To: All Rasmussen College Students and Employees

Date: June 29, 2018

RE: Annual Disclosures and Consumer Information

A copy of this notice can be obtained from your Advisor or Campus Director – please call, email or stop by the campus to request a copy. It is also available to all students and employees on the Student Portal at: https://portal.rasmussen.edu/Pages/Annual-Disclosure.aspx

The U.S. Department of Education requires schools that participate in awarding and distributing Title IV student financial assistance to provide important information to all students on an annual basis pursuant to the Student Right to Know and Campus Security Act (Public Law 101-542) (“Student Right to Know Act”), as amended, and other federal laws. Students are encouraged to visit http://www.ifap.ed.gov in order to access additional information regarding the reporting requirements of schools.

Rasmussen College provides written notice to each student and employee regarding the availability of this information on an annual basis. Any student can receive a paper copy of this annual report from their Advisor or Campus Director at any campus during normal operating hours.

The Rasmussen College catalog contains the following information: Academic programs and curriculum, campus contact information, a list of administrators for each location; accreditation, licensing and approval information, and policies applicable to students. The current catalog and addendum, as well as archived catalogs and addenda, are available at http://www.rasmussen.edu/degrees/course-catalog/. To request a printed copy of the catalog or addendum, please contact your advisor or Campus Director. Accreditation, licensing and approval details are also posted at: http://www.rasmussen.edu/degrees/accreditation/. Any student or employee with questions concerning this notice, information contained in this notice, or the information provided in the catalog should contact their Advisor or Campus Director.

Students may purchase textbooks from the College for a $15 fee (plus applicable taxes based on their address of record) for each textbook or e-book required for each course. A textbook opt-out policy and process is available for students who wish to purchase books from a third-party vendor on their own as detailed in the catalog. Details of course resources and required textbooks, including ISBN, edition, market cost and the cost charged by Rasmussen College are posted on the student portal, on the bottom of the schedule confirmation page and are available upon request.

Rasmussen College participates in a variety of Financial Aid Programs in order to assist students in paying for their postsecondary education. The College is dedicated to providing a high level of financial services to students while also complying with all state and federal requirements. The College maintains information for your convenience on the following pages:

- Financial Aid Resources: http://www.rasmussen.edu/tuition/financial-aid/
• Student Loans, Grants, And Discounts: http://www.rasmussen.edu/tuition/student-loans-grants/ (please note all four tabs on the page)
• Tuition Estimator: http://www.rasmussen.edu/tuition/
• Net Price Calculator: https://npc.collegeboard.org/student/app/rasmussen
• Financial Aid Student Information Guide: http://guides.rasmussen.edu/financialaid
• Military Education Benefits Guide: http://guides.rasmussen.edu/militaryEducationBenefits/

The pages specified above, along with the Rasmussen College catalog, specifically the “Primary Sources of Financial Aid and How to Apply” section, contain important information regarding the financial aid process at Rasmussen College and the resources available to help you make informed decisions about financing your education, including details of grants and scholarship programs, assistance and steps in applying for federal financial aid via the Free Application for Federal Student Aid (FAFSA). We encourage students should check the catalog and web pages regularly, as policies and procedures are reviewed and updated to with the latest information.

Program Managers, Advisors and Student Financial Aid staff are available to answer questions and provide information regarding the College, programs, policies and Financial Aid availability for those who qualify.

The College has a professionally staffed Student Financial Aid department designed to help students apply for federal, state, and private assistance. The primary purpose of financial aid is to help students who otherwise would not be able to attend a post-secondary institution to meet the cost of higher education. The basic responsibility for financing your education lies with the student and their family. Aid is based upon documented financial need — the difference between the cost of college and the student’s ability to pay for it. Potential costs include books, tuition, supplies, room and board, transportation, living expenses, and child care costs. There are three basic types of aid available to Rasmussen College students:

• Various state and federal student loan programs.
• Gift Aid, also known as grants, is assistance you do not have to pay back and is usually based upon financial need.
• Employment through work study programs may provide relevant work experience and decrease the necessity of borrowing student loans for living expenses.

If a student wishes to withdraw, they need to notify their Advisor, Campus Director or Dean to initiate the “change of school status” process, which initiates the withdrawal and the Return to Title IV Funds process. Students are allowed to convey their withdrawal verbally or in writing via email. The change of school status and return to title IV funds processes are initiated when a student is expelled. Information regarding institutional adjustments of tuition upon withdrawal, including the required federal refund calculation required for all students who withdraw prior to attendance and completion of 60% of the term are found in the Rasmussen College catalog at http://www.rasmussen.edu/degrees/course-catalog/.

While a postsecondary degree is required for many professions, completion of a Rasmussen College degree program does not guarantee employment in any profession. Prior to enrollment, students are responsible to affirm and be comfortable with the education, training, experience and licensing
requirements for employment in their chosen field. Several degree programs require passing a background check and/or completion of required vaccinations to be eligible for enrollment. The Rasmussen College catalog contains a complete list of programs, entrance requirements, tuition/fee details, institutional licensing and complete policies such as transfer of credit, background checks, immunizations, and standards of satisfactory academic progress (SAP). Current and archived catalogs, along with catalog addenda are available upon request on campus, via your advisor and Campus Director as well as online at: http://www.rasmussen.edu/degrees/course-catalog/.

In addition to residing in the catalog, the current tuition structure sheet which lists all tuition rates and fees is included in each student’s enrollment agreement.

The careers our programs are designed to prepare students for are listed on the page for each program in the Rasmussen College catalog. While we monitor the outcomes of our graduates for purposes of helping our academic leaders assess the quality of our programs, we do not publish rates for individual programs unless required to by a programmatic accreditor. For programs where that requirement exists, we publish rates in our gainful employment disclosures at www.rasmussen.edu/sid. We encourage you to review the data posted there as well as data published by federal agencies about Rasmussen College including the College Navigator at http://nces.ed.gov/collegenavigator and the College Scorecard at https://collegescorecard.ed.gov.

Graduation Rates at Rasmussen College are reported to federal agencies by state. The following rates are the most recent disclosures provided under the Student Right to Know Act:

<table>
<thead>
<tr>
<th>State</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida</td>
<td>28%</td>
</tr>
<tr>
<td>Illinois</td>
<td>30%</td>
</tr>
<tr>
<td>Minnesota</td>
<td>34%</td>
</tr>
<tr>
<td>North Dakota</td>
<td>27%</td>
</tr>
<tr>
<td>Wisconsin</td>
<td>37%</td>
</tr>
<tr>
<td>Kansas</td>
<td>*</td>
</tr>
</tbody>
</table>

*An asterisk is listed under Kansas because we did not offer programs there in 2011.

Graduation Rate Calculation
The rates above are based on a calculation that includes only “full-time, first-time” students who enrolled at Rasmussen College in 2011. This cohort is measured at 6 years to determine the percentages shown as specified in federal regulations.

