



**Campus Safety and Security Report &
Emergency Preparedness Plan
2020-2021**

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Campus Safety and Security Report 2020-2021

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A Message from Our Executive Director

Welcome to MedQuest College!

I would like to welcome all new and returning faculty, staff, and students to MedQuest College. As members of the MedQuest College campus community, we all share the responsibility of maintaining a safe and healthy environment. Your safety while at MedQuest College and within the College community is a primary concern.

MedQuest College places the utmost importance on ensuring the safety and security of our students, employees and visitors. In this report, please find our current campus policies regarding procedures for students, employees, and others to report criminal actions or other emergencies occurring on campus. MedQuest College's Campus Safety and Security Report includes information about operating status parameters, incident priorities and performance expectations, shelter-in-place and evacuation guidelines, and continuity planning requirements.

Hard copies of the MedQuest College Campus Safety and Security Report are kept at the entrances of each campus facility. Electronic copies are made available to students and employees on the MedQuest College website at www.medquestcollege.edu. Additional paper copies are available upon request to the Registrar.

This report is available to the public to provide statistical information required by law. If you have questions or concerns regarding any information in this brochure, please contact me at (502) 245-6177 or come either of our campuses.

Sincerely,

Robin Boughey
Executive Director

We Encourage Accurate and Prompt Crime Reporting

Faculty, staff, students and visitors are encouraged to promptly report any criminal activity directly to any campus safety authority. This facilitates a timely response, thorough criminal investigation, and the ability for us to make timely warning and emergency notification to the College community if necessary. We understand that in some cases the victim of a crime may feel uncomfortable contacting the police, may not want the police involved, may not desire criminal prosecution, or may want to remain anonymous. If you need assistance reporting a crime, you may report a criminal offense to the following campus safety authorities:

- Robin Boughey –Executive Director
- Dr. Russell Mauk – Campus Director – Lexington
- Todd Jakub – Campus Director - Louisville
- Jennifer Meunier – Director of Education and Distance Learning – Lexington
- Brian Graham – Director of Admissions – Louisville
- Lindsay Stark – Director of Admissions - Lexington
- Larisa Crawley – Director of Strategic Initiatives
- Alie Faulkner – Director of Career Services – Louisville
- Stephanie Slone – Director of Career Services – Lexington
- Nina Craig – Student Services Coordinator – Louisville
- Leanna McCormick – Student Services Coordinator - Lexington
- Patti Landberg - Comprehensive Dental Assisting Program Chair – Louisville
- Nanette Mosser – Comprehensive Medical Assisting Program Chair – Louisville
- April Hagans - Comprehensive Medical Assisting Program Chair - Lexington
- Jean Roberts – Diagnostic Medical Sonography Program Chair – Lexington
- Dr. Marwa Ismail – Medical Equipment Repair Technology Program Chair - Louisville
- Melody Schweitzer – Practical Nursing Program Dean
- Lauren Bauer – Practical Nursing Lead Instructor - Louisville
- Kathy Khoshreza – Practical Nursing Program Chair - Lexington

A procedure is in place to capture crime statistics reported to these designated campus authorities for inclusion in our annual crime statistics, and to issue a timely warning or emergency notification if appropriate.

How to Report a Crime or Other Emergencies on Campus

Crimes, suspicious activity, safety hazards, or campus emergencies (including medical and fire emergencies) should be reported to any campus safety authority as soon as possible. For non-emergencies, contact the Executive Director at 502-245-6177. You may also report a crime in person by coming to any MedQuest College campus front desk.

To report a crime or other emergency occurring in the community surrounding MedQuest College campus, refer to the information below.

MedQuest College – Main Campus

10400 Linn Station Road, Suite 120
Louisville, KY 40223

IN CASE OF EMERGENCY CONTACT 911
For non-emergencies, contact the Louisville
Metro Police Department at (502) 574-7060

MedQuest College – Branch Campus

1575 Winchester Road, Suite 110
Lexington, KY 40505

IN CASE OF EMERGENCY CONTACT 911
For non-emergencies, contact the Lexington
Police Department at (859) 258-3600

Anonymous Crime Reporting

Crimes can be reported anonymously by calling Crime Stoppers at (502) 582-CLUE (2583). MedQuest College campus safety authorities will accept confidential and anonymous reports of crimes for inclusion in the annual statistical report. It is our goal to provide assistance whenever a report is made and to make sure we include the crime in our annual Safety and Security report.

Campus Law Enforcement

MedQuest College does not employ campus law enforcement personnel. MedQuest College does not employ pastoral counselors and professional counselors. MedQuest College contracts counseling services through a third party firm. All students are given information for this program during orientation and employees are provided with details at their date of hire. Individual counseling services can be arranged as needed. Should an on-campus threat occur, counselors will be brought in to meet with students and employees, as needed. All services are offered on a confidential basis and require voluntary participation. MedQuest College campus security authorities receive quarterly reports that disclose the number of individuals utilizing these services, but does not provide specific details. This information will not be disclosed in the annual Crime and Safety Report.

MedQuest College does not currently have any student organizations officially recognized by the school or maintain off-campus facilities and therefore does not monitor or record criminal activity at such locations.

Clery Act Campus Geography

MedQuest College is required to disclose statistics for *Clery Act*¹ crimes that occur on campus, in or on noncampus buildings or property and on public property. The following is a list of the building and properties that our institution controls and addresses for those buildings/properties:

MedQuest College – Main Campus

10400 Linn Station Road, Suite 120
Louisville, KY 40223

MedQuest College – Branch Campus

1575 Winchester Road, Suite 110
Lexington, KY 40505

Campus Security Authorities

MedQuest College identifies the following individuals as having significant responsibility for student and campus activities. Alleged crimes reported to these campus security authorities are

Campus Safety Tip

Any suspicious activity or person(s) seen in the parking lots loitering around vehicles, inside buildings should be reported to the police.

¹ The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act, signed in 1990, is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. <http://clerycenter.org/summary-jeanne-clery-act>

then reported by these campus security authorities to the Executive Director to collect for reporting purposes.

- Robin Boughey –Executive Director
- Dr. Russell Mauk – Campus Director – Lexington
- Todd Jakub – Campus Director - Louisville
- Jennifer Meunier – Director of Education and Distance Learning – Lexington
- Brian Graham – Director of Admissions – Louisville
- Lindsay Stark – Director of Admissions - Lexington
- Larisa Crawley – Director of Strategic Initiatives
- Alie Faulkner – Director of Career Services – Louisville
- Stephanie Slone – Director of Career Services – Lexington
- Nina Craig – Student Services Coordinator – Louisville
- Leanna McCormick – Student Services Coordinator - Lexington
- Patti Landberg - Comprehensive Dental Assisting Program Chair – Louisville
- Nanette Mosser – Comprehensive Medical Assisting Program Chair – Louisville
- April Hagans - Comprehensive Medical Assisting Program Chair - Lexington
- Jean Roberts – Diagnostic Medical Sonography Program Chair – Lexington
- Dr. Marwa Ismail – Medical Equipment Repair Technology Program Chair - Louisville
- Melody Schweitzer – Practical Nursing Program Dean
- Lauren Bauer – Practical Nursing Lead Instructor - Louisville
- Kathy Khoshreza – Practical Nursing Program Chair - Lexington

Students and employees are encouraged to report criminal offenses to administrative personnel for official investigation. Any of the above individuals would be appropriate personnel to report such occurrences. The above listed individuals are trained in the process of recording criminal offenses and carrying out the policies as they relate to the matter at hand. They are also notified on an annual basis that they are required to notify local law enforcement agencies of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. Local law enforcement has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, Federal Law requires that MedQuest College immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Emergency Response and Evacuation Procedures

As required by federal and state law, MedQuest College has a comprehensive emergency operation plan that details immediate response and evacuation procedures, including the use of electronic and cellular communication. The Executive Director (or other available campus security authority member) has the responsibility of responding to and summoning the necessary resources to mitigate, investigate and document any situation that may constitute an emergency or dangerous situation. In addition, the Executive Director (or other available campus security authority member) has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the health and safety of the campus community.

MedQuest College campus security authorities have received training in emergency response and evacuation procedures. When a serious incident occurs that causes an immediate threat to the MedQuest College campus, the first responders to the scene are usually campus security authorities with assistance as needed from Louisville Metro or Lexington Police Departments,

Kentucky State Police, local Fire Departments, and local Sheriff offices. They typically work together to manage the incident. Depending on the size, scale, and seriousness of the incident, other MedQuest College departments and other local, state or federal agencies could be involved in confirming and responding to the incident.

In the event of a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of the MedQuest College community, the College will immediately notify the College community of the appropriate section of the College community that may be affected by the situation. Upon initial response, the Executive Director or a campus safety authority member will determine whether or not the incident involves a significant emergency or dangerous situation warranting immediate notification. A decision about the content and method of initial communication may be made solely by the Executive Director or designee as first responders or through a coordinated effort among campus administration. The Executive Director or designee will then initiate the emergency notification, unless issuing a notification will, in the judgement of the first responders (included but not limited to: campus security authorities, local law enforcement) compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

MedQuest College has multiple systems in place for communicating an emergency situation to the campus community. In most situations, multiple communication tools will be utilized to ensure effective dissemination of information to as many affected individuals as possible. Campus emergency communication resources and those responsible for initiation of the communication are listed below:

Media Outlet	Office Responsible	Coverage
MedQuest College Home Page (www.medquestcollege.edu)	Executive Director or designee Campus Security Authority	Campus Emergency Notification Campus Directives
MedQuest College Main Campus Phone Line Operators (502-245-6177)	Executive Director or designee	Campus Directives Campus Information Campus Updates
Email Communications (<i>faculty, staff, students</i>)	Executive Director or designee Campus Security Authority	Campus Emergency Notification Campus Directives
MedQuest College Alert (text message)	Executive Director or designee Campus Security Authority	Campus Emergency Notification Campus Directives Campus Updates
Facebook (www.facebook.com/medquestcollege)	Executive Director or designee	Campus Emergency Notification Campus Directives Campus Information Campus Updates
FOX 41, WAVE 3, WHAS 11 (<i>Louisville Only</i>)	Executive Director or designee	Campus Information Local Area Directives Local Area Updates
LEX 18, WKYT (<i>Lexington Only</i>)	Executive Director or designee	Campus Information Local Area Directives Local Area Updates
Departmental Phone Trees	Executive Director or designee	Departmental/individual directives

As an additional party of MedQuest College's emergency preparedness effort, the College conducts emergency drills (announced or unannounced), exercises, and follow-through activities annually. Announced drills are communicated to the campus community through a variety of sources including the MedQuest College website, e-mail, and signage posted throughout

campus. MedQuest College publicizes its emergency response and evacuation procedures in conjunction with at least 1 (one) test per calendar year, and documents each test, a description of the exercise, the date, time and whether it was announced. Additionally, all campus safety authorities receive refresher training in advance of each drill to prepare them to assist with evacuation of building occupants.

