

**Sullivan College
of Technology and Design**
3901 Atkinson Square Drive
Louisville, KY 40218
(502) 456-6509

2011 Campus Security Report
and other
Institutional Disclosure Information

**Annual Disclosures
For Calendar Year 2010**

**Released
September 26, 2011**

Additional consumer information about Sullivan College of Technology and Design required by the Student Right-to-Know and Campus Security Act of 1990 and the Higher Education Opportunity Act of 2008 may be found on the school website (www.sctd.edu) by clicking on the Consumer Info link.

Campus Security Information

I. Reporting Criminal or Possibly Criminal Activity:

It is the policy of Sullivan College of Technology and Design (SCTD) that all criminal actions occurring on or near the SCTD campus or at a school related activity are to be reported to the college security staff or the ranking college administrator on site at the time. Those college administrators are the Executive Director, Academic Dean, Evening Division Dean, Registrar, Student Services Coordinator, Director of Admissions, Director of Graduate Employment Services, Director of Financial Planning or the ranking school representative at an off-campus activity. Criminal actions that occur outside school operating hours are to be reported directly to the Louisville Metro Police by calling (502) 588-2111. In the event of imminent danger, the use of the 911 emergency call number is strongly recommended.

In all situations, the aggrieved person and/or witness(es) must complete a Sullivan College of Technology and Design/Sullivan University System Incident Report. A copy of the Incident Report is to be forwarded immediately to the Campus Director, who will sign it and forward it to the corporate office.

An incident report providing information regarding a crime or a documental incident reportable under the Campus Security Act will be entered into the Campus Crime Log. The Campus Crime Log will include the nature, date, time, and general location of each crime, and the disposition of the complaint, if known. The institution must make an entry or an addition to an entry to the log within two business days, of the report of the information to campus authorities, unless that disclosure is prohibited by law or would -- a.) jeopardize the confidentiality of the victim, an ongoing criminal investigation, or the safety of an individual; b.) cause a suspect to flee; c.) result in the destruction of evidence. The institution will make the crime log for the most recent 60-day period open to public inspection during normal business hours. The institution will make any portion of the log older than 60 days available within two business days of a request for public inspection.

The institute utilizes the incident reports and Campus Crime Log to prepare the annual Campus Crime Report. The updated report for the previous calendar year will be available no later than October 1 each year. The school will also use reports of criminal activity to alert the campus community in a timely manner when it is determined that there is a general threat to others, and/or it is believed a crime shows evidence of prejudice as prescribed by the Hate Crimes Statistics Act.

Sullivan College of Technology and Design supports the enforcement of all local, state, and federal laws and regulations and is a member school of the Louisville Metro Police Department (LMPD) Campus Watch program. The school will cooperate with appropriate law enforcement agencies in the investigation of any illegal activity occurring on campus or at a school related activity. Misrepresenting criminal activity or falsely reporting an incident could result in prosecution and/or disciplinary action being taken by the college.

II. Hours of Operation/Security Staff and Services:

The college buildings located at 3901 and 3903 Atkinson Square Drive are normally open Monday through Thursday from 7:30 a.m. until 10:15 p.m. when classes are in session, and from 7:30 a.m. until 8:00 p.m. between academic quarters. On Fridays, the buildings are generally open from 7:30 a.m. until 7:00 p.m. during and between terms. On Saturdays, the Administration Building is normally open from 9:00 a.m. until 1:00 p.m., and the Energy Technology Building is open by appointment. The buildings are unavailable for student use on Sundays, holidays and holiday weekends. Certain laboratories and equipment are available for student use only under proper supervision. See the Executive Director, Academic Dean, or Evening Division Dean to determine the accessibility to labs and/or equipment.

The Sullivan College of Technology and Design (SCTD) provides for a security person from 8:00 until 1:00 p.m., Monday through Thursday, from 5:00 p.m. until 11:00 p.m., Monday through Thursday, and Friday evening from 5:00 to 9:00 p.m. when classes are in session. This security person is provided through contract with a local security agency (Veteran Security). While the security personnel do not have arresting authority, he/she may legally detain a person suspected of violating local, state, or federal law until the arrival of the Louisville Metro Police Department (LMPD).

As part of campus security services, the school provides an after dark escort service. Anyone desiring to be escorted to their vehicle should report to the Student Services counter to request assistance. A security officer or staff member will walk with the person to their vehicle.