Students who have previously attended another postsecondary institution, or who began their studies on a part-time basis are excluded from this rate. At Rasmussen College, a small percentage of students, as few as 15%, are considered "full-time, first-time" for purposes of calculating the rates shown above.

For additional details, including retention rates and graduation rates broken down by gender as well as racial/ethnic groups, please see the U.S. Department of Education’s National Center for Education Statistics College Navigator at https://nces.ed.gov/collegenavigator/.

For information regarding Rasmussen College program costs, graduate employment data see: www.rasmussen.edu/sid and for our net price calculator please see: https://npc.collegeboard.org/student/app/rasmussen.
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, originally known as the Campus Security Act, mandates that colleges and universities disclose information about certain categories of crimes that are committed on and around their campuses. The Clery Act, enacted by Congress and signed into law by President George Bush in 1990, was championed by Howard & Connie Clery after their daughter Jeanne was murdered at Lehigh University in 1986.

Campus Security and Awareness is a top priority at Rasmussen College. As part of the campus crime prevention plan, the institution provides staff and faculty training in the prevention of crime, sexual harassment/violence and alcohol/drug abuse, and provides students with resources and information regarding security and crime statistics as required by the Clery Act. In addition, each Campus Director presents information regarding these important topics at every quarterly orientation session.

**REPORTING A CRIME**
All instances of a suspected crime occurring on Rasmussen property should be directed to the Campus Director or another designated administrator at the campus as soon as possible after the occurrence of the suspected crime. Students who wish to report a suspected crime and who cannot immediately locate an administrator should report the suspected crime to the Student Financial Aid department. Information related to the suspected crime will be reported immediately, as required under school policy, to the appropriate law enforcement authorities. Rasmussen College does not employ licensed or pastoral counselors. Any information reported to a Rasmussen College official will be held in confidence at the victim’s or witness’ request unless disclosure is otherwise mandated by law.

**RESPONSE TO A REPORTED CRIME**
School officials and administrators will notify appropriate law enforcement upon being informed of a suspected crime. Non-emergency notifications will be made through the Campus Director. Emergency notifications and any suspected crime requiring immediate investigation will be reported directly to the local police department. A record of all reported crimes will be maintained in the office of the Campus Director. School officials will notify the students and employees of Rasmussen College regarding the occurrence of a reportable crime within 48 hours. This notification will be sent via email to all employees and students whenever deemed necessary. Information specific to the Campus Security Report can also be found on the Department of Education’s online Campus Safety and Security Data Analysis Tool at [http://ope.ed.gov/security/](http://ope.ed.gov/security/).

**POLICY REGARDING ACCESS TO FACILITIES**
Only students, prospective students, employees, invited guests, and community members with official school business are allowed on the campus premises. Other individuals will be asked to leave and, if necessary, will be escorted to an exit by school personnel.

**EMERGENCY RESPONSE AND EVACUATION PROCEDURES**
In the event of emergency, students, faculty and staff are to follow instructions from local emergency personnel. If evacuation of the campus is necessary, the fire alarm will be activated and all students will be asked to leave the building. Disabled students requiring assistance during an evacuation should proceed to the nearest stairwell and wait for assistance from the fire department. If a campus lockdown is necessary, the campus door will be closed and locked from
the inside, the lights turned off and students and faculty will position themselves in the classroom so that they are not visible from doors or windows. If a situation warrants that students en route to a campus cannot enter the campus, Rasmussen College will coordinate with local police to restrict access to the campus and will attempt to contact students via e-mail and telephone. If an emergency occurs on campus that involves an immediate threat to the health or safety of students or staff (whether due to crime, natural disaster, or any other unsafe condition), the College will contact students via email and other available means to provide notice of the threat as soon as possible after the College receives confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

The law enforcement authority on every campus is the local Police Department. Rasmussen College officials have the authority to contact the local law enforcement authorities to request assistance in preventing or reacting to a crime within the immediate vicinity of school facilities. The College is authorized to detain suspected criminal offenders for the local authorities. Campus Directors are to be considered the security authority on campus and have the authority to detain criminals when it is safe to do so but they are not authorized to make an arrest. The officials at Rasmussen College have a strong working relationship with the local, county and state authorities and work in partnership to offer students and employees the safest possible environment. Students and school employees are encouraged to be aware that they are responsible for their own security and the security of others, and are encouraged to report crimes to the appropriate school personnel and law enforcement authorities.

School officials, and the local authorities are available to discourage crime on campus and assist crime victims but individuals should be aware that the best prevention for crime is to avoid at-risk situations. The following simple guidelines can help individuals decrease the potential of being victimized:

1. Do not leave personal items unattended or out of sight.
2. Do not carry expensive items or larger than necessary amounts of cash.
3. Minimize time spent alone in isolated areas.
4. Know where and how to obtain assistance if you need it.
5. Safety in numbers - If you have a concern for your personal safety while on campus, notify the Front Desk and an escort will be provided for you.
6. Report suspicious and unusual activity to the Campus Director or any other school administrator. The staff member will immediately pass along this information to the appropriate authorities if appropriate.
7. Lock your car and take the keys with you.

DISTRIBUTION OF SECURITY AND CRIME INFORMATION

Information regarding campus security procedures and crime occurrences on record is updated July 1st each year and posted on the bulletin board in each student lounge. The Campus Director is responsible for collecting details for the crime statistics report. Statistics from the local, county and state police are collected and compiled for distribution each year. All incident reports filed are voluntary, and are kept confidential in nature. Current information is available to anyone upon request. Additionally, information about crime statistics can be found online via the U.S. Department of Education’s Campus Safety and Security Data Analysis Tool: http://ope.ed.gov/security/.
Sex Offender Registry
In accordance with the Campus Sex Crimes Prevention Act, information regarding registered sex
offenders can be found on the Dru Sjodin National Sex Offender Public Website at
campuses are listed here:

- **Florida:**
  - http://offender.fdle.state.fl.us/offender/homepage.do?jsessionid=reJ9pLVKvAL6Knl4pdc00x
  - Seminole Indian Tribe, http://offender.fdle.state.fl.us/offender/Search.jsp

- **Illinois:** http://www.isp.state.il.us/sor/

- **Kansas:** http://www.kbi.ks.gov/registeredoffender/
  - Iowa Tribe of Kansas and Nebraska, http://iowatribe.nsopw.gov

- **Minnesota:** http://coms.doc.state.mn.us/PublicRegistrantSearch/

- **North Dakota:** http://www.sexoffender.nd.gov/
  - Three Affiliated Tribes, http://mhanation.nsopw.gov

- **Wisconsin:** http://offender.doc.state.wi.us/public/
  - Menominee Indian Tribe of WI, http://metp.menominee-
    nsn.gov/SORN/Disclaimer.aspx

Please contact your Campus Director with any requests for additional information.

