56 for additional emergency contact information resources.

NOVALERT
PUBLIC SAFETY DEPARTMENT
(954) 262-8999
Contact the Public Safety Department's NOVALERT Hotline 24/7
for emergency or nonemergency situations.