III. Alcohol and Drug Policies:

In compliance with campus policy, being under the influence, use, possession of, or the distribution of illegal drugs or any controlled substance that is utilized in a manner inconsistent with its intended purpose that causes physical or mental impairment is not permitted on property under the control of the Sullivan College of Technology and Design or at any school related activity whether that activity is on campus or off campus.

Alcoholic beverages are not allowed on campus or at any school related activity involving students. Students, staff, or visitors in violation of these rules will be dealt with in compliance with school policy. In addition to imposition of disciplinary sanctions under school policy and procedures – up to and possibly including suspension or dismissal from the school for such acts – student(s), employee(s), visitors or others may face prosecution under appropriate Federal, State, and local laws.

Under appropriate circumstances, the college will refer students or employees in need of special help with substance abuse problems to the appropriate local agencies for crisis intervention, information dissemination, and counseling. Students desiring such assistance should contact the Student Services Coordinator or the Evening Division Dean for assistance.

Under Federal Guidelines, students convicted of a drug related offense are required to notify the institute of any such conviction and may face disciplinary measures including loss of Federal financial aid.

IV. Weapons Possession:

The Sullivan College of Technology and Design does not allow the possession of firearms, explosives, other weapons, or dangerous chemicals on school premises by anyone other than authorized law enforcement officers. Persons violating this policy will be subject to the institute's disciplinary action up to and possibly including termination of attendance or employment. In addition, anyone violating

this policy may be reported to local law enforcement officials and face possible prosecution under Federal, State and/or local laws.

V. Sexual Assault and Harassment:

Victims of sexual assault should obtain help as soon as possible. If they are physically injured, they should seek medical treatment immediately. They should contact campus security staff, school administrators, and/or the Louisville Metro Police to report the incident. It is important to preserve any evidence of the crime to assist with the investigation. Victims should not bathe, wash, comb their hair or change clothes if possible before being examined at a medical facility.

If the offense involves another student, disciplinary action may be initiated within the college. Sanctions may include required counseling, temporary suspension or dismissal. Both the accuser and the accused are entitled to have others present during any proceeding. The outcome of the proceedings will be provided to both the accuser and the accused for any proceedings where sexual assault is alleged.

The school will assist victims of sexual assault in notifying appropriate authorities if requested. The school administration can assist victims of sexual assault in seeking counseling, mental health or other related services. The college will attempt to assist with victim requested changes in academic and/or student housing situations whenever reasonably possible.

Students may contact the Student Services Coordinator or one of the deans to obtain information on the prevention and awareness of rape, acquaintance/date rape, and other forcible and nonforcible sex offenses.

If a person feels he or she is being sexually harassed, that person should contact the college security staff or an administrator immediately.

VI. Crime Prevention Program:

The Sullivan College of Technology and Design (SCTD) encourages students to follow the same safety precautionary measures that they follow in their home and in the community. The Student Services Coordinator and the Evening Division Dean are happy to assist anyone interested in attending a seminar or program on crime prevention and safety by locating the appropriate agency.

The SCTD facilities have a very low occurrence of criminal activity. However, should an incident occur, please use your own best judgment on how to respond. Safety precautions should be observed at all times. The school encourages all students, prospective students, faculty and staff to take the responsibility for their own security and the security of others. Whenever a criminal activity has occurred, the person(s) involved and/or witness to the act are required to immediately report the occurrence to a security officer or school administrator.

The college performs regular inspection of external doors, locks, and lighting. Any equipment found to be defective are reported to the maintenance department and repaired promptly. The facility grounds are also maintained to prevent obscure and unsafe areas from developing.

VII. Emergency Response and Evacuation Procedures

The college will alert the campus community in a timely manner of emergency situations which may disrupt its ability to conduct regular classes (severe weather event, power outage, etc.) and/or pose a

serious threat to the health and safety of the community (a pattern of criminal activity, hostage situation, etc.). The typical channels of communication in such situations will be a combination of local radio and television, the school's email system, the online student portal, the voluntary emergency text messaging system (DEAN Alert), the public address system, word-of-mouth, the emergency telephone tree for faculty and staff and the weekly newsletter.