**MONITORING AND RECORDING OF CRIMINAL ACTIVITY**
All reported crimes and other security issues are to be directed to the Campus Director for entry into
the official school security log. Statistics are gathered from the local authorities to provide to students,
employees, government agencies, and other interested parties upon request. Information is compiled
and reported using the definitions of the Federal Bureau of Investigation’s Uniform Crime
Reporting System, Hate Crime Data Collection Guidelines and the Training Guide for Hate Crime
Collection. This information is reported electronically to the Department of Education in the annual
security report which is due October 1 of each year and contains the required crime statistics for
the three calendar years preceding the year in which the report is disclosed.
Crime Statistics for all Rasmussen College Campuses are listed in the following table:

<table>
<thead>
<tr>
<th>Rasmussen - All Locations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<tr>
<td>Aggravated assault</td>
</tr>
<tr>
<td>Arson</td>
</tr>
<tr>
<td>Burglary</td>
</tr>
<tr>
<td>Dating Violence</td>
</tr>
<tr>
<td>Destruction/damage/property vandalism</td>
</tr>
<tr>
<td>Domestic Violence</td>
</tr>
<tr>
<td>Intimidation</td>
</tr>
<tr>
<td>Larceny-theft</td>
</tr>
<tr>
<td>Drug Abuse Violation (arrest)</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
</tr>
<tr>
<td>Murder/Non-negligent manslaughter</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
</tr>
<tr>
<td>Robbery</td>
</tr>
<tr>
<td>Sex offenses - Forcible</td>
</tr>
<tr>
<td>Sex offenses – Non-forcible</td>
</tr>
<tr>
<td>Simple assault</td>
</tr>
<tr>
<td>Stalking</td>
</tr>
</tbody>
</table>

*Lake Elmo, MN Campus, **Romeoville, IL Campus, ***Rockford, IL Campus, #New Port Richey, FL Campus

Note: No hate crimes were reported on any Rasmussen College campus or on surrounding public property during the years 2014 through 2017.

Emergency Notification and Timely Warnings:
If there is an immediate threat to the health or safety of students or employees occurring on campus, Rasmussen College will follow our emergency notification procedures to warn our College Community.

While withholding as confidential the names and other identifying information of victims, as defined in section 40002(a) (20) of the Violence Against Women Act of 1994, Rasmussen College will provide warnings to our College community if the following crimes occur, to aid in the prevention of further or future crimes:

- Criminal homicide
- Murder and non-negligent manslaughter
- Negligent Manslaughter

- Sex Offenses
  - Rape
  - Fondling
  - Incest
  - Statutory rape

- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

- Arrests and referrals for disciplinary actions, including:
  - Arrests for liquor law violations, drug law violations, and illegal weapons possession
  - Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession

- Hate crimes, including:
  - The number of each type of crime in 34 CFR 668.46(c)(1)(i) that are determined to be hate crimes
  - The number of the following crimes that are determined to be hate crimes:
    - Larceny-theft
    - Simple assault
    - Intimidation
    - Destruction/damage/vandalism of property

Dating violence, domestic violence, and stalking as defined in 34 CFR 668.46(a)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The **right to inspect and review the student's education records** within 45 days of the day the institution receives a request for access. Students should submit to the Campus Director, Advisor, or other appropriate official, a written request that identifies the record(s) they wish to inspect. The institution will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The **right to request the amendment of the student's educational records** that the student believes is inaccurate/ misleading. Students may ask the institution to amend a record that they believe is inaccurate or misleading. The written request to the Campus Director must clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the institution will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The **right to consent to disclosures of personally identifiable information** contained in the student’s education records, except to the extent that FERPA authorizes disclosure without
consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted (such as an attorney, auditor, or collection agent); or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to disclose — without the written consent or knowledge of the student or parent — personally identifiable information from the student’s education records to the Attorney General of the United States or to his/her designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes specified in sections 2332b (g) (5) (B) and 2331 of title 18, U.S. Code. In addition, the institution is not required to record the disclosure of such information in the student’s file. Further, if the institution has provided this information in good faith in compliance with an ex parte order issued under the amendment it is not liable to any person for the disclosure of this information.

5. The right to disclose — without the written consent or knowledge of the student or parent — information from a student’s education records in order to comply with a lawfully issued subpoena or court order in three contexts.
   a. Grand Jury Subpoenas — The institution may disclose education records to the entity or persons designated in a Federal Grand Jury Subpoena. In addition, the court may order the institution not to disclose to anyone the existence or context of the subpoena or the institution’s response.
   b. Law Enforcement Subpoenas — The institution may disclose education records to the entity or persons designated in any other subpoena issued for a law enforcement purpose. As with Federal Grand Jury Subpoenas, the issuing court or agency may, for good cause shown, order the institution not to disclose to anyone the existence or contents of the subpoena or the institution’s response. Neither notification requirements nor recordation requirements apply.
   c. All Other Subpoenas — The institution may disclose information pursuant to any other court order or lawfully issued subpoena only if the school makes a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance, so that the parent of student may seek protective action. The institution will record all requests for information from a standard court order or subpoena.

6. The right to disclose — without the written consent or knowledge of the student or parent — information in education records to appropriate parties in connection with an emergency, if knowledge of the information is necessary to protect the health and safety of the student or other individuals. Imminent danger of student or others must be present.

Note: Rasmussen College only discloses personally identifiable information from an education record to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals.

7. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. Students have the right to file a complaint with
the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
Phone: 1-800-USA-LEARN (1-800-872-5327)

**Directory Information**

Directory Information is that information which may be unconditionally released without the consent of the student unless the student has specifically requested that the information not be released. The College requires that such requests be made in writing to the Campus Director within fifteen (15) days after the student starts classes.

Directory Information includes: Student’s name, date of birth, address(es); Rasmussen College issued student email address; course of study; extracurricular activities; degrees and/or awards received; last school attended; dean’s list or equivalent; attendance status (full-time, part-time) and dates of attendance (the period of time a student attends or attended Rasmussen College not to include specific daily records of attendance).

Students may restrict the release of Directory Information except to school officials with legitimate educational interests and others as outlined above. To do so, a student must make the request in writing. Once filed this becomes a permanent part of the student’s record until the student instructs the institution, in writing, to have the request removed.

**Drug-Free Environment**

Rasmussen College is committed to providing a safe, drug-free environment for its students and employees and to protecting its business from unnecessary financial loss due to drug or other intoxicant use. This policy (revised 6/14/13) is based on Rasmussen’s concern regarding the safety, health and welfare of its employees, their families, its students and the community. In accordance with the Drug-Free Schools and Communities Act Amendments of 1989, 34 CFR Part 86, this institution is hereby declared a drug- and alcohol-free college and workplace.

Students, faculty and staff are prohibited from the unlawful use, possession, manufacture, and distribution of controlled substances and alcohol in all facilities owned, leased and/or controlled by the college, including campuses, office buildings and grounds. In addition, this prohibition applies to students, faculty and staff while participating in education-related activities such as clinical, externship and practicum experiences.