Faculty, staff, and students are regularly reminded to report an emergency, crime or suspicious activity to any available campus security authority. MedQuest College new students are also notified at each orientation of the importance of having a plan for what to do before, during, and after an emergency. This includes becoming familiar with campus emergency procedures, building evacuation routes and evacuation assembly points.

Hazardous Weather

Inclement weather is a frequent concern, especially during winter months at MedQuest College. Forecasts are closely monitored, and precautionary measures are taken to ensure that the students and staff members remain safe under potentially hazardous travel conditions. Preventative measures, such as salting the parking lots and sidewalks, are taken in advance of inclement weather.

- In the event that weather is so severe that it forces a campus closure, all students and staff members are notified individually through phone call/text message. Additionally, social media accounts, such as Facebook, are updated to reflect the current status. Media outlets, such as WAVE-3 (in Louisville) and LEX-18 (in Lexington) are also notified to increase awareness.
- If isolated areas are affected, students and staff members are always instructed to use their best judgment before travelling. If they feel it is unsafe to drive, MedQuest College does not expect them to attend class/work until driving conditions improve. These instances are handled on a case-by-case basis and accommodations (i.e. tutoring, alternative work schedules, etc.) are made when necessary.
- In the event that a tornado or similar weather condition should occur, students and staff members of the Louisville campus are directed to gather in the interior hallway of the school with all doors closed. Students and staff members in the Lexington campus are directed to the interior hallway. All areas disclosed in this section are considered the designated safe zones for the institution in the event of a tornado or similar natural disaster.

Evacuation Procedures for Main Campus (Louisville)

MedQuest College (Main Campus - Louisville) has one public entrance and exit as well as three additional fire exits. Exit paths are clearly marked and students are made aware of the nearest exit during orientation/first day of class. Should an emergency occur that requires campus evacuation, instructors are trained to lead students out of the building by locating the nearest exit. In the event that the nearest exit is deemed unfit, the second-nearest exit is to be used. Staff members are also informed of campus exit locations and are instructed to utilize the nearest available exit in the case of an emergency evacuation. All students and staff are instructed to meet in the parking lot behind the building nearest to the I-64W highway - deemed official safe location - for a brief headcount and to safely wait until granted permission to re-enter the building.

If any campus/building is deemed unfit to re-enter for the remainder of the day, students and staff members are granted permission to leave campus without penalty. Campus safety authorities will notify all staff members and students when it is safe to return.

Evacuation Procedures for Branch Campus (Lexington)

MedQuest College (Branch Campus - Lexington) has two main exits and two additional fire exits. Each are clearly marked and highlighted during student orientation/first day of class. In the event of an emergency that requires evacuation, instructors are to guide students to the nearest available exit. If the nearest exit is deemed unfit, the second-nearest exit is to be used. All staff members are to follow the same procedure. Students and staff members are instructed to meet in our designated safe location – the adjoining parking lot- for a brief headcount and to safely wait until granted permission to re-enter the building.

If any campus/building is deemed unfit to re-enter for the remainder of the day, students and staff members are granted permission to leave campus without penalty. Campus safety authorities will notify all staff members and students when it is safe to return.

Emergency Virtual Learning Provisions

MedQuest College takes pride in providing quality education to the students we serve. While this can most often be achieved by residential learning, we understand that in extreme situations, virtual learning/distance education options should be made available. Such cases include but are not limited to: matters involving campus safety, government mandate, natural disasters, acts of God, etc.

In the event that it is deemed necessary to offer remote educational opportunities, the following provisions are enacted to ensure that our students continue to receive high quality education in a safe, controlled, learning environment.

Notification Process

MedQuest College utilizes our Student Information System (SIS) – Populi – to communicate with students. In matters related to virtual learning opportunities, MedQuest College officials will notify students via email and phone to communicate the necessary changes that occur. Among other things, this notification will include effective dates, estimated time frames, etc. Updated communication will take place swiftly as changes occur.

Using Zoom software, MedQuest College instructors can carry out live classes for synchronous learning. Zoom software is accessible through multiple devices including desktop computers, laptops, tablets, and mobile phones. Exhibit 1 includes instructions for using Zoom. Exhibit 2 includes instructions for Populi access. Additional tutorials are made available for students as well. When possible, these instructions are reviewed with students in the classroom prior to enacting emergency virtual learning provisions. These are also distributed to students electronically. Students are expected to conference into the class during the scheduled instructional time. Attendance will be tracked via Zoom for all courses during this time.

Programs/Courses Impacted

MedQuest College maintains detailed records of programs, courses, and students affected in the event of emergency virtual learning provisions on a separate electronic file that is accessible to pertinent parties.

Support Services

MedQuest College takes all necessary precautions to ensure that students receive adequate support services from faculty and staff. In the event that MedQuest College should enact emergency virtual learning provisions, faculty and staff are equipped to work remotely, if necessary, to continue serving our students. Exhibit 3 details a communication plan to be carried out by instructors under the guidance of the Student Services Department. The goal of the plan is to ensure that students receive copious support while learning remotely. In addition, students have constant access to our Student Resource Guide via Populi which provides detailed information regarding community services available to them. This link is also made available at www.medquestcollege.edu.

Management of Distance Education

Distance education courses will be managed at the Program Director level. Program Directors will ensure that adequate information including, but not limited to, electronic lessons, assignments, discussion boards, etc., are provided to students on time. Program Directors will also regulate materials to ensure the highest standard of quality is maintained.

Instructors will monitor attendance for all courses via Zoom software and will record attendance in Populi. Instructors will also be available remotely through email, phone, and discussion boards to field questions and provide additional support. The Director of Education will serve as support for Program Directors and troubleshoot potential technical issues, etc., by communicating with our system officials and providing guidance as needed.

Program Advisory Committees and Clinical Stakeholders

Discussion regarding MedQuest College's Emergency Virtual Learning provisions takes place during advisory board meetings and is communicated to board members electronically throughout the year. Feedback received from advisory board members is taken into consideration throughout the process. Adjustments to the process are made as needed. In such cases, communication regarding adjustments is distributed internally and to students (as needed) via email.

Program Directors and Externship Coordinators maintain constant communication with clinical stakeholders regarding the necessary provisions. They work with site affiliates to support students in the clinical setting. If the site remains open and is willing to allow students, MedQuest College will work with them to ensure completion of required externship hours. In the event that the sites cannot allow students, MedQuest College will work directly with students to ensure that their academic needs are met. Examples of such work includes, but is not limited to, Capstone projects, electronic lab simulations, etc. Occurrences will be reviewed on a case-by-case basis and the Program Director and Director of Education will collaborate to determine the best course of action.

Additional Policies

MedQuest College understands that circumstances may prevent students from having remote access capabilities. In this event, whenever safe to do so, campuses will remain open for students who need to access course materials, etc. In the event that campus is not open for students, Program Directors will work on a case-by-case basis to determine how to best serve the student. Possible solutions include conference calls, paper handouts, book assignments, etc.

In extreme situations when the student is unable to access resources, he/she will be considered for leave of absence approval. As an institution, our goal is to assist students in their program to

prevent delay of completion. However, we will review leave of absence requests on an as-needed basis.

Students who are unable to complete their course of study will be temporarily given an "I" (incomplete). Per policy, they will have one week after the grade is issued to complete their work for a grade. They will not be granted additional time. Additional time would require leave of absence authorization.

Should MedQuest College enact emergency virtual learning provisions, courses may be rearranged to better accommodate remote learning. For example, lectures and specific assignments may be more applicable to remote learning. Likewise, labs and clinical learning are often more applicable to residential learning. Therefore, lectures and specific assignments may be applied first, and labs/clinical learning can be made up when campus re-opens. In the event that the provisions become extended, Program Directors and the Director of Education will review materials and adjust as needed to ensure continued instruction. When necessary, make-up classes will be scheduled throughout the existing term. As a last resort, the term will be extended to ensure that all material is covered, and competencies are met.

MedQuest College officials regularly review the provisions outlined in the Campus Safety and Security Handbook. On an annual basis, the handbook is republished and made available to all active students and current employees. Advisory board members are also asked to review the handbook annually. Feedback is implemented in conjunction with official review and republish.

In the event of an emergency or otherwise urgent matter, college officials may review and adjust provisions as needed. Adjustments will be communicated to students and employees via email and an updated copy of the handbook will be made accessible electronically on Populi.

Timely Warnings

If the Executive Director or other campus security authority determines that a situation exists either on or off campus that constitutes a serious or continuing threat to students and employees, MedQuest College will issue a campus-wide timely warning notice. The timely warning notice will then be disseminated to the College community. When a serious crime is reported and poses a threat to the campus community, the Executive Director or designee will typically develop the content and will issue a timely warning using some or all of the systems listed below. It is our policy to disseminate these notices via the MedQuest College website, email, MedQuest College alert, posting notices on bulletin boards, exterior doors of campus buildings, and notifying the local media (if necessary). Once all relevant information is received, these notices will be posted as soon as possible.

When deciding whether to issue a timely warning, the Executive Director or other campus security authority uses a case by case basis in light of all the facts surrounding a crime including but not limited to the following factors: the nature of the crime, the continuing danger to the campus community, and the possible rise of compromising law enforcement efforts.

Annual Security Report

MedQuest College prepares the Annual Security Report² to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Publication of this annual report is required by federal law. You will find links to this report at www.medquestcollege.edu. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and branch campus sites. Each entity provides us with information on crimes that may

² For the most current year Annual Security Report, please see Appendix A.

have been reported to their office each year for inclusion in our annual crime statistics as well as updated information on their educational efforts and programs to comply with the *Clery Act*.