In the event of a natural emergency or other potentially dangerous situation, it is the responsibility of the campus security authority personnel and all faculty and staff members to assume reasonable responsibility for the well-being and safety of students and all persons on campus. Campus security authority personnel include the Executive Director, Academic Dean, Evening Division Dean, Director of Admissions, Registrar, Student Services Coordinator, Director of Career Services, Director of Financial Planning, the Student Services Coordinator, the ranking school representative at the scene and the contracted security guards from Veteran Security. This responsibility includes activating the typical channels of communication listed above to notify the college community of an emergency.

In emergency situations, it will be the Executive Director, the Deans or the ranking member of the college administration on site who will place calls to the police or fire department, the television and radio stations and the corporate office of The Sullivan University System, Inc. It will be these same persons who will also activate the college's internal communication channels such as the email system, the online student portal, the public address system or the emergency text messaging system. At the same time, the college has also informed all members of its community to make use of the 911 emergency number and the direct line of the Louisville Metro Police Department (502-588-2111) whenever they feel they are in imminent danger.

If the situation calls for an evacuation of the school building, administrators, staff and faculty members will lead students out of the building and to the appointed safe location at the nearby Gardiner Point Residence Hall. When the police and/or other authorities arrive at the college, they will take charge of the situation.

VIII. Information for Housing Students

The Sullivan College of Technology and Design (SCTD) does not provide on-campus housing for students. In the first part of 2010, SCTD housing students resided at one of four apartment complexes (East Chase, Park Laureate, Camden Meadows and Fenwick) rented and sub-leased by The Sullivan University System, Inc. or at the Gardiner Point Residence Hall. After July 1, 2010, all SCTD housing students resided at the residence hall. Gardiner Point Residence Hall is located approximately one-quarter mile from SCTD at 4004 Gardiner Point Drive. The four apartment complexes, which are no longer used for student housing by The Sullivan University System, are all in the vicinity of Hurstbourne Lane and Taylorsville Road.

Housing for SCTD students is managed and overseen by The Sullivan University System's (SUS) Director of Housing and Associate Director of Housing. At SCTD, Admissions Officer and the Student Services Coordinator can provide students and their parents with information about student housing. The Student Services Coordinator also serves as a liaison between the SUS Director of Housing and SCTD housing students.

At the start of each quarter, the SUS Housing and Residence Life Office will compile a list of students identifying disabilities or medical conditions. This list will be maintained and distributed by the Director of Housing and Residence Life. The list will provide the student's name, housing assignment,

and description of disability/accommodations. The following offices will receive a copy of the aforementioned list: Department of Public Safety, Vice President of Student Services, and the Housing and Residence Life Staff. The Department of Public Safety and Housing and Residence Life will be responsible for referring to the list if an emergency in a specific building occurs, in particular medical or fire emergencies requiring personnel to be notified. The Louisville Fire Department will be notified at the start of each quarter in regards to students living within student housing who may have mobility or sensory related disabilities. The students name will not be released; however the unit in which he or she is living as well as the type of disability will be disclosed.

MISSING STUDENT POLICY AND PROCEDURE: The Sullivan University Housing and Resident Life Office has developed the following policy to assist in locating missing students who are living in college-owned or sponsored housing, including housing students from the Sullivan College of Technology and Design.

The overwhelming majority of missing person reports made to college officials is due to students altering their routines without telling their parents, friends, etc. Anyone who believes a student is missing should communicate their concerns to an institutional administrator or housing staff member. Such a report will generally initiate the procedures listed within this policy.

During the move-in process, students are asked to provide emergency contact information; however, providing such information is voluntary if the student is over the age of 18. Students will be invited annually thereafter to update their emergency contact information. Emergency contact information for resident students will be maintained in their housing files; emergency contact provided by non-resident students will be maintained in their academic files.

General Procedure:

1. The Sullivan University official receiving the initial report will gather information that includes:
 - a. Name of the reporting individual and their relationship to the missing student.
 - b. The last known location of the missing student and the date and time of the last known sighting.
 - c. Known habits and/or routines of the missing student including employment, local and out-of-town contacts and friends.
 - d. Any recent changes to the missing student's mood, demeanor or behavior.
 - e. The missing student's cell phone number if known.
 - f. Any other information that may be of value to the administration and/or investigators.

