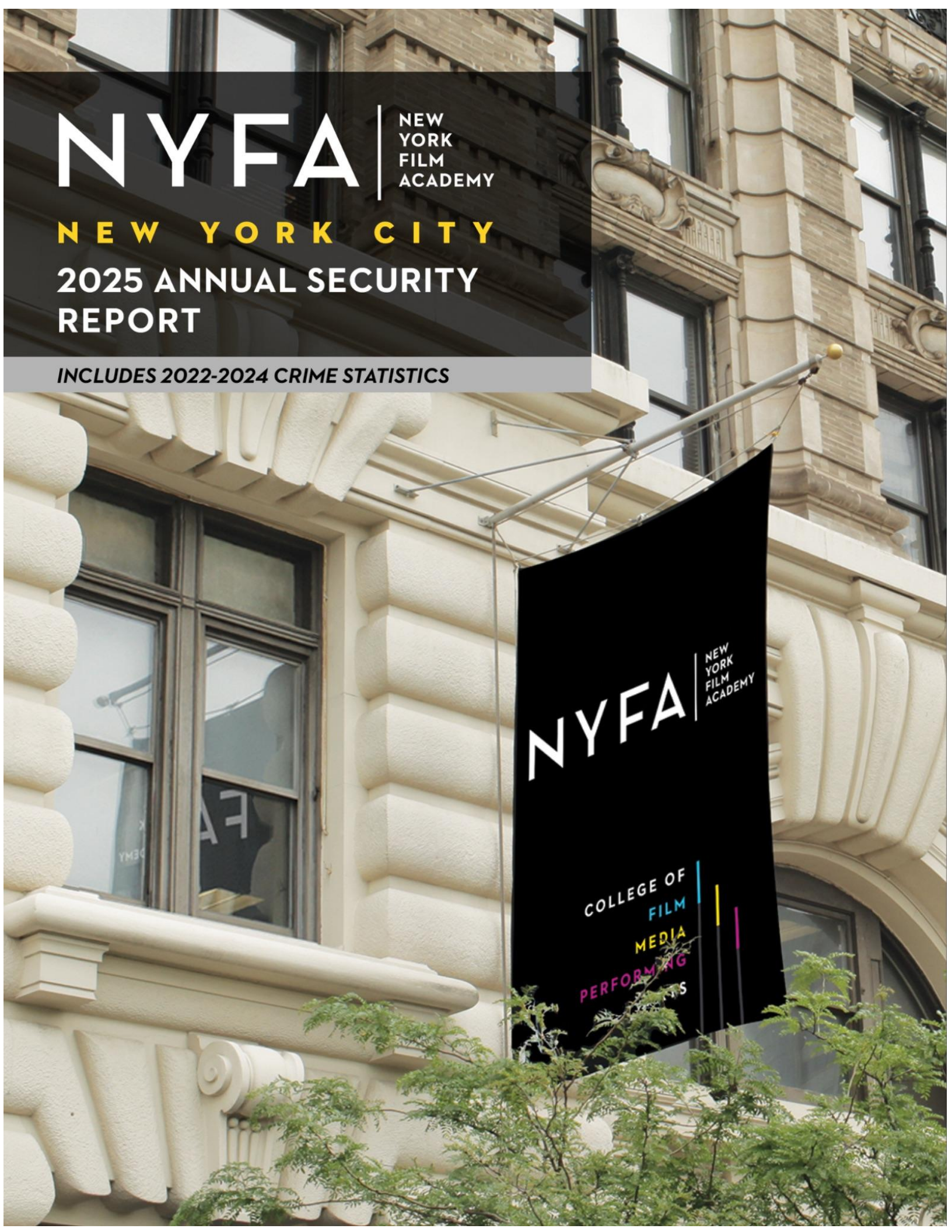


The background of the entire image is a photograph of a historic, ornate building with light-colored stone or concrete. The building features large windows with dark frames and decorative architectural elements like cornices and pilasters. A black banner is hanging from a pole in front of the building. The banner has the NYFA logo and text in white and colorful fonts. The top of the image has a dark grey overlay with white and yellow text.

NYFA | NEW
YORK
FILM
ACADEMY

NEW YORK CITY
2025 ANNUAL SECURITY
REPORT

INCLUDES 2022-2024 CRIME STATISTICS

NYFA | NEW
YORK
FILM
ACADEMY

COLLEGE OF
FILM
MEDIA
PERFORMING
ARTS

This page is intentionally left blank.

Table of Contents

ABOUT NEW YORK FILM ACADEMY	4
THE CLERY ACT	4
CRIME STATISTICS	5
Preparation and Disclosure of Crime Statistics	5
Specific Information About Classifying Crimes	6
Reported Crimes for Calendar Years 2022, 2023, & 2024	6
SECURITY OF AND ACCESS TO CAMPUS FACILITIES	9
Local Law Enforcement Jurisdiction and Authority	10
Security Awareness Programs	11
Maintenance of Campus Facilities	12
GENERAL PROCEDURES FOR REPORTING CRIMES OR EMERGENCIES	12
Campus Security Authorities (CSA)	14
Off-campus Crime	15
Monitoring of Student Organizations	15
Crime Prevention Programs	15
CONFIDENTIAL REPORTING OPTIONS FOR STUDENTS, FACULTY, & STAFF	16
MISSING STUDENT POLICY