Campus crime and arrest statistics include those reported to MedQuest College campus safety authorities and local law enforcement agencies (when available). MedQuest College prepares an annual report to disclose and distribute, by October 1 of each year. A written notification of the completed report will be given to all current students and employees. This includes a statement of the report's availability, the exact electronic address, a brief description of the report's contents, and a statement that MedQuest College will provide a paper copy upon request.

MedQuest College's annual crime statistics are compiled by the Campus Safety and Security Committee and relevant local and state police agencies. The yearly crime statistics are compiled on a calendar-year basis in accordance with the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting (UCR) system³. The report includes statistics for the previous two years concerning crimes that occurred on its campuses and were reported to the Campus Safety Authorities. Additionally, these statistics include categories required under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, including liquor and drug law violations and illegal weapons possession. Statistical information for public property within or immediately adjacent to and accessible from campus, are collected or requested from local police departments. For statistical purposes, crime statistics reported to any of these sources were recorded in the calendar year in which the crime was reported.

Statistics from Local Law Enforcement Agencies

MedQuest College makes good-faith efforts to collect crime statistics for all Clery Act crimes committed in the geographic ranges listed under the "Geography" heading from all law enforcement agencies with jurisdiction for our institution. The Campus Safety and Security Committee designated member contacts local law enforcement for all campuses by mail during the first (1st) quarter of each year to provide adequate advance notice. Once the statistics are received and reviewed, the information is disclosed in the Annual Campus Safety and Security report by October 1st every year or as required by Federal laws.

Information on Registered Sex Offenders

The Federal Campus Sex Crimes Prevention Act requires MedQuest College to inform the campus community where to find information on registered sex offenders. The State of Kentucky provides an online database of registered sex offenders within the state. Information concerning registered sex offenders may be obtained online at www.kspsor.state.ky.us.

Security of and Access to Campus Facilities

MedQuest College campuses are located within the Cities of Louisville and Lexington and, as such, are generally open to the public. MedQuest College campus buildings are normally secured during non-business hours, on weekends, and on holidays. After-hours access to campus buildings is limited to authorized faculty and staff. Facilities are maintained in a manner designed to minimize the potential for hazardous conditions. MedQuest College does not provide on-campus residence halls for students at any campus location.

The following measures are taken to monitor the security and access of campus facilities:

1. Limited access to offices and classrooms. Approved personnel will receive keys to offices and classrooms related to their job functions. If an employee resigns or is terminated- he

³ For definitions of reportable crimes and other associated terms used, please see Appendix B.

or she must immediately surrender their keys. When deemed necessary, offices and classrooms will receive new locks to preserve the safety and security of students and employees. Under no circumstances will students or guests receive keys to campus facilities.

2. Photo IDs for all current students who are actively attending courses on campus. The IDs include enrollment dates and campus location for added security. All students are required to display their ID while on campus.
3. All visitors are required to sign in at the front desk so that campus officials can monitor who is on-campus at all times.
4. MedQuest College contracts with a third party cleaning service. Cleaning personnel are given limited access to campus facilities as needed and are instructed to enter the premises after hours to reduce the risk of incidence with students or employees.
5. Exterior lighting and locks are maintained to ensure proper safety of all campus students, employees and guests. Security measures are reviewed on an ongoing basis.

Security Awareness and Crime Prevention Programs

Even though MedQuest College works closely with neighboring police agencies and employs security measures to reduce and prevent crime, we believe security is everyone's responsibility. New students and employees are advised of the campus security procedures and personal safety strategies during new student/employee orientations. Information on safety and security is provided to students and employees regularly through bulletins, crime alerts, posters and brochures. Timely notice warnings include risk reduction strategies to enhance personal safety and protect property.

Off-Campus Student Organizations

MedQuest College does not currently have any officially recognized student organizations with non-campus locations

Alcohol, Drugs and Weapons Policy

MedQuest College is a drug and alcohol free institution. The Drug-Free Workplace Act of 1988⁴, the Drug-Free Schools and Communities Act of 1989⁵, the Higher Education Act Section 120(a) through (d), and the policies of MedQuest

If You Need Help

MedQuest College encourages any students and employees who may have a problem with the use of drugs or alcohol to seek professional advice and treatment. MedQuest College can assist in arranging education, assessment, counseling, intervention, treatment, rehabilitation and aftercare. Some of these services may be without charge and the cost of others may be partially paid by student or employee health insurance programs.

MedQuest College Resource

Employee Assistance Program &
Student Benefit Program
(800) 877-8332
www.humandev.com

Community Resources

Alcoholics Anonymous
(800) 452-7990
www.aa.org

National Institute on Drug Abuse
(301) 443-1124
www.drugabuse.gov

⁴ <https://webapps.dol.gov/elaws/asp/drugfree/screen4.htm>

College prohibit unlawful manufacture, dispensation, possession, use, sale, and/or distribution of controlled substances and alcohol on property owned, operated or controlled by MedQuest College, or in association with any college-related duties or activities. MedQuest College enforces all state drinking laws, including underage drinking and enforces all state and federal drug laws.

The illegal use of controlled substances and abuse of alcohol may cause serious health problems, impair performance and endanger the safety and well-being of students, faculty, staff and members of the general public. Because it is readily available and its use is not necessarily illegal, the drug which tends to have the greatest potential for harm to the most people is alcohol. Negative health and social consequences which may occur as a result of the use of alcohol include accidents, assaults (physical or verbal) and other problems related to health and productivity. The use of alcohol by pregnant women, alcoholics, and people who are ill or on medication is especially dangerous. In all instances, MedQuest College observes relevant state of Kentucky laws and regulations pertaining to alcohol.

Local, state, and federal law prohibits the unlawful possession, use, sale or distribution of drugs and alcohol. The courts may impose strict legal sanctions upon an individual who is found to have violated these legal prohibitions. When applicable, available legal sanctions include, but are not limited to: the imposition of fines, imprisonment, forfeiture of property, non-voluntary community service, probation, required medical or psychiatric treatment, rehabilitation, treatment as approved by the Kentucky Department of Corrections Division of Mental Health and Substance Abuse and restitution. An individual's status as a college student or employee in no way prevents a court from imposing any of these sanctions. It is also a violation of MedQuest College policies for anyone to consume or possess alcohol in any public or private area of campus.

MedQuest College is a weapons-free school. Our weapons policy is published in the code of conduct portion of our institutional catalog. It states the following: *All firearms and deadly weapons of all types are prohibited on the College's premises and parking areas.* MedQuest College maintains a strict zero tolerance policy for violators of our weapons policy. Student and employees found in violation of this rule face harsh penalties, up to and including termination/expulsion. The use, possession, or sale of firearms or any other dangerous weapon is strictly prohibited on campus by College policy and State law.

Alcohol, Illegal Drugs and Substance Abuse Education

MedQuest College is concerned about health and safety. Abuse of alcohol and controlled substances can seriously impair health and the ability to work and study. It can pose a threat to the safety and well-being of others.

MedQuest College promotes an environment that rejects substance abuse as an acceptable lifestyle, informs about resources for preventing or treating substance abuse, and helps people to make healthy decisions about alcohol and other drugs. Violations of such policies can result in expulsion/termination from the institution as well as applicable state and federal sanctions.

Prevention of substance abuse is sought in several ways by:

⁵ <http://www2.ed.gov/policy/elsec/leg/esea02/pg51.html>

- Promoting accurate information on drug use
- Encouraging healthy use of leisure time through recreation and other activities
- Enhancing skills for dealing with stress and
- Working through campus officials and influencers to establish a healthy environment

Wellness Promotion: Alcohol and Drug Education and Prevention Initiatives

- Ready availability of drug and alcohol information and educational materials in Student Information Centers
- Alcohol and Other Drug Education Committee – a committee of faculty and staff tasked with ensuring that prevention education initiatives regarding alcohol and other drug education initiatives across campus are evidence-informed, consistent, educational and empowering
- Dissemination of the Drug Free Schools and Communities Act and Annual Security Report to all students, faculty, and staff on an annual basis
- Campaigns containing a variety of harm reduction messages appear in a variety of print, digital and social media platforms

Sexual Harassment and Sexual Violence Policy

All employees and students are expected to adhere to the following policies during employment and/or enrollment at MedQuest College.

MedQuest College prohibits harassment of any kind, including, sexual harassment and sexual violence, domestic violence, dating violence, and stalking. Such behavior violates both law and MedQuest College policy. MedQuest College will respond promptly and effectively to all reports of discrimination, harassment, retaliation, and will take appropriate action to prevent, correct, and when necessary, discipline behavior that violates this policy.

In all cases, MedQuest College strongly encourages complainants to report sexual violence directly to the Title IX coordinator. When a complainant tells the Title IX coordinator or another MedQuest College employee about a sexual violence incident, the complainant has the right to expect MedQuest College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and fairly. MedQuest College will need to determine what happened – and will need to know the names of the alleged victim(s) and the alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time, and specific location of the incident.

To the extent possible, information reported to the Title IX coordinator or other MedQuest College employees will be shared only with individuals responsible for handling MedQuest College's response to the incident. MedQuest College will protect the privacy of individuals involved in a sexual violence incident except as otherwise required by law or MedQuest College policy. A sexual violence report may result in the gathering of extremely sensitive information

Who can help me file a sexual violence complaint?

Louisville Campus

Nina Craig
Title IX Coordinator
(502) 245-6177
ncraig@medquestcollege.edu

Lexington Campus

Stephanie Slone
Title IX Coordinator
(859) 554-3919
sslone@medquestcollege.edu

about individuals in the campus community. No MedQuest College employee, including the Executive Director, should disclose the complainant's identity to the police without the complainant's consent or unless the alleged victim has also reported the incident to the police.

Non-Discrimination

MedQuest College does not discriminate on the basis of sex, gender, gender identity or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972⁶, and certain other federal and state laws, prohibit discrimination on the basis of sex, gender, or sexual orientation in employment, as well as all education programs operated by MedQuest College and protect all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence.