Students and employees must not show up for school or work drunk, hung-over, or otherwise affected by drugs or alcohol. Alcoholic beverages meant for human consumption cannot be stored anywhere on campus, including in student and employee lounges. Students who violate this policy will be subject to disciplinary action up to and including expulsion or termination of enrollment. Employees who violate this policy may be subject to disciplinary action up to and including suspension or termination of employment. Additionally, it is important to note that students and employees must accept their responsibility to obey all federal and local laws, including those
governing alcohol and drug use, possession and sale, and those that prohibit underage drinking.

Storage of alcohol in private motor vehicles, unless prohibited by state or local statute, is not prohibited. Moderate and legal consumption of alcohol at off-site events sponsored or organized by the college during non-work hours by employees is not prohibited. As a condition of enrollment, students must abide by the terms of this policy or the College may take one or more of the following actions within 30 days with respect to any student who violates this policy by:

1. Reporting the violation to law enforcement officials.
2. Taking appropriate disciplinary action against such students, up to and including expulsion or termination of enrollment.
3. Requiring such student to participate in a substance abuse rehabilitation program approved for such purposes by a federal, state, local health, law enforcement, or other appropriate agency.

In compliance with the law, the College will make a good faith effort to maintain a drug-free College through implementation of the preceding policy and will establish and maintain a drug-free and alcohol awareness program. Upon enrollment and on an annual basis, students will receive a copy of the Rasmussen College Drug-Free Schools and Workplace policy, list of applicable sanctions under federal, state, or local laws, description of health risks, list of drug and alcohol programs that are available and list of imposed disciplinary sanctions for students.

The Federal Government has taken a number of legal steps to curb drug abuse and distribution. These anti-drug laws affect several areas of our lives. For instance, the Department of Housing and Urban Development, which provides public housing funds, has the authority to evict residents found to be involved in drug related crimes on or near the public housing premises. Businesses with federal contracts are subject to a loss of those contracts if they do not promote a drug-free environment. In our particular situation, students involved with drugs could lose their eligibility for financial aid. Further, they could also be denied other federal benefits, disability, retirement, health, welfare, and Social Security. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain career fields.

Drugs and alcohol are highly addictive and injurious to the person and can cause harmful effects to virtually every aspect of a person’s life, i.e., relationships, family, job, school, physical, and emotional health. People who use drugs and alcohol may lose their sense of responsibility, become restless, irritable, paranoid, depressed, inattentive, anxious, or experience sexual indifference, loss of physical coordination and appetite, go into a coma, experience convulsions, or even death.

Persons who abuse drugs and alcohol face not only health risks, but often lose their ability to function in their personal and professional lives as well. Some examples of this are a hangover, or a feeling of being “burned out”, being preoccupied with plans for the next drink, or “high” or slowed reflexes that can be especially dangerous while driving. Common warning signs that could indicate someone is having trouble with drugs or alcohol:

- inability to get along with family or friends
- resistance to discipline at home or school
- uncharacteristic temper flare-ups
- getting into a “slump” at work or school
- increased “secret” type behavior
• increased borrowing of money
• abrupt changes in mood or attitude
• a complete set of new friends

If you observe a classmate or coworker who displays any concerning behavior such as those listed above, please notify campus leadership or a college administrator.

**Drug Abuse Policy**

Rasmussen College is committed to providing a *safe, drug-free environment for its students and employees* based on our concern for the safety, health and welfare of our students and their families, as well as our employees and the community. The organization also wishes to protect its business from unnecessary financial loss due to drug or other intoxicant use among its students and employees.

Consistent with this commitment, Rasmussen College *strictly prohibits*:

• The presence of students or employees on campus or off campus at activities sponsored by the College while under the influence of intoxicants, drugs or any other controlled substances.

• The illegal use, possession, manufacture, distribution or trafficking of intoxicants, illegal drugs, or controlled substances in any amount, in any manner, or at any time on Rasmussen College campuses or off campus at activities sponsored and controlled by the College.

Rasmussen College reserves the right to:

• Discipline students, including dismissal, for felony convictions regarding illegal use, possession or trafficking of drugs.

• Take disciplinary action against students who violate this policy. Students may be suspended or dismissed pending the outcome of an investigation regarding compliance with this policy.

**TITLE IX**

Title IX of the Education Amendments of 1972 *protects students and employees of educational institutions from discrimination based on sex* and is *at the heart of efforts to create gender equitable schools*. The law requires educational institutions to maintain policies, practices and programs that do not discriminate against anyone based on sex. Title IX states: "*No person in the U.S. shall, on the basis of sex be excluded from participation in, or denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal aid.*"

Rasmussen College *takes our responsibilities under Title IX, the Clery act and the Violence Against Women Act seriously*. We condemn and expressly prohibit sexual assault, domestic violence, dating violence, sexual harassment, and stalking. The College will comply with all applicable statutes relating to nondiscrimination and will investigate allegations of discrimination. The complete Rasmussen College Title IX and Policy against Sexual Misconduct is included below, and can be found in the College Catalog/Addendum at: [http://www.rasmussen.edu/degrees/course-catalog/](http://www.rasmussen.edu/degrees/course-catalog/)

The College maintains *information and resources regarding Sexual Misconduct and Title IX* at [http://www.rasmussen.edu/student-life/title-ix/](http://www.rasmussen.edu/student-life/title-ix/). This page contains information on victims/survivors
rights, Law Enforcement Resources, Medical Facilities (forensic exams), Victim's/Survivor's Support and Advocacy Resources, and an online reporting system where complaints can be submitted anonymously.

Students and employees with questions, concerns or complaints related to gender discrimination, sexual harassment or assault should contact the Rasmussen College Title IX Coordinator listed below:

Joshua D. Collier  
Assistant Director of Regulatory Compliance/Title IX Coordinator  
Rasmussen College, Inc.  
1415 W 22nd Street - Suite 400  
Oak Brook, IL   60523  
630-366-2917, Joshua.Collier@rasmussen.edu or titleix@rasmussen.edu

Additional contacts are listed in the policy below, and additional information regarding Title IX can be found here:

- U.S. Department of Education, Office for Civil Rights, Title IX and Sex Discrimination  
  http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html
- U.S. Department of Justice, Overview of Title IX  