2. The Sullivan University administrator or housing staff member will inform the Sullivan University Department of Public Safety and one of the following executive administrators: The Executive Vice President/C.E.O., the Chief Academic Officer/Provost or the Vice President for Student Services/Dean of Students. If the missing student is enrolled at Sullivan College of Technology and Design (SCTD), the Sullivan University or housing staff member will also notify the Executive Director or one of the Deans at SCTD. If a student is determined to have been missing for at least 24 hours, the administrator to whom the report is made will first direct appropriate staff members to immediately begin the following steps. A report of progress should be made to the administrator in charge within 1 hour to enable further action that is of a timely manner.
 - a. Call the missing student's apartment or cell phone to attempt contact.
 - b. If no one can be contacted at the missing student's residence, send a staff member to check their apartment/room.
 - c. Initiate contact with the student's RA, neighbors, instructors, etc., to confirm or adjust the last

- known date/time and location of the individual's known whereabouts.
- d. Send the student an email advising him/her that he/she is being sought.
 - e. Send the student a text message (if cell number is known) advising them they are being sought.
 - f. If possible, check MySpace and Facebook for any information that may be helpful.
 - g. Contact the housing staff and/or public safety to obtain the student's car make, model, year and color along with the vehicle's license plate number and state. Check on campus and at housing to see if the missing student's vehicle is accounted for.
 - h. Contact University I.T. staff to determine when the missing student last accessed the University's computer network.

3. Upon being updated by assigned staff members, the administrator in charge will make a determination as to whether to contact local police. If parents/guardians are involved and/or are the initial reporters of a student's missing status, generally, the decision to notify police authorities will be that of the parents/guardians but such decision can be facilitated by university officials. If parents/guardians are not involved in the initial report, a decision will be made regarding notification of the missing student's emergency contact or parent. If it becomes necessary to contact police authorities, their procedures and protocols will be followed by the University. If a missing student is under the age of 18 and not emancipated from their parents, the custodial parent will be immediately notified by university officials.

4. When a missing student is located, they will be asked to communicate with the individual(s) involved in reporting his/her disappearance. University officials will communicate internally on a need-to-know basis that the missing student has been located. All media requests will be referred to The Sullivan University System, Inc. office.

VII. Campus Crime Statistics

The Sullivan College of Technology and Design (SCTD) prepares two annual campus security reports available to students, employees and others for review. These reports contain school security policies and crime statistics as required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (federal statute) and the Michael Minger Act (Kentucky state statute). For its reporting of criminal statistics, the college utilizes data provided by the Louisville Metro Police Department's Crime Analysis Unit and the crime definitions provided in the Federal Bureau of Investigation's *Uniform Crime Reporting Handbook*.

The following data is from the college's statistical reports required by the Clery Act. They are inclusive of campus facilities, non-campus facilities and public property adjacent to the campus.

Main Campus:
Sullivan College of Technology and Design
3901 Atkinson Square Drive
1500 Block of Gardiner Lane (Adjacent)
Louisville, KY 40218

Non-Campus Student Housing:
The Sullivan University System Residence Hall
4004 Gardiner Point Drive
Louisville, KY 40213
East Chase, Park Laureate, Camden Meadows
and Fenwick Apartments (1/1/2010 – 7/1/2010)
Vicinity of Hurstbourne Ln. and Taylorsville Rd.
Louisville, KY 40299

Crimes Reported	2010	2009	2008	Hate Crimes Reported	2010	2009	2008
Murder/Non-Negligent				Murder/Non-Negligent			
Manslaughter	0	0	0	Manslaughter	0	0	0
Forcible Sex Offense	1	1	0	Forcible Sex Offense	0	0	0
(Including Forcible Rape)				(Including Forcible Rape)			
Non-forcible Sex Offenses	0	0	0	Non-forcible Sex Offenses	0	0	0
Robbery	0	0	0	Robbery	0	0	0
Aggravated Assault	1	1	0	Aggravated Assault	0	0	0
Burglary	5	6	2	Burglary	0	0	0
Motor Vehicle Theft	0	1	0	Motor Vehicle Theft	0	0	0
Arson	0	0	0	Arson	0	0	0
Negligent Manslaughter	0	0	0	Negligent Manslaughter	0	0	0
				Larceny-Theft	0	0	0
				Simple Assault	0	0	0
				Intimidation	0	0	0
				Damage of property	0	0	0
Arrests	2010	2009	2008	Disciplinary Actions	2010	2009	2008
Violation:				Violation:			
Liquor Law	0	0	0	Liquor Law	8	35	0
Drug Abuse	0	0	0	Drug Abuse	12	12	0
Weapons Possessions	0	0	0	Weapons Possessions	0	2	0

Additional information (including non-campus areas and surrounding public areas) is available upon request by contacting the Executive Director of the Sullivan College of Technology and Design or by going to the Federal government's web site where all post-secondary institutions display their individual campus crime statistics. This web site address is <http://ope.ed.gov/security>.