Definition of Terms

Complainant is defined as an individual who is alleged to be the victim of conduct that could constitute sexual harassment. This allows any third party as well as the complainant the ability to report sexual harassment. At the time of filing a formal complaint, a complainant must be participating or attempting to participate in the education program or activity of the school which the formal complaint is filed.

Consent is defined as clear, knowing and voluntary agreement by an individual of legal age. Silence, on its own, cannot be interpreted as consent. Neither relationship nor prior permission implies future consent.

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed –

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- 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.

Education Program or Activity includes locations, events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

Force may include, but is not limited to, the use or display of a weapon, physical immobilization, threats, intimidation, or coercion. Another example of force is psychological pressuring or any attempt to take advantage sexually of an individual under duress or incapable of deciding on his or her own. This includes situations in which an individual is under the influence of alcohol, drugs, or otherwise physically incapacitated.

Formal Complaint is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment. A formal complaint may be filed with the Title IX

⁶ <https://www.justice.gov/crt/overview-title-ix-education-amendments-1972-20-usc-1681-et-seq>

Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator. A document filed by a complainant means a document or electronic submission (such as by e-mail or through an online portal provided for this purpose by the school) that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.

Notice or Report is defined as a report of sexual harassment to the Title IX Coordinator or any official of the school who has authority to institute corrective measures on behalf of the school. This notice or report charges a school with actual knowledge and triggers the school's response obligations.

Respondent is defined as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual Assault is a sexual act committed or attempted against one's will. It includes a range of acts from unwelcome sexual touching to forced sexual intercourse. Sexual assault refers to any sexual act without the explicit consent of the recipient.

Sexual Harassment is defined to broadly include any of three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designed to protect: Any instance of *quid pro quo* harassment by a school's employee; any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

Sexual Offense is defined by the FBI's National Incident-Based Reporting System (NIBRS) edition of the Uniform Crime Reporting (UCR) program as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Supportive Measures is defined as individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. The purpose of supportive measures is equal access to education. Supportive measures may include but are not limited to counseling, course-related adjustments, modifications of work or class schedules, increased security and monitoring of certain areas on campus, and mutual restrictions on contact between the parties.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Title IX of the Education Amendments Act of 1972 or Title IX is a federal law that states no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Title IX applies to all of a school's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Title IX Personnel are individuals designated by the school to participate in Title IX dealings which may include but are not limited to Title IX Coordinators, investigators, decision-makers, and people who may facilitate any informal resolution process. Title IX personnel are required to

be free from conflicts of interest or bias for or against complainants or respondents. All Title IX personnel are required to be trained on, but not limited to, the following: definition of sexual harassment, the scope of the school's education programs or activities, issues of relevance, including how to apply the rape shield protections provided only for complainants, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias, and any technology to be used at a live hearing. Evidence of training including but not limited to training materials will be posted on the MedQuest College website for members of the public to inspect.

Confidentiality

Due to the private nature of sexual offenses, MedQuest College strives to protect the confidentiality of victims and other necessary parties in the following ways:

1. MedQuest College completes publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in Section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C. 13925(a)(20))
2. MedQuest College maintains as

MedQuest College Title IX Coordinators

Louisville Campus
502-245-6177

Nina Craig
Student Services Coordinator
ncraig@medquestcollege.edu

Lexington Campus
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Director of Career Services
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confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures

Filing an Anonymous/Confidential Complaint

Conversations with a confidential resource are privileged communications and are not disclosed to others, including law enforcement or MedQuest College officials. To speak with a confidential resource, contact the Student Benefit Program through the Human Development Company at (800) 877-8332.

If a victim requests of the Title IX coordinator or other MedQuest College employee that his/her identity remain completely confidential, MedQuest College cannot always honor that request and guarantee complete confidentiality. If a victim wishes to remain confidential or request that no investigation be conducted or disciplinary action be taken, MedQuest College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, employees, and third parties, including the victim. Under those circumstances, the Title IX coordinator will determine whether the victim's request for complete confidentiality and/or no investigation can be honored under the facts and circumstances of the particular case, including whether the College has a legal obligation to report the incident, conduct an investigation, or take other appropriate steps. Without information about a victim's identity, the College's ability to meaningfully investigate the incident and pursue disciplinary action against the perpetrator may be severely limited.

Filing a Criminal Complaint and Statistic Reporting

Victims have a right to pursue criminal charges (in cases involving sexual violence) whether or not they choose to pursue MedQuest College disciplinary charges. MedQuest College does not employ on-campus police officers. Therefore, the closest law enforcement dispatch service can

be notified of the occurrence. If a student prefers to notify law enforcement directly, MedQuest College will assist the student in notifying these authorities. If a student or employee needs assistance in filing a criminal complaint to local law enforcement, he/she may contact the designated Title IX coordinator at his/her campus.

If a victim reports to local law enforcement, the police are required to notify victims that their names will become a matter of public record unless confidentiality is requested. If a victim requests his/her name be kept confidential, his/her name will not become a matter of public record and the police will not report the victim's identity to anyone else at MedQuest College. MedQuest College is required by the federal Clery Act to report certain types of crimes (including certain sex offenses) in statistical reports. However, while MedQuest College will report the type of incident in the annual crime statistics report known as the Annual Security Report, victims' names/identities will not be revealed.

Reporting Procedures for MedQuest College Investigation

Victims are not required to file a complaint but are encouraged to do so. Regardless if a victim chooses to report sexual harassment or sexual violence, reasonable available accommodations or supportive measures will be provided to the victim upon request.

In addition to or instead of filing a criminal complaint, students or employees who feel they have been a victim of sexual harassment or sexual violence have the right to file a complaint with MedQuest College at any time, even if the police concluded there is not sufficient evidence for a criminal charge. When a student or employee reports to MedQuest College that he/she has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, MedQuest College will provide him/her with a written explanation of his/her rights and options.

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or e-mail address, or by mail to the office address, listed for the Title IX Coordinator. Title IX Coordinators will contact local law officials, if deemed necessary.

MedQuest College will respond promptly to any Title IX sexual harassment in a manner that is not deliberately indifferent, which means in a way that is not clearly unreasonable in the light of the known circumstances.

In the event that a sexual offense occurs, and the complainant wishes to report, the following procedures will be carried out:

1. It is crucial to preserve evidence of the alleged criminal offense. Therefore, MedQuest College officials will immediately coordinate the transportation of victims to a local healthcare facility for examination, if necessary. Law officials may also be contacted to complete the investigation.
2. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

3. The Title IX Coordinator will inform the complainant of the initiation of an investigation prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response to the incident. The Title IX Coordinator will remain mindful of the complainant's well-being and will take ongoing steps to protect the complainant from retaliation or harm, and work with the victim to create a safety plan.
4. **Retaliation against the complainant or respondent, whether by students, employees or third parties, will not be tolerated.**

Informal Resolution

MedQuest College may use discretion to choose to offer and facilitate informal resolution options, such as mediation, so long as both parties give voluntary, informed, written consent to attempt resolution. Any person who facilitates an informal resolution will be well trained in mediation methods. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

MedQuest College does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student. The school will not require,

as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment. Similarly, MedQuest College does not require the parties to participate in an informal resolution process and may not offer an informal resolution process unless a formal complaint is filed.

MedQuest College Title IX Coordinators	
Louisville Campus 502-245-6177	Lexington Campus 859-554-3919
<i>Nina Craig</i> Student Services Coordinator ncraig@medquestcollege.edu	<i>Stephanie Slone</i> Director of Career Services sslone@medquestcollege.edu

Investigating a Formal Complaint, Grievance Procedures, and Disciplinary Actions

In the event that an alleged sexual offense is reported through a formal complaint, MedQuest College Title IX personnel will investigate the incident and take full disciplinary action up to and including immediate expulsion from school. All complainants will be treated equitably by providing remedies any time a respondent is found responsible. All respondents will be treated equitably by not imposing disciplinary sanctions without following the investigation or grievance process fully. All investigations include the presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the investigation or grievance process.

The burden of gathering evidence and burden of proof is the responsibility of MedQuest College and not on either the complainant or the respondent. The investigation requires objective evaluation of all relevant evidence, inculpatory and exculpatory, and will avoid credibility determinations based on a person's status as complainant, respondent, or witness. MedQuest College has chosen to use the preponderance of the evidence standard for all formal complaint of sexual harassment (including where employees and faculty are respondents). The evidence standard for all formal complaints of sexual harassment whether the respondent is a student or an employee (including faculty member).

Institutional investigation and grievance procedures include the following:

1. All complainants and respondents will be sent a written notice of the allegations upon receipt of a formal complaint. MedQuest College may choose to consolidate formal complaints where the allegations arise out of the same facts. This notice will also include, but is not limited to, the following information: discussion of the formal complaint process, including any informal resolution options; the allegations of sexual harassment; respondent innocence statement; advisor and evidence statement; and code of conduct statement that prohibits making false statements or knowingly submitting false information. If, in the course of an investigation, MedQuest College decides to investigate allegations about the complainant or respondent not included in the initial written notice, the institution must provide an updated written notice to the parties detailing the new allegations.
2. The Title IX Coordinators and other designated officials will evaluate the alleged occurrence reviewing the incident and surrounding factors/evidence. Protection of a party's medical, psychological, and similar treatment records by stating that schools cannot access or use such records unless the school obtains the party's voluntary, written consent to do so.
3. MedQuest College will send written notice of any investigative interviews, meetings, or hearings including the date, time, location, participants, and purpose to any and all parties whose participation is invited or expected. All meetings conducted for the investigation by any Title IX personnel will be recorded and preserved for documentation.
4. The complainant and the respondent have an equal opportunity to present fact and expert witnesses and other inculpatory and exculpatory evidence. MedQuest College does not restrict the ability of the parties to discuss the allegations or gather evidence (e.g., no "gag orders").
5. The complainant and the respondent have the same opportunity to select an advisor of the party's choice, who may be, but need not be, an attorney.
6. MedQuest College will send the parties and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least ten (10) days for the parties to inspect, review, and respond to the evidence.
 - a. MedQuest College will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
7. MedQuest College will send the parties and their advisors an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least ten (10) days for the parties to respond.
8. At this time, a live hearing with cross examination session is required to be completed and will be scheduled by Title IX personnel within ten (10) days of deadline for investigative report responses.
 - a. Live hearings may be conducted with all parties physically present in the same geographic location or, at the school's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually. MedQuest College will create an audio or audiovisual recording, or transcript, of any live hearing.
 - b. At the request of either party, the recipient must provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other.
 - c. At the live hearing, the decision-makers of the Title IX personnel must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions including those challenging credibility.