Rasmussen College Title IX and Policy Against Sexual Misconduct

A. General Provisions
1. References to “this policy” means Sections A through K of this policy.
2. College policy strongly condemns and expressly prohibits sexual assault, domestic violence, dating violence, sexual harassment, and stalking.
   a. References to “College policy” mean the rule outlined in this Section, A (2).
3. Title IX of the Education Amendments of 1972 (see 34 C.F.R. Part 106) protects people from discrimination based on sex in education programs or activities that receive federal financial assistance, and applies to all gender identities. Title IX states that 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.
4. Title VII of the Civil Rights Act of 1964 (see 42 U.S.C. § 2000e et seq.) prohibits employers from discriminating against any individual with respect to their compensation, terms, conditions, or privileges of employment, because of such individual’s race, color, religion, sex, or national origin.
5. This policy applies to the actions of students and employees, including co-workers, managers, or by any other persons doing business with or for the College.
6. Location of the alleged incident that violates this policy:
   a. This policy applies to harms against students regardless of where the incident occurred.
   b. This policy applies to harms against employees or third-parties occurring on property owned or leased by the College, or at any activity, program, organization, or event sponsored by the College, or by a fraternity or sorority.
7. Complaints may allege violation of College policy, Title VII, or Title IX, subject to the following:
a. Complaints alleging violations of the College policy or Title VII are handled by General Counsel, Human Resources, Title IX Coordinator or a combination thereof, and follow the rules and procedures of this policy.
b. Complaints alleging violations of Title IX are handled by the Title IX Coordinator and follow the rules and procedures of this policy.
c. An employee complaint against the College or another employee will be handled by Human Resources as a violation of College policy, as outlined here and in the Employee Handbook, before the complaint may be pursued under Title VII or Title IX.

8. Nothing in these policies shall prevent anyone from contacting law enforcement or pursuing formal legal remedies or resolution through state or federal agencies or the courts.

9. Academic or other education-related complaints are rightly pursued under the Academic Appeals and Grievance Policy. The Academic Appeal Procedure must be used for a complaint regarding a final grade or program-specific academic policy. A grievance, which is an expressed feeling of dissatisfaction regarding an action taken by the College or by members of the College community, follows the Grievance Procedure. When the Academic Appeals and Grievance Policy process does not resolve an academic or other education-related complaint with an underlying Title IX issue or other violation of this policy, such a complaint may be subsequently pursued under this policy.

10. All students and employees shall be informed of this policy by training, the college catalog, or other means.

B. Definitions

“College” and “the College” means Rasmussen College.

“Complainant” means the person bringing the complaint.

“Consent” has no definition in federal law, and is defined differently across states and local jurisdictions. As part of the larger community, Rasmussen College is subject to, abides by, and supports federal, state, county, and local statutes and ordinances regarding criminal sexual conduct.

For purposes of any complaint filed under this policy, Rasmussen College follows and applies the definition of consent of the state or jurisdiction in which the alleged incident occurred. If the state or jurisdiction does not define consent in its laws, the College will apply the Illinois definition as stated below. The definition of consent for each state in which Rasmussen College has a residential campus is reproduced here:

**Florida:** “Consent means intelligent, knowing, and voluntary consent and does not include coerced submission. ‘Consent’ shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.” Fla. Stat. § 794.011(1) (a) (2016).

**Illinois:** The definition of consent, “at a minimum, recognizes that (i) consent is a freely given agreement to sexual activity, (ii) a person’s lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent, (iii) a person’s manner of dress does not constitute consent, (iv) a person’s consent to past sexual activity does not constitute consent to future sexual activity, (v) a person’s consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another, (vi) a person can withdraw understand the nature of the activity or give knowing consent due to circumstances, including without limitation the following: (A) the person is incapacitated due to the use or influence of alcohol or drugs; (B) the person is asleep or unconscious; (C) the person is under age; or (D) the person is incapacitated due to a mental disability. Nothing in this
Section prevents a higher education institution from defining consent in a more demanding manner. 110 Ill. Comp. Stat. § 155/10(1) (2015).

**Kansas:** Kansas Statutes do not define “consent” as of September 2016.

**Minnesota:** 
"(a) ‘Consent’ means words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act. (b) A person who is mentally incapacitated or physically helpless. . . cannot consent to a sexual act. (c) Corroboration of the victim’s testimony is not required to show lack of consent.” Minn. Stat. §609.341, subd. 4 (2016).

**North Dakota:** The North Dakota Century Code does not define “consent” as of September 2016.

**Wisconsin:** “Consent, as used in this section, means words or overt actions by a person who is competent to give informed consent indicating a freely given agreement to have sexual intercourse or sexual contact. . . . The following persons are presumed incapable of consent but the presumption may be rebutted by competent evidence. . . (b) A person suffering from a mental illness or defect which impairs capacity to appraise personal conduct. (c) A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act. Wis. Stat. § 940.225(4) (2015)

**“Dating Violence”**
means physical, sexual, psychological, or emotional violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Victim/Survivor. Dating violence can occur in person or by other means including electronically.

1. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
2. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse, and stalking.
3. Dating violence does not include acts covered under the definition of domestic violence.

**“Domestic Violence”**
means the infliction of physical injury, or the creation of a reasonable fear that physical injury or harm will be inflicted by:

1. a current or former spouse or intimate partner of the Victim/Survivor;
2. a person with whom the Victim/Survivor shares a child in common;
3. a person who is cohabitating with, or has cohabitated with, the Victim/Survivor as a spouse or intimate partner;
4. a member or former member of a child’s household, against a child or against another member of the household;
5. a person similarly situated to a spouse of the Victim/Survivor under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
6. any other person against an adult or youth Victim/Survivor 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.

**“Online Reporting System”**

1. The College provides an Online Reporting System to receive complaints under this policy.
2. This reporting system allows for anonymous submissions and is available on the College website at [http://www.rasmussen.edu/studentlife/title-ix/](http://www.rasmussen.edu/studentlife/title-ix/)
“Respondent” means the person accused of inflicting the alleged harm upon the Victim/Survivor.

“Sexual assault” is defined as and recognizes the following:

1. Sexual assault is sexual activity, including sexual penetration or sexual conduct carried out under coercion, with the threat of a weapon, through the threat of bodily harm, through a position of authority, or when the Victim/Survivor is mentally or physically disabled or helpless.
2. Any sex offense defined in the FBI’s Uniform Crime Reporting (UCR) program.

“Sexual harassment” is defined as and recognizes the following:

1. Unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature constitute sexual harassment when:
   a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or academic advancement,
   b. submission to or rejection of such conduct by an individual’s work or academic performance or creating an intimidating, hostile, or offensive working or academic environment,
   c. such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working or academic environment.
2. Sexual harassment can occur in situations where one person has power over another, but it can also occur between equals. Both men and women can be sexually harassed.
3. There are two types of sexual harassment:
   a. “Quid pro quo” harassment, where submission to harassment is used as the basis for employment decisions.
      i. Employee benefits such as raises, promotions, better working hours, etc., are directly linked to compliance with sexual advances. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Example: A supervisor promising an employee a raise if she goes on a date with him; a manager telling an employee she will fire him if he does not have sex with her.
   b. “Hostile work environment,” where the harassment creates an offensive and unpleasant working environment.
      i. Hostile work environment can be created by anyone in the work environment, whether it be supervisors, other employees, or customers. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials, or even unwelcome physical contact as a regular part of the work environment.
      ii. Cartoons or posters of a sexual nature, vulgar or lewd comments or jokes, or unwanted touching or fondling all fall into this category.
      iii. Sexual harassment includes harassment based on sexual orientation. Sexual orientation harassment is verbal or physical conduct that is directed at an individual because of their sexual orientation and that is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile work or educational environment.