VIII. Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. Students can obtain information regarding the enrollment of sex offenders at the Sullivan College of Technology and Design by contacting the following agencies websites:

Kentucky State Police: <http://kspsor.state.ky.us>

Indiana: http://www.in.gov/serv/cji_sor

FBI National Database: <http://www.fbi.gov/hq/cid/cac/states.htm>

IX. Kentucky's Michael Minger Act Report for 2011

While similar to the Clery Act Report mandated by the federal government, the Minger Act Report is required by Kentucky state law and includes some of the same and additional information. The 2011 Michael Minger Act Report for Sullivan College of Technology and Design may be accessed by going to <http://www.sctd.edu> and clicking on "Consumer Info," and "2011 Minger Report."

Other Institutional Disclosure Information

I. Graduation Rate

This federal legislation requires institutions to annually report the graduation rate of students who have completed their studies within 150% of the time typically projected for their programs. This information

is taken from the college's most recent IPEDS Report and from the National Center for Education Statistics website at <http://nces.ed.gov/ipeds/>.

SCTD 2004 Cohort Graduation Rate: 58%

As a comparison, other colleges in the state of Kentucky report the following rates as of August, 2011:

ATA Career Education	71%
Brown Mackie College	25%
Eastern Kentucky University	37%
Indiana University Southeast	28%
ITT Technical Institute	19%
Jefferson Community & Technical College	12%
Strayer University	Not available on NCES website
University of Kentucky	59%
University of Louisville	49%
University of Phoenix – Louisville	11%
Western Kentucky University	41%

II. Career Services Placement Information

This data is drawn from the Campus Accountability Report (CAR) (formerly the Annual Institutional Report – AIR) that the college must submit to its accrediting agency, the Accrediting Council of Independent Colleges and Schools (ACICS) in September of each year for the preceding period of July 1 through June 30. For 2010-11, 75.9% of graduates obtained positions in their career field; for 2009-10, that figure was 70.3%; for 2008-09, it was 72.8%.

III. Retention of First-Year Students

This data is drawn from the college's IPEDS reports. For the 2009-10 report, the college retained 100% of the students who had entered its first bachelor's program that began in 2006. The introduction of a bachelor's degree at the college altered the college's cohort reporting year. For the 2008-09 report, the retention rate for first-year students was 72%, and for the 2007-2008 report, it was 78%.

IV. Terms and Conditions of DL and Perkins Loans

This information can be found at the Sullivan College of Technology and Design (SCTD) website (www.sctd.edu). Go to the main page, and click on "Financial Aid" on the left-hand side of the page. Once on the Financial Aid page, click on any of the underlined links, and they lead to more details about the various grants, loans and scholarships that are available for SCTD students.

V. Policy Regarding Vaccinations

The Sullivan College of Technology and Design endorses all members of the college community observing good health practices including regular vaccinations as recommended by one's physician. The college has no policy regulating the vaccinations or vaccination records of its students, faculty or staff.

Sullivan College of Technology and Design

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Louisville, KY 40218

(502) 456-6509

2011 Campus Security Report

And other

Institutional Disclosure Information

Based on Data for the 2010 Calendar Year

Released September 26, 2011

The Student Right- to-Know and Campus Security Act of 1990, the Higher Education Opportunity Act of 2008 and Kentucky's Michael Minger Act all require postsecondary institutions to annually inform current and prospective students, faculty, and staff about campus security matters and/or provide consumer information regarding student graduation rates and other aspects of the college's operation. These reports are required to ensure all concerned parties receive accurate information and demonstrate compliance within the requirements of the Acts. Additional consumer information about Sullivan College of Technology and Design is available on the school website (www.sctd.edu) by clicking "Consumer Info."

This report is updated annually on or before October 1 of each year. Interested parties can review current and comprehensive crime statistics report for the Sullivan College of Technology and Design and other postsecondary institutions by visiting the web site: <http://ope.ed.gov/security>.

I acknowledge receiving notification for the above named programs for the most recent reporting period.

Name (please print)

Signature

Date

Last Four Digits of SSN