- d. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.
 - e. Rape shield protections for complainants deeming irrelevant questions and evidence about a complainant's prior sexual behavior unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.
 - f. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross examination or other question, the decision-maker must first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant.
 - g. If a party does not have an advisor present at the live hearing, MedQuest College must provide, without fee or charge to that party, an advisor of the school's choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party.
 - h. If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
9. Upon final determination of the institution disciplinary proceeding regarding alleged dating violence, domestic violence, sexual assault or stalking; MedQuest College will enforce the maximum penalty up to and including, expulsion from school. Violators are also subject to state and federal sanctions pertaining to their offense.
10. The decision-maker (who cannot be the same person as the Title IX Coordinator or the investigator) must issue a written determination regarding the responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant. This written determination must be sent simultaneously to the parties along with information about how to file an appeal.
- a. MedQuest College will enforce the maximum penalty up to and including, expulsion from school. Violators are also subject to state and federal sanctions pertaining to the offense. Individuals alleged to have committed sexual violence may face criminal prosecution by law enforcement and may incur penalties as a result of civil litigation. Students and employees charged with sex discrimination, sexual harassment or sexual violence will also be subject to discipline, pursuant of MedQuest College policies and will be subject to appropriate sanctions. In addition, employees and students may face discipline/sanctions at MedQuest College. Employees may face sanctions up to and including termination. Students may face sanctions including but not limited to the following: loss of financial aid, educational and remedial sanctions, denial of access to campus or persons, disciplinary probation, suspension, expulsion, and/or administrative hold and withholding a certificate/diploma/degree.
- 11. Retaliation against the complainant or respondent, whether by students, employees or third parties, will not be tolerated.**

Dismissal of a Formal Complaint

MedQuest College is required to investigate the allegations in all formal complaints. The school must dismiss a formal complaint of sexual harassment “for purposes of sexual harassment under Title IX” if the alleged conduct does not meet the following criteria: would not constitute sexual harassment even if proved, did not occur in the school’s education program or activity, or did not occur against a person in the United States. A dismissed formal complaint does not exclude action under another provision of MedQuest College’s Code of Conduct.

MedQuest College may additionally dismiss a formal complaint of sexual harassment under Title IX if, at any time: a complainant notifies the Title IX Coordinator or personnel in writing that he or she would like to withdraw; the respondent is no longer enrolled or employed by the school; or specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

Upon a required or optional dismissal, MedQuest College will promptly and simultaneously send written notice to the parties.

Appeal Process

MedQuest College offers both parties an appeal from a determination regarding responsibility and from a school’s dismissal of a formal complaint or any allegations therein, on the following bases: procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the matter, and/or Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter.

Any appeal must be in writing and must be received by the Director of Education no later than ten (10) business days after receiving notification of his/her dismissal from the school or the dismissal of a formal complaint. The letter must include an explanation of the base of the appeal, which is limited to the following: procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the matter, and/or Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter. Documentation to support the appeal letter is also required.

The other party will be notified in writing when an appeal is filed and appeal procedures will be implemented equally for both parties. The decision-maker for the appeal is not the same person as the hearing officer, the investigator, or the Title IX Coordinator and will be free of bias and conflict of interest and meets the Title IX personnel training requirements. Both parties will be given ten (10) days to submit a written statement in support of, or challenging, the original outcome.

Both parties will receive simultaneously a written notification including the result of the appeal and the rationale within five (5) business days of the deadline to respond to the initial appeal notification letter. The appeal decision is final and may not be further appealed.

Retaliation Prohibited

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing.

1. Charging an individual with code of conduct violations that do not involve sexual harassment but arise out the same facts or circumstances as a report of formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX constitutes retaliation.

2. MedQuest College must keep the following information confidential: the identity of complainants, respondents, and witnesses. Exceptions may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX processing.
3. Complaints alleging retaliation may be filed according to MedQuest College's prompt and equitable grievance procedures.
4. The exercise of rights protected under the First Amendment does not constitute retaliation.
5. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX grievance proceeding does not constitute retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

Sexual Harassment Recordkeeping

For each sexual harassment complaint, MedQuest College must maintain records for seven (7) years that include: records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment; the basis for the school's conclusion that its response was not deliberately indifferent; documentation that the school took measures to restore or preserve equal access; and if the school did not provide supportive measures, the reasons why such a response was not clearly unreasonable in light of the known circumstances. If there was an adjudication, the records also must contain any: determination regarding responsibility; audio or audiovisual recording or transcript; disciplinary sanctions imposed on the respondent; remedies provided to the complainant; appeal and result; and informal resolution and the result.

Apart from any specific proceeding, MedQuest College must also keep for seven (7) years, all materials used to train Title IX Coordinators, investigators, adjudicators, and any person who facilitates an informal resolution process. These training materials are publicly available on the MedQuest College website.

Wellness Promotion Sexual Misconduct/Violence Prevention Initiatives

MedQuest College engages in comprehensive, intentional and integrated programming, initiatives, strategies and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are culturally relevant, including diverse communities and identities, sustainable, responsive to community needs and informed by research, or assess for value, effectiveness or outcome, and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines using definitions provided by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault and stalking;

- Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
- Information on risk reduction. Risk reduction means 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;
- Provide an overview of information contained in the Annual Security Report in compliance with the *Clery Act*.

MedQuest College has developed an education campaign consisting of presentations that include the distribution of educational materials to incoming students and new employees during their respective orientation programs. Additional literature on dating violence, domestic violence, sexual assault, and stalking awareness and prevention is available through the Student Information Center. Additional initiatives include:

- Campus-wide participation in Domestic Violence Awareness Month and Sexual Assault Awareness Month
- Ready availability of literature on dating violence, domestic violence, sexual assault, and stalking awareness and prevention through the Student Information Center
- Dissemination of the Title IX Education Amendments and Annual Security Report to all students, faculty, and staff on an annual basis
- Campaigns containing a variety of harm reduction including bystander intervention messages appear in a variety of print, digital and social media platforms

Victim's Bill of Rights

- Be informed of all reporting options.
- Be free from pressure to make a criminal report.
- Have any allegations of sexual misconduct, including sexual assault, harassment, domestic violence, dating violence, and stalking, investigated and adjudicated by the appropriate campus, criminal, and/or civil authorities.
- Be notified of existing community medical services, victim advocacy, legal assistance, visa and immigration support, student financial aid assistance, order of protection support, counseling and mental health services, whether or not the incident is reported to campus, criminal and/or civil authorities.
- Receive, when required, the full prompt cooperation of campus personnel when obtaining, securing, and preserving evidence.
- Be informed of options for, available assistance in, and how to request changes to academic, transportation, and working situations as well as protective measure offered by MedQuest College

APPENDIX A

Crime Statistics for 2018, 2019, and 2020 – Louisville Campus

This report contains statistics reported by year for our Louisville campus.

CRIMINAL OFFENSES	YEAR	ON-CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/ NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
NEGLIGENT MANSLAUGHTER	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
RAPE	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
FONDLING	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
INCEST	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
STATUTORY RAPE	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
ROBBERY	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
AGGRAVATED ASSAULT	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
BURGLARY	2018	0	1	0
	2019	0	0	0
	2020	0	0	0
MOTOR VEHICLE THEFT (Does not include theft from a motor vehicle)	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
ARSON	2018	0	0	0
	2019	0	0	0
	2020	0	0	0

HATE CRIMES On Campus

	YEAR	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	GENDER IDENTITY	DISABILITY	ETHNICITY	NATIONAL ORIGIN
MURDER/ NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
RAPE	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
FONDLING	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
INCEST	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
STATUTORY RAPE	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
ROBBERY	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
BURGLARY	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
ARSON	2018	0	0	0	0	0	0	0	0

*MedQuest College does not offer on-campus housing, therefore no statistical data is reported.

	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
LARCENY-THEFT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
INTIMIDATION	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0

HATE CRIMES

Non-Campus

	YEAR	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	GENDER IDENTITY	DISABILITY	ETHNICITY	NATIONAL ORIGIN
MURDER/ NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
RAPE	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
FONDLING	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
INCEST	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
STATUTORY RAPE	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
ROBBERY	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
BURGLARY	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0

*MedQuest College does not offer on-campus housing, therefore no statistical data is reported.

ARSON	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
LARCENY-THEFT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
INTIMIDATION	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0

HATE CRIMES

Public Property

	YEAR	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	GENDER IDENTITY	DISABILITY	ETHNICITY	NATIONAL ORIGIN
MURDER/ NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
RAPE	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
FONDLING	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
INCEST	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
STATUTORY RAPE	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
ROBBERY	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
BURGLARY	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
ARSON	2018	0	0	0	0	0	0	0	0

	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
LARCENY-THEFT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
INTIMIDATION	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0

VAWA OFFENSES	YEAR	ON-CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
DATING VIOLENCE	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
STALKING	2018	0	0	0
	2019	0	0	0
	2020	0	1	1

ARRESTS	YEAR	ON-CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
WEAPONS: CARRYING, POSSESSING, ETC.	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
DRUG ABUSE VIOLATIONS	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
LIQUOR LAW VIOLATIONS	2018	0	0	0
	2019	0	0	0
	2020	0	0	0

DISCIPLINARY ACTIONS	YEAR	ON-CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
WEAPONS: CARRYING, POSSESSING, ETC.	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
DRUG ABUSE VIOLATIONS	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
LIQUOR LAW VIOLATIONS	2018	0	0	0
	2019	0	0	0
	2020	0	0	0

Crime Statistics for 2018, 2019, and 2020 –Lexington Campus

CRIMINAL OFFENSES	YEAR	ON-CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/ NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
NEGLIGENT MANSLAUGHTER	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
RAPE	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
FONDLING	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
INCEST	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
STATUTORY RAPE	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
ROBBERY	2018	0	NA ¹	0
	2019	0	0	0
	2020	0	0	0
AGGRAVATED ASSAULT	2018	NA ¹	0	0
	2019	0	0	0
	2020	0	0	0
BURGLARY	2018	1	0	0
	2019	0	0	0
	2020	0	0	0
MOTOR VEHICLE THEFT (Does not include theft from a motor vehicle)	2018	NA ¹	0	0
	2019	0	0	0
	2020	0	0	1
ARSON	2018	0	0	0
	2019	0	0	0
	2020	0	0	0

¹ The Frankfort Police Department listed 4 robberies, 1 aggravated assault, and 2 motor vehicle thefts that occurred near the College. However, there is no supporting evidence that it occurred on the Frankfort Campus Clery Geography. Therefore, we are listing NA for these sections. MedQuest College closed the Frankfort campus and opened the Lexington campus mid-2018.