“Stalking” means:

1. Engaging in a repeated course of conduct directed at a specific person that would cause a reasonable person to:
   a. fear for their own safety or the safety of others, or
b. suffer substantial emotional distress.

2. This definition includes “cyberstalking,” which is stalking conducted with technology such as computers or mobile devices, often occurring on or delivered through the Internet, e-mail, or text messages.

“Victim/Survivor” means the person upon whom the alleged harm was inflicted. These terms are used together throughout this policy to respect individuals who may identify as one or the other, or both.

C. Victim’s/Survivor’s Rights and Options

Victims/Survivors have the following rights and options under College policy.

1. If sexual assault is alleged, the Victim/Survivor is strongly encouraged to preserve physical evidence of the sexual assault. No attempt should be made to bathe, change clothes, or otherwise clean prior to examination by a medical practitioner to make determinations regarding sexual assault. The preservation of physical evidence is very important for any criminal or civil action that the Victim/Survivor may choose to pursue against the Respondent, and will also be useful in a College complaint Investigation and resolution process. A medical forensic examination shall be completed at no cost to the Victim/Survivor, and may be conducted at any medical facility. A list of medical facilities near each campus can be found at http://www.rasmussen.edu/student-life/titleix/

2. Victims/Survivors are strongly encouraged to create a detailed written summary of the incident while the memory is still clear.

3. The Victim/Survivor has a right to privacy, which includes the decision whether to report or not report an alleged incident to the College, law enforcement, both, or neither. At the request of the Victim/Survivor, College employees will promptly assist the Victim/Survivor in making a report.

4. College personnel must treat a Victim/Survivor with dignity, and shall not suggest to a Victim/Survivor that the Victim/Survivor is at fault for the crimes or violations that occurred, or that the Victim/Survivor should have acted in a different manner to avoid such a crime.

5. A Victim/Survivor may contact, or request assistance from College personnel with accessing and navigating, fair and respectful health care, mental health, counseling, and advocacy services that are available in the Victim’s/Survivor’s area.

A list of resources and can be found at http://www.rasmussen.edu/student-life/title-ix/

6. Confidentiality and privacy will be maintained within the scope of the Inquiry, Investigation, and resolution processes and among College personnel involved therein, to the extent allowed under law, but cannot be guaranteed in every circumstance.

   a. Confidentiality and privacy are best protected when complaints are made through the Online Reporting System or to the Title IX Coordinator. Complaints reported to other College employees who are not work study students will be escalated, but confidentiality and privacy may be lessened due to the circumstances of the reporting.

   b. The College shall not disclose the identity of the Victim/Survivor or the Respondent, except as necessary to resolve the complaint or to implement interim protective measures and accommodations or when provided by State or federal law.

   c. A party to the complaint may share information with their advocate, or other support person who is not a fact witness.
d. The accused party has due process rights, which include the right to be informed of the allegations and their source.
e. In some circumstances, the College may need to warn the campus community or alert law enforcement of a continued threat of harm to others.

7. The College will conduct an Inquiry into all complaints received. This Inquiry may or may not lead to an Investigation and a report with findings and recommendations. An Inquiry involves contacting the Complainant, and Victim/Survivor if they are not the same person, to collect further information about the complaint. It may be possible to resolve some complaints informally between the parties by mutual agreement. Based upon the Inquiry, the College may determine that a formal Investigation is appropriate. An Investigation is led by the Title IX Coordinator, General Counsel, or Human Resources, and includes fact gathering and analysis, concluding with a written report detailing findings and recommendations based upon the preponderance of the evidence standard.

8. The Victim/Survivor of an alleged sexual assault may decide when to repeat a description of the alleged sexual assault incident.

9. Notice shall be provided to the Victim/Survivor of the outcome of any Inquiry or Investigation concerning a complaint, consistent with laws relating to data practices.

10. At the direction of law enforcement authorities, college authorities shall assist in obtaining, securing, and maintaining evidence in connection with a sexual assault incident.

11. College authorities shall assist the Victim/Survivor in preserving, in instances of alleged sexual assault, materials relevant to the Inquiry, Investigation, or any disciplinary proceeding.

12. Interim protective measures (shielding):
   a. A Victim/Survivor or Respondent may request to the Title IX Coordinator, General Counsel, Human Resources, or other College employee that the College take interim protective measures as are reasonably available to shield or otherwise mitigate the potential for future unwanted interactions between the Victim/Survivor and Respondent during and after the complaint Inquiry, Investigation, and resolution processes.
   b. The College shall act promptly to institute interim protective measures, which may include:
      i. changes to classroom, academic, and college working situations, as they are available and feasible;
      ii. obtaining and enforcing campus no contact orders; and
      iii. cooperating with law enforcement authorities, and honoring an order of protection or no contact order entered by a State civil or criminal court.

13. Retaliation is forbidden against Victims/Survivors, good-faith reporters, and certain other persons as outlined in Section G of these policies in the catalog.

14. The Complainant, Victim/Survivor, and Respondent may have an advisor or support person of their choice who is not a fact witness accompany them to any meeting or proceeding related to an alleged violation of this policy.
   a. The advisor or support person must comply with all rules and College policies regarding their role.
   b. Involvement of an advisor or support person shall not be permitted if it results in undue delay of the meeting or proceeding.
   c. The advisor or support person may not participate or contribute to a meeting or proceeding unless invited to participate or contribute by the College employee leading the meeting or proceeding.
d. The advisor or support person may not engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or an individual resolving the complaint.
e. The College may prohibit an advisor or support person from involvement for violations of this policy.

15. The Victim/Survivor, Complainant, and the Respondent are entitled to simultaneous, written notification of the outcome of the Investigation, including information regarding appeal rights, within days of a decision or sooner if required by State or federal law.

16. A Victim/Survivor who subsequently chooses to transfer to another postsecondary institution may request that the College provide them with information about resources for Victims/Survivors of sexual assault at the institution to which the Victim/Survivor is transferring.

17. Consistent with laws governing access to student records, a student who reported an incident of sexual assault will be provided access to the student's description of the incident as it was reported to the institution, including if that student transfers to another postsecondary institution.

D. Bystander Intervention

Bystander intervention is an act of challenging the social norms that support, condone, or permit sexual violence. While the College supports the efforts of bystanders to prevent sexual harassment and sexual assault, nothing in this policy shall be construed to mean that the College encourages bystanders to place themselves in danger. Bystanders may intervene by notifying others that something is wrong, creating a distraction, removing a potential victim from a risky situation, or by helping to change culture by discouraging others from making inappropriate sexual comments or jokes.

Note: Bystanders are individuals who observe sexual harassment firsthand, or are subsequently informed of the incident. This definition includes both ‘passive’ bystanders (those who take no action) and ‘active’ bystanders (those who take action to prevent or reduce the harm). In short, bystander intervention can be described as, “The act of feeling empowered and equipped with the knowledge and skills to effectively assist in the prevention of sexual violence.” Bystanders often have more power than they realize to prevent or stop individual instances of sexual violence by simply speaking up. A few key items from the “Step Up” program at the University of Arizona: [http://stepupprogram.org/topics/sexual-assault/](http://stepupprogram.org/topics/sexual-assault/)

- Be aware of comments and behaviors from others that would indicate they were intent on having sexual intercourse even if the partner was unwilling.
- Notice if someone is getting ready to have sexual intercourse with a partner who is incapacitated.
- Don’t pressure or encourage friends to drink or have sex as often or with as many people as possible.
- Don’t joke about sexual assault; comments and jokes that are meant to “ease the tension” or are “just kidding around” can trivialize the severity of the behavior.
- Know your level of comfort with conversations and talk about sexual behavior. If you find groups or individuals who talk about sexual relationships that are not in sync with how you feel, or the type of relationship you want, don’t be afraid to state your position.
- Many perpetrators are unaware that what they have done is a crime. (They may say, “Yeah, that was messed up, but it was fun.”) Let them know that what they did was not right and was against the law.
Please note that bystander intervention does not have to jeopardize the safety of the bystander—in addition to yelling at the perpetrator, intervention can be as simple as notifying others that something is wrong and flagging down help for the victim. For additional information and resources on bystander intervention, see the following:

http://www.nsvrc.org/bystander-intervention-campaigns-and-programs

E. Informal Resolution
Informal resolution is not always appropriate or feasible, depending upon the severity of the allegations and other circumstances. The College encourages Victims/Survivors to file a complaint for any violation of this policy, regardless of the severity of the alleged incident. If, however, the Victim/Survivor would like to pursue informal resolution, the following information should be considered:

1. Early efforts to control a situation are important, particularly in cases of sexual harassment.
2. Sometimes unwelcome behavior can be stopped by telling the person directly that you are uncomfortable with his or her behavior and would like it to stop. This may be done in person, over the phone, via e-mail or letter, or by speaking with faculty or an employee’s supervisor.
3. College employees are always available to provide guidance or assist the Victim/Survivor with an informal resolution, or to file a complaint.
4. Family, friends, or other trusted persons may also provide helpful support and advice.
5. Community-based, state, and national support organizations, such as sexual assault crisis centers may be contacted. Some of these organizations are included in the List of College and External Authorities, Resources, and Support found on our Title IX web page.
6. At any time, and regardless of whether complaint has been filed, the Victim/Survivor may informally resolve any violation of this policy with the Respondent.

F. Reporting a Complaint
1. Anyone—whether a student, employee, bystander, witness, or other third-party—may report a complaint under this policy.
   a. A student who is a Victim/Survivor should file their complaint through the Online Reporting System or with the Title IX Coordinator.
      i. If reporting through the Online Reporting System or to the Title IX Coordinator is not practical, any College employee other than workstudy students may receive a complaint and will escalate it to the Title IX Coordinator.
   b. An employee who is a Victim/Survivor should file their complaint through the Online Reporting System, the Title IX Coordinator or to their HR Consultant.
   c. A third-party who is a Victim/Survivor should file their complaint through the Online Reporting System or with the Title IX Coordinator.
   d. Bystanders, witnesses, or other third parties should report through the Online Reporting System or to the Title IX Coordinator.

2. Submit complaints to:
   b. The Title IX Coordinator, Joshua Collier (titleix@rasmussen.edu)
3. Complaints made to faculty or other college employees who are not work-study students will be escalated to the Title IX Coordinator or Human Resources as is appropriate.
4. Anonymous complaints are permitted, and an Inquiry will be initiated to the extent possible with the information available.
5. All complaints should be reported promptly.
6. Upon receipt of a complaint alleging sexual assault, domestic violence, dating violence, or stalking, the College will provide the Victim/Survivor, at the earliest opportunity, with a concise and plain language writing explaining the Victim’s/Survivor’s Rights and Options.

G. No Retaliation Allowed
1. Regarding an alleged incident of sexual assault, domestic violence, dating violence, or stalking, no retaliatory action (e.g., threats, intimidation, reprisals, or adverse employment or educational actions) shall be taken against:
   a. the Victim/Survivor;
   b. those who, in good faith, report or disclose, file a complaint, or otherwise participate in the Inquiry, Investigation, or complaint resolution process;
   c. an individual who serves as an advisor or support person for any party; and
   d. an individual, merely because they are or have been the object of a complaint.
2. Complaints of retaliation will be investigated and resolved under the complaint procedures of this policy, and are subject to the range of sanctions outlined in this policy.

H. Amnesty for Good Faith Reporters
A witness or Victim/Survivor of an incident of alleged sexual assault, domestic violence, dating violence, or stalking who reports in good faith:
1. shall not be sanctioned by the College for admitting in the report to a violation of College policy on the personal use of drugs or alcohol; and
2. are immune from other violations of student conduct policies, including an action that places the health or safety of any other person at risk, unless the College determines that the violation was egregious.

I. Inquiries, Investigations, and Resolution of Complaints
1. An Inquiry or Investigation is conducted by the Title IX Coordinator, General Counsel, a Human Resources staff member, or any combination thereof.
2. Inquiry. An Inquiry is an initial assessment of whether the reported incident is governed by this policy and will include a telephone conversation with the Complainant and Victim/Survivor. The Title IX Coordinator, General Counsel, or combination thereof, will make a determination whether the circumstances warrant further investigation or whether the reported incident can be resolved by taking any action deemed appropriate to ensure the Victim’s/Survivor’s rights under this policy.
3. Investigation. A formal Investigation may follow an Inquiry if warranted by the circumstances.
   a. Before an Investigation begins, the College shall notify the Complainant, Victim/Survivor, and Respondent of the College personnel with authority to make a finding or impose a sanction in their proceeding before the personnel initiate contact with any party. The parties have the opportunity to request a substitution if the participation of any of the College personnel with authority to make a finding or impose a sanction poses a conflict of interest.
   b. The procedure for conducting an Investigation will include:
i. implementation of appropriate interim protective measures, if requested or if deemed necessary by the investigator.
ii. interviewing the Victim/Survivor, Complainant, Respondent, and witnesses.
iii. communication with the Victim/Survivor until the matter is resolved. The Victim/Survivor will be informed of procedures being followed throughout the Inquiry or Investigation, but will not be informed of specific information derived from conversations with the Respondent.
iv. a written report detailing findings, recommendations, and sanctions.
c. The preponderance of the evidence standard shall be used in determining whether a violation of this policy occurred.