*MedQuest College does not offer on-campus housing, therefore no statistical data is reported.

HATE CRIMES On Campus

	YEAR	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	GENDER IDENTITY	DISABILITY	ETHNICITY	NATIONAL ORIGIN
MURDER/ NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
RAPE	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
FONDLING	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
INCEST	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
STATUTORY RAPE	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
ROBBERY	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
BURGLARY	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
ARSON	2018	0	0	0	0	0	0	0	0

*MedQuest College does not offer on-campus housing, therefore no statistical data is reported.

	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
LARCENY-THEFT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
INTIMIDATION	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0

HATE CRIMES

Non-Campus

	YEAR	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	GENDER IDENTITY	DISABILITY	ETHNICITY	NATIONAL ORIGIN
MURDER/ NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
RAPE	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
FONDLING	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
INCEST	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
STATUTORY RAPE	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
ROBBERY	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
BURGLARY	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0

*MedQuest College does not offer on-campus housing, therefore no statistical data is reported.

ARSON	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
LARCENY-THEFT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
INTIMIDATION	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0

HATE CRIMES

Public Property

	YEAR	RACE	RELIGION	SEXUAL ORIENTATION	GENDER	GENDER IDENTITY	DISABILITY	ETHNICITY	NATIONAL ORIGIN
MURDER/ NON-NEGLIGENT MANSLAUGHTER	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
RAPE	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
FONDLING	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
INCEST	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
STATUTORY RAPE	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
ROBBERY	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
BURGLARY	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
ARSON	2018	0	0	0	0	0	0	0	0

*MedQuest College does not offer on-campus housing, therefore no statistical data is reported.

	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
LARCENY-THEFT	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
INTIMIDATION	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	2018	0	0	0	0	0	0	0	0
	2019	0	0	0	0	0	0	0	0
	2020	0	0	0	0	0	0	0	0

VAWA OFFENSES	YEAR	ON-CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
DATING VIOLENCE	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
STALKING	2018	0	0	0
	2019	0	0	0
	2020	0	0	0

ARRESTS	YEAR	ON-CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
WEAPONS: CARRYING, POSSESSING, ETC.	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
DRUG ABUSE VIOLATIONS	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
LIQUOR LAW VIOLATIONS	2018	0	0	0
	2019	0	0	0
	2020	0	0	0

DISCIPLINARY ACTIONS	YEAR	ON-CAMPUS PROPERTY	NONCAMPUS PROPERTY	PUBLIC PROPERTY
WEAPONS: CARRYING, POSSESSING, ETC.	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
DRUG ABUSE VIOLATIONS	2018	0	0	0
	2019	0	0	0
	2020	0	0	0
LIQUOR LAW VIOLATIONS	2018	0	0	0
	2019	0	0	0
	2020	0	0	0

Definitions of Reportable Crimes and Other Associated Terms

Reportable Crimes Definitions

Clery reportable offense crime definitions are taken from the FBI Uniform Crime Reporting Handbook.

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. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

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

Consent: An informed, affirmative conscious decision by each participant to engage in a mutually agreed-upon sexual activity.

- Consent must be voluntary, and given without coercion, force, threats, or intimidation. Consent requires positive cooperation in a particular sexual act, or expression of intent to engage in that sexual act through the exercise of free will.
- Consent can be withdrawn or revoked. Consent to one form of sexual activity (or one sexual act) does not constitute consent to other forms of sexual activity (or other sexual acts). Consent to sexual activity given on one occasion does not constitute consent to sexual activity on another occasion. The fact that two people are or were in a dating or sexual relationship does not constitute consent to engage in sexual activity. There must always be affirmative consent to engage in sexual activity. Consent to a sexual act may be withdrawn or revoked at any time, including after penetration. The victim's request for the perpetrator to use a condom or birth control does not, in and of itself, constitute consent. Once consent is withdrawn or revoked, the sexual activity must stop immediately.
- Consent cannot be given by a person who is incapacitated. A person is incapacitated if he/she lacks the physical and/or mental ability to make informed, rational judgments (i.e. being unconscious, asleep or blacked out). A person with a medical or mental disability may also lack the capacity to give consent.
- Being intoxicated by drugs or alcohol does not diminish a person's responsibility to obtain consent from the other party before engaging in sexual activity.

- Sexual intercourse with a minor is never consensual when the victim is under 18 years old, because the victim is considered incapable of giving legal consent due to age.

Dating Violence

1. Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting (42 U.S. Code Section 13925 (a)(9) and (10)); or
2. Threatening to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person (See 105 ILCS 110/3.10).
3. The existence of a dating relationship in 1 or 2 above shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

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 of it.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone) and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Domestic Violence

1. A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; by any other person against an adult or youth victim who is protected from the person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred (42 U.S. Code Section 13925 (a)(8)); or
2. Physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation of a family or household member, which includes spouses, former spouses, parents, children, stepchildren and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, and persons

who share or allegedly share a blood relationship through a child. (725 ILCS 5/112A-3; 750 ILCS 60/103).

Hate Crimes: A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, gender identity, religion, disability, sexual orientation, or ethnicity/national origin.

MedQuest College is required to report statistics for bias-related (hate) crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation and destruction/damage/vandalism of property.

If a hate crime occurs where there is an incident involving intimidation, destruction/damage/vandalism of property, larceny-theft or simple assault, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

Illegal Weapons Law Possession: The violation of laws ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

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

Larceny-Theft: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person, using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

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

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence and/or causing the victim fear.

Sexual Assault: Any nonconsensual sexual act proscribed by Federal or Kentucky law, including when the victim lacks capacity to consent. An offense that meets the definition of rape, fondling, incest, or statutory rape, fondling, incest, or statutory rape as used in the FBI's UCR program. (42 U.S. Code Section 13925 (a)(29))

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.

- **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.
- **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/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.

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: or (B) suffer substantial emotional distress. For the purposes of this definition; (i) 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; (ii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim; (iii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling; (iv) Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting (42 U.S. Code Section 13925 (a)(30)) or
2. (A) Knowingly and without lawful justification, on at least 2 separate occasions, following another person or placing the person under surveillance or any combination thereof and (i) at any time transmitting a threat of immediate or future bodily harm, sexual assault, confinement or restraint and the threat is directed towards that person or a family member of that person, or (ii) places that person in reasonable apprehension of immediate or future bodily harm, sexual assault, confinement or restraint to or of that person or a family member of that person; or (B) when, having been previously convicted of stalking another person, knowingly and without lawful justification on one occasion, (i) follows

that same person or places that same person under surveillance; and (ii) transmits a threat of immediate or future bodily harm, sexual assault, confinement or restraint to that person or a family member of that person. (720 ILCS 5/12-7.3).

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

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 this full investigation 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. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

Other Associated Term Definitions

Advisor: Any individual who provides the accuser or accused support, guidance, or advice.

Awareness Programs: Community-wide or audience specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Bystander Intervention: Safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking.

Bystander intervention includes:

- Recognizing situations of potential harm
- Understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking actions to intervene

Ongoing Prevention and Awareness Campaigns: Programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the institution.

Primary Prevention Programs: Programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy

behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe direction.

Proceeding: All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to the victim.

Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking: Comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that:

- Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome; and consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

Prompt, Fair, and Impartial Proceeding: A proceeding that is completed within reasonable prompt timeframes designated by an institution’s policy, including a process that allows for the extension of timeframes for good cause and with written notice to the accuser and the accused of the delay and the reason for the delay;

Conducted in a manner that:

- Is consistent with the institution’s policies and transparent to the accuser and accused;
- Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
- Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings; and
- Are conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused
- Are conducted by officials who, at a minimum, receive annual training on the issues relating to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability

Result: Any initial, interim, and final decision of any official or entity authorized to resolve disciplinary matters.

The result must include any sanctions imposed by the institution.

Risk Reduction: Options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

APPENDIX C

MedQuest College is required to make a “reasonable, good-faith effort” annually to obtain Clery crime statistics from local law enforcement agencies that have jurisdiction over the school’s Clery geography for each campus. Clery does not require local law enforcement agencies to provide institutions with crime statistics. MedQuest College is not held responsible for the failure of local or state police to supply the statistics. The law states that an institution “may rely on the information supplied” by a local or state police agency. This means that our institution is not required to verify the accuracy of the statistics that are provided. We request crime statistics, not the actual law enforcement reports.

MedQuest College requested crime statistics from the Jeffersontown Police Department, Kentucky State Police, and the Lexington Police Department. We received statistics from the Jeffersontown Police Department and Lexington Police Department for 2020. Please review the attached correspondence to all agencies and received responses from the agencies.

January 26, 2021

Attn: Crime Statistics
Jeffersontown Police Department
10410 Taylorsville Road
Jeffersontown, KY 40299

To Whom It May Concern,

Under the federal *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property. In the statistics we are required to include crimes that were reported to our department as well as crimes reported to local and state law enforcement agencies.

I am requesting that your department provide me with **crime statistics for 2020** for the following offenses that occurred on our campus or on public property within and immediately adjacent to our property:

- Murder/Non-negligent Manslaughter
- Manslaughter by Negligence
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Burglary
- Aggravated Assault
- Motor Vehicle Theft
- Arson

Please specify if any of the above-listed offenses were categorized as Hate Crimes. In addition, please include statistics for any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were classified as Hate Crimes. I also need the category of bias for each Hate Crime according to the eight categories for which we are required to report: Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, and National Origin.

Please include statistics for **arrests** only for the following Uniform Crime Reporting (UCR) categories:

- Liquor Law Violations
- Drug Abuse Violations
- Weapons: Carrying, Possessing, Etc.

Please include **separate** statistics for all incidents of Domestic Violence, Dating Violence, and Stalking. For Clery Act reporting, we are required to use the following definitions for these terms:

Domestic Violence: The term “domestic violence” includes felony or misdemeanor crimes 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 receiving grant monies, or 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.

Dating Violence: The term “dating violence” means violence committed by a person – (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on consideration of the following factors:

- i. The length of the relationship
- ii. The type of the relationship
- iii. The frequency of interaction between the persons involved in the relationship

Stalking: The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

I am requested the required statistics for the following areas that are considered to be “on campus”

10400 block of Linn Station Road, Louisville, KY

I also need crime statistics for the following specific addresses:

10400 Linn Station Road, Louisville, KY

I would appreciate it if you would forward this information to me as soon as you get an opportunity. We are in the process of publishing our annual report, and we will need to include these statistics in the final draft.

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify us immediately. The institution has a legal responsibility to notify the campus community in a timely manner

about any crimes on and immediately around the campus that pose an ongoing threat to the community.

Thank you for your attention to this matter.

Respectfully,



Larisa Crawley
Director of Strategic Initiatives
Email: lcrawley@medquestcollege.edu
Office: 502-245-6177

January 26, 2021

Attn: Crime Statistics
Jeffersontown Police Department
10410 Taylorsville Road
Jeffersontown, KY 40299

To Whom It May Concern,

Under the federal *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property. In the statistics we are required to include crimes that were reported to our department as well as crimes reported to local and state law enforcement agencies.

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- Burglary
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about any crimes on and immediately around the campus that pose an ongoing threat to the community.

Thank you for your attention to this matter.


Respectfully,



Larisa Crawley
Director of Strategic Initiatives
Email: lcrawley@medquestcollege.edu
Office: 502-245-6177

Violation of EPO 1
Criminal Mischief 1

The above offenses occurred in the area of 10400 Linn St. Rd. They did not occur at the business at 10400 Linn St. Rd.



2/2/2021
Custodian of Records.

January 26, 2021

Attn: Crime Statistics
Kentucky State Police
919 Versailles Road
Frankfort, KY 40601

To Whom It May Concern,

Under the federal *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property. In the statistics we are required to include crimes that were reported to our department as well as crimes reported to local and state law enforcement agencies.

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- Rape
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- Statutory Rape
- Robbery
- Burglary
- Aggravated Assault
- Motor Vehicle Theft
- Arson

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I am requested the required statistics for the following areas that are considered to be “on campus”

10400 block of Linn Station Road, Louisville, KY

1500 block of Winchester Road Lexington, KY

I also need crime statistics for the following specific addresses:

10400 Linn Station Road, Louisville, KY

1575 Winchester Road, Lexington KY

I would appreciate it if you would forward this information to me as soon as you get an opportunity. We are in the process of publishing our annual report, and we will need to include these statistics in the final draft.

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify us immediately. The institution has a legal responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus that pose an ongoing threat to the community.

Thank you for your attention to this matter.

Respectfully,



Larisa Crawley
Director of Strategic Initiatives
Email: lcrawley@medquestcollege.edu
Office: 502-245-6177

January 26, 2021

Attn: Crime Statistics
Lexington Police Department
200 E. Main Street
Lexington, KY 40507

To Whom It May Concern,

Under the federal *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*, postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property. In the statistics we are required to include crimes that were reported to our department as well as crimes reported to local and state law enforcement agencies.

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- Manslaughter by Negligence
- Rape
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Stalking: The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to – (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

I am requested the required statistics for the following areas that are considered to be “on campus”

1575 Winchester Road, Suite 110

I also need crime statistics for the following specific addresses:

1575 Winchester Road

I would appreciate it if you would forward this information to me as soon as you get an opportunity. We are in the process of publishing our annual report, and we will need to include these statistics in the final draft.

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify us immediately. The institution has a legal responsibility to notify the campus community in a timely manner

about any crimes on and immediately around the campus that pose an ongoing threat to the community.

Thank you for your attention to this matter.

Respectfully,



Larisa Crawley
Director of Strategic Initiatives
Email: lcrawley@medquestcollege.edu
Office: 502-245-6177

Reported Crime to MedQuest 1575 Winchester Rd: January 1, 2020 - December 31, 2020

CASE NUMBER	DATE REPORTED	TIME REPORTED	STREET ADDRESS	LOCATION	OCCURRED INCIDENT TYPE	CRIME CODE	DESCRIPTION	DISPOSITION
202000095978	6/16/2020	12:10:00	1575,,WINCHESTER,RD,,	Commercial/Office Building	Larceny	THEFT OF MOTOR VEHICLE PARTS OR ACCESSORIES	TBUT PARTS FROM VEHICLE UNDER \$500	Pending
202000090478	6/6/2020	18:02:00	1575,,WINCHESTER,RD,,	Parking Lot/Garage	General	STOLEN PROPERTY OFFENSES	RECEIVING STOLEN PROPERTY U/10000	Cleared by Arrest
202000023992	2/8/2020	12:22:00	1575,,WINCHESTER,RD,,	Parking Lot/Garage	Larceny from Auto	DESTRUCTION/DAMAGE/VANDALISM OF PROPERTY	CRIMINAL MISCHIEF 1ST DEGREE	Pending
202000023992	2/8/2020	12:22:00	1575,,WINCHESTER,RD,,	Parking Lot/Garage	Larceny from Auto	THEFT FROM MOTOR VEHICLE	TBUT OR DISP CONT FROM VEH \$500 OR MORE U/\$10,000	Pending

da&m/cleryact
jbs 01/29/2020

Instructions for Students to Join a Zoom Meeting

Before joining a Zoom meeting on a computer or mobile device, you can download the Zoom app from [Zoom's Download Center](#) or your phones App Store. Otherwise, you will be prompted to download and install Zoom when you click any join link.

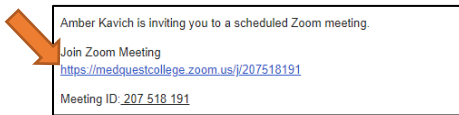
Your instructor will send you an email from 'MedQuest {Program Name}'. With information needed to join the scheduled meeting.

Instructions to Join from a Computer

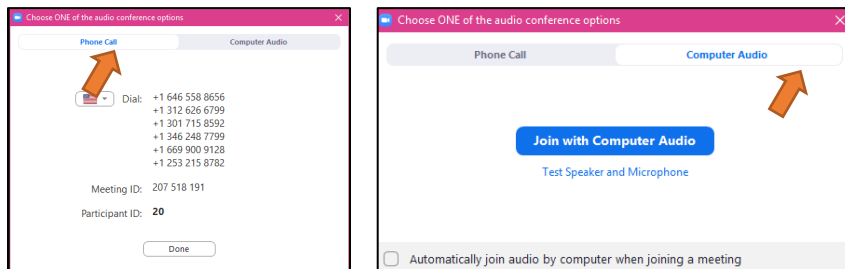
There are two ways to join a Zoom meeting from your computer: Email or Desktop App

EMAIL:

1. Locate the email from your instructor
2. In the body of the email, click the link under Join Zoom Meeting



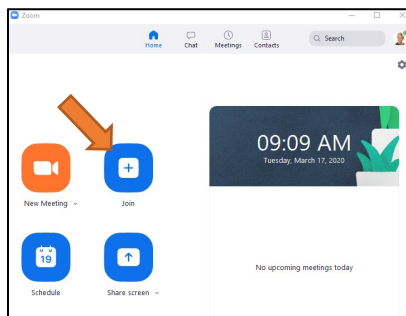
3. Click: Open Zoom Meetings
4. Choose an audio conference option: Phone Call or Computer Audio



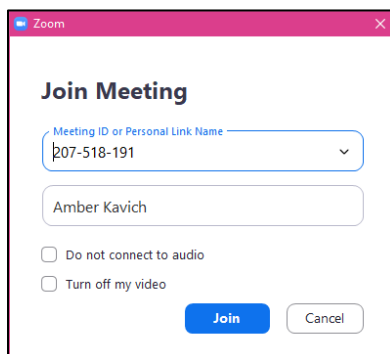
5. You have now joined the meeting

DESKTOP APP:

1. Open the Zoom desktop app (created from the download)
2. Click: Join

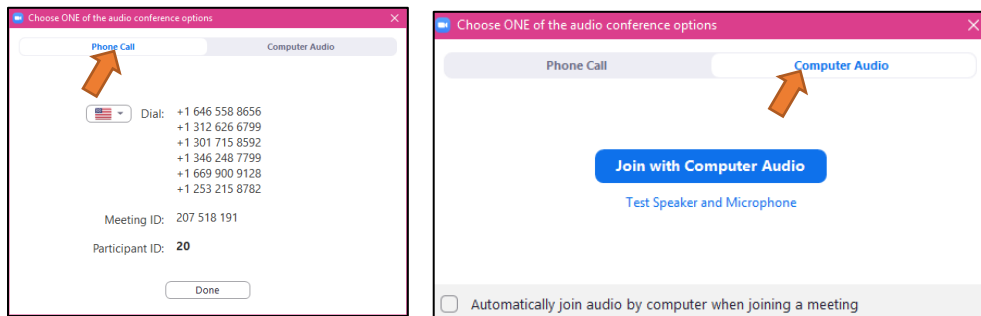


3. Enter the meeting ID number and your first and last name
 - a. The ID number is located in the body of the email from your instructor. This will be a 9, 10, or 11-digit number.