J. Appeals
1. The Victim/Survivor and Complainant, and the Respondent, have the right to timely appeal the findings or imposed sanctions resulting from an Inquiry or Investigation. An appeal will only be considered if it alleges one of the following:
   a. a procedural error occurred;
   b. new information exists that would substantially change the outcome of the finding; or
   c. the sanction is disproportionate with the violation.
2. Appeals must be written, and filed with the General Counsel, Lori Kruizenga (titleix@rasmussen.edu)
3. The word “APPEAL” should be clearly written at the top of the appeal.
4. The appeal should clearly state, with specific details, the justification for the appeal.
5. Appeal Procedure:
   a. The President and General Counsel will consider and decide the appeal.
   b. The appeal will be limited in scope to the matter appealed, and to the evidence contained in the original Inquiry and Investigation record, unless the basis for the appeal is that new information exists. i. If the appeal asserts that new information exists, the burden is on the appellant to produce the new information. However, the College may, at its discretion, conduct additional fact gathering efforts so long as they are limited to what is necessary to obtain the alleged new information as described in the appeal.
   c. Upon due consideration, and based upon the preponderance of the evidence, a written appellate report containing findings and recommendations shall be produced.
   d. The Victim/Survivor, Complainant, and the Respondent shall receive the appeal decision in writing within 7 days after the conclusion of the review of findings or sanctions, or sooner if required by federal or State law.
6. All findings and recommendations of an appeal are final.

K. Contacts
1. The following college authorities are primarily responsible for receiving reports, and for conducting inquiries or investigations under this policy. To reach them, use the Online Reporting System or send an e-mail to: titleix@rasmussen.edu
   a. Title IX Coordinator: Joshua Collier
   b. Deputy Title IX Coordinator: Noel Borg
   d. General Counsel: Lori Kruizenga
   e. Associate Counsel: Nathaniel Orpen
2. Please see the lists for Local Law Enforcement, Medical Facilities, and Victim's/Survivor's Support and Advocacy Resources at http://www.rasmussen.edu/student-life/title-ix/

Additionally as needed, Rasmussen College will provide students and employees with information about local services such as the following: counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the school and in the community. The College will also provide victims with information regarding available assistance in, and how to request changes to academic, living, transportation, and working situations, or protective measures.

Voter Registration
In compliance with the requirements of the U.S. Department of Education, Rasmussen College encourages all students who are citizens of the United States to participate in Voter Registration if it is required in the student’s state. Each campus reminds students either via email regarding the need to register for voting as required or through display of physical information in conjunction with the campus Learning Center, or both. Additional information, including links to voter registration sites can be found here: http://guides.rasmussen.edu/constitutionday/home

Constitution/Citizenship Day
Rasmussen College supports a national commitment by educational institutions across the country to celebrate Constitution Day. Please check your email and watch for a related event on campus and online regarding this historic and important day. A historical look at this important day is provided below:

On September 17, 1787, delegates to the Constitutional Convention met in Philadelphia to sign the final version of the document they had created during the preceding four months, largely behind closed doors: The U.S. Constitution. (Fifty-five delegates attended the convention, however only thirty-nine actually signed the Constitution.) In addition to commemorating this momentous occasion, the day is intended to “recognize all who, by coming of age or by naturalization, have become citizens.”

The designation originated 1940, when Congress passed a joint resolution advising the President set aside the third Sunday in May for the “public recognition of all who had attained the status of American citizenship” with an original designation of, “I Am an American Day.”

In 1952 the original resolution was repealed by Congress and replaced with a new version that moved the date to September 17th. The new version also shifted the primary focus from citizenship to commemorating, “the formation and signing of the Constitution”, although the formal designation of “Citizenship Day” was retained. State and local governments as well as schools were urged to observe the day under the following guidance: “for the complete instruction of citizens in their responsibilities and opportunities as citizens of the United States and of the State and locality in which they reside.”

In 2004, at the urging of Senator Robert Byrd of West Virginia, Congress changed the designation of the day to its present iteration: "Constitution Day and Citizenship Day".
For more information and resources, please see the following:

- U.S. Citizenship and Immigration Services: www.uscis.gov/citizenship/teachers/constitution-day-and-citizenship-day
- Rasmussen College Guide: http://guides.rasmussen.edu/constitutionday/home

Disability Services/Accommodations:
The mission of Rasmussen College in disability services is to create an accessible college community where students with disabilities have an equal opportunity to participate fully in all aspects of the educational experience. Rasmussen College recognizes its obligation under the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 and commits to the success of its students and faculty by prohibiting discrimination on the basis of disability and requiring reasonable accommodations to qualified disabled students in all programs and activities.

Students with disabilities are not required to self-disclose or register with the Campus Accommodations Coordinator, although the College encourages them to do so. Students seeking academic accommodations or adjustments must contact the Campus Accommodations Coordinator to request such services. Students who are unsure who to contact should check with their Advisor, Dean or Campus Director. Additional information is available on our Disability Services webpage: www.rasmussen.edu/student-life/disability-services

Career Services:
Rasmussen College employees a team of programmatically-aligned Career Services Advisors who assist students and graduates in their job search. Team members help students navigate our portal of online tools and resources, while also networking with employers who are encouraged to post positions in our online job search portal. This provides students with real-time access to available positions and a simple method to apply. The team also offers support with resume and cover letter development, job search and interviewing strategies, informative webinars, and career fairs. They manage a click-to-chat feature to provide students and graduates with real-time answers to basic questions, and offer meetings by appointment to address more complex topics.

Copyright/Intellectual Property Law Compliance:
Rasmussen College requires all students, staff and faculty to respect the rights of copyright holders and to comply with federal Copyright Law. The unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing and illegal downloading using Rasmussen College computers and/or networks is strictly prohibited. Copyright violations of any kind could subject the offender to criminal and civil penalties, and may result in the loss of information technology privileges or other penalties under the College’s academic misconduct policy. Under current copyright law, criminal cases of copyright violation carry a penalty of up to five (5) years in prison and a $250,000 fine. Civil penalties for copyright infringement include a minimum fine of $750 for each work. For more information on copyright please see http://www.copyright.gov
Students, employees and guests using Rasmussen College networks to access the internet are prohibited from viewing inappropriate material or visiting sites which have been identified as facilitating the violation of copyright/intellectual property protections or other suspicious/illegal activity. Prohibited material could include pornographic images, illegal file sharing programs (such as the illegal downloading and sharing of music). Violations will result in the loss of network use privileges and possibly other penalties, up to and including dismissal.

A copy of this memorandum can be obtained from your Advisor or Campus Director – please call, email or stop by the campus to request a copy. It is also available to all students and employees on the Student Portal at: https://portal.rasmussen.edu/Pages/Annual-Disclosure.aspx