4. Do not connect to audio: unchecked

5. Turn off my video: unchecked
6. Click: Join
 - a. If prompted again, click: Join with Video
7. Choose an audio conference option: Phone Call or Computer Audio



8. You have now joined the meeting

Instructions to Join from a Mobile Device

ANDROID:

1. Open the Zoom mobile app.
 - a. If you have not downloaded the Zoom mobile app yet, you can download it from the Google Play Store.
2. Tap: Sign In
3. Tap: Join
4. Enter the meeting ID number and your first and last name
 - a. The ID number is located in the body of the email from your instructor. This will be a 9, 10, or 11-digit number.
5. Select if you would like to connect audio and/or video and tap: Join Meeting

iOS:

1. Open the Zoom mobile app.
 - a. If you have not downloaded the Zoom mobile app yet, you can download it from the App Store.
2. Tap: Sign In
3. Tap: Join
4. Enter the meeting ID number and your first and last name
 - a. The ID number is located in the body of the email from your instructor. This will be a 9, 10, or 11-digit number.
5. Select if you would like to connect audio and/or video and tap: Join Meeting

For additional ways to join a Zoom meeting visit: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

NOTES:

- Use the tools at the bottom of the meeting screen for additional options
- Ensure you mic is set to mute once you enter the room
- The Chat feature will allow you to communicate with everyone in the meeting

Additional Notes:

- Use the tools at the bottom of the meeting screen for additional options
- Ensure you mic is set to mute once you enter the room
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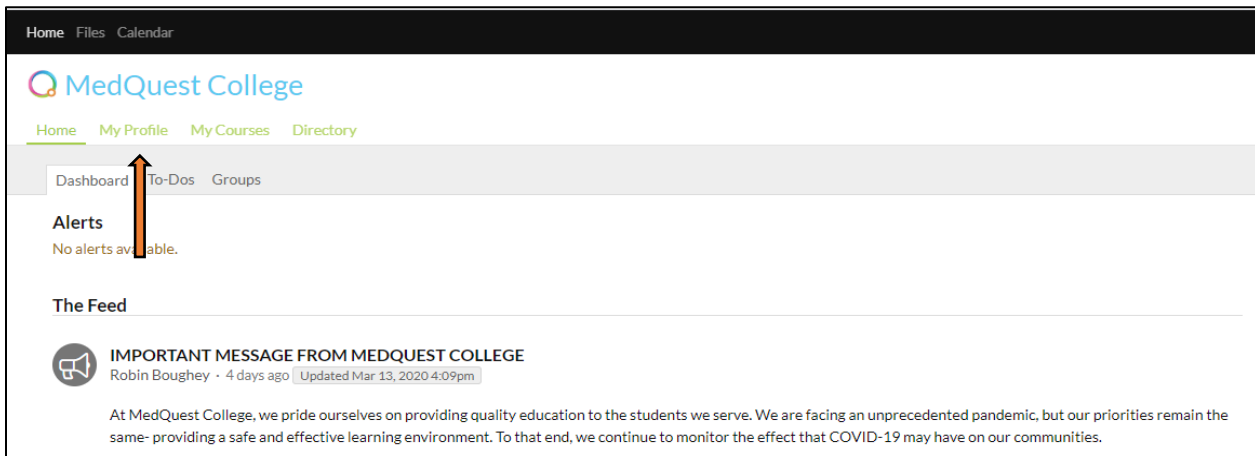
ACCESSING POPULI

- Enter the following web address: <https://medquestcollege.populiweb.com/>
- Enter your username and password



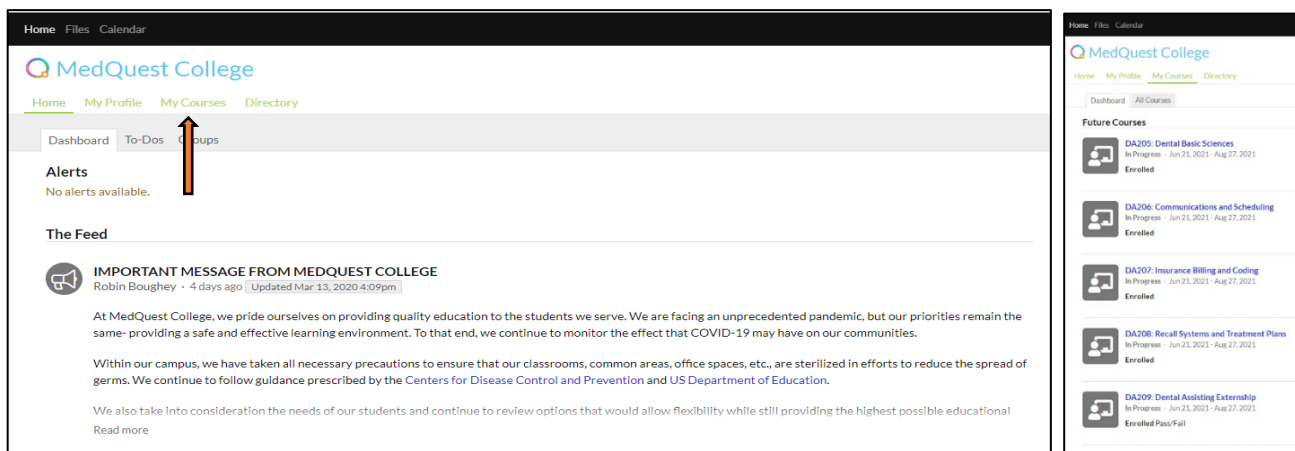
The login page features the MedQuest College logo at the top. Below it are two input fields: one for the username with the text 'dduck' and a 'Remember' checkbox, and another for the password with masked characters '*****' and a 'Show' checkbox. At the bottom, there is a link for 'Forgot your username or password?' and a 'Log In' button.

- Once entered, you will see your dashboard with Important Messages, Events, and To-Dos
- The My Profile tab (not link) will allow you to do the following:
 - Info Tab: update your contact information
 - Student Tab: Review your courses, schedules, and grades
 - Financial Tab: Review financial status



This screenshot shows the MedQuest College dashboard. At the top, there are navigation links: Home, Files, and Calendar. Below this is the MedQuest College logo and a secondary navigation bar with links: Home, My Profile, My Courses, and Directory. A third navigation bar contains Dashboard, To-Dos, and Groups. The main content area includes an 'Alerts' section stating 'No alerts available.', 'The Feed' section with an 'IMPORTANT MESSAGE FROM MEDQUEST COLLEGE' by Robin Boughey, and a list of 'Future Courses' on the right side.

- To access your current classes left click on the My Courses tab at the top of the page
 - This will pull up the list of your current courses
 - From here you can click on and select the class you need to submit assignments for and complete any course requirements



This screenshot shows the MedQuest College dashboard with the 'My Courses' tab selected. The navigation bar at the top remains the same. The secondary navigation bar now highlights 'My Courses'. The main content area shows 'Alerts' (No alerts available), 'The Feed' (Important message from MedQuest College), and a detailed list of 'Future Courses' on the right. The courses listed include DA205: Dental Basic Sciences, DA206: Communications and Scheduling, DA207: Insurance Billing and Coding, DA208: Recall Systems and Treatment Plans, and DA209: Dental Assisting Externship.

- Once you have selected your class you will be able to access:
 - Syllabus, Files the instructor has uploaded, Assignments, Lessons, Discussion Board, Tests and Calendar.
 - Also note in the example “Alerts” are at the top of any deadlines you may have for your assignments.

The screenshot displays the MedQuest College interface for the course DA203: Dental Specialties. The top navigation bar includes links for Home, My Profile, My Courses, and Directory. The course header shows the course name and a sidebar with links to Syllabus, Files, Assignments, Lessons, Discussions, Tests, Calendar, and Roster. The main content area features an Alerts section with a notification about Quiz Day 4, a Bulletin Board with a post from Sharon Thompson, a Schedule section with class times, and a My Discussions section.

- At the end of your Zoom meeting your instructor will walk you through any assignments required and how to submit them.
- If you have issues logging in or otherwise accessing your Populi account, please contact Robin Boughey at rboughey@medquestcollege.edu, Todd Jakub at tjakub@medquestcollege.edu or Russell Mauk at rmauk@medquestcollege.edu for assistance.

MedQuest College: Virtual Learning Student Communication Procedures

Department: ALL Faculty/Instructors

Purpose:

To establish guidelines for communicating with MedQuest College students utilizing distance/virtual learning experience. Assess the needs of resources of the MedQuest College student body. ALL faculty/instructors are responsible for following this guideline.

Definitions:

1. PD: Program Director
2. SSC: Student Services Coordinator

Guideline:

1. Assess at academic risk students.
 - a. Students "absent" from virtual check ins
 - b. Students with course grades or assignments of grade average and below
 - c. Any other risk factor as deemed fit
2. Directly contact ALL students.

Contact can only be attempted via phone call, or video conference, **NOT** text or email

Students with lack of communication shall be referred to SSC after **2** attempts from faculty.
3. Using virtual communication log assess student needs and academic concerns. **See Appendix 1**
 - . Refer student to Student Services Coordinator, *as needed*. **See Appendix 2**
 - a. Students who lack communication with faculty members
 - b. Students who need additional community resources
 - c. Students at risk from successful completing term, class, or program.
 - d. Document communication via students populi account.
 - e. Upload virtual communication log to students populo accounts.

Appendi

Virtual Communication Log

See google drive

https://drive.google.com/drive/folders/0AKPjddM_c1T8Uk9PVA

Student Services Contact

Louisville Campus: Nina Craig

Student Support Services

502-245-6177 ext. 128

502-627-0560

ncraig@mequestcollege.edu

Lexington Campus: Leanna McCormick

Student Support Services

[859-554-3919](tel:859-554-3919)

lmccormick@medquestcollege.edu

Program: _____



Virtual Learning Communication Plan

Student Full Name: _____

Course Name: _____ Instructor Name: _____

Class Schedule: _____

Contact

☐ Phone ☐ Email ☐ In person meeting ☐ Video Chat

Contact Date: _____

Follow up meetings:

Date: _____

Referred to SSC: ☐ No ☐ Yes, Reason: _____

Academic Barriers

At Risk Grade/Assignment				
Course				
Student Strategy to improve grade	1. 2. 3.			
Tutoring Date Scheduled (As Needed)				

Student Concerns

Student concerns/ would like more information about the following (mark all that apply)

- ☐ Computer/Electronic Assess
- ☐ Network/Internet Assess
- ☐ Paying for college
- ☐ Living Situation
- ☐ Food
- ☐ Relationship (family, friends, romantic)
- ☐ Making/meeting friends
- ☐ Getting involved
- ☐ Health Concerns (personal or family)
- ☐ Mental Health
- ☐ Balancing work and school
- ☐ Disability
- ☐ Tutoring Services
- ☐ Other: _____

Instructor Concerns

Please describe any student concerns that may prevent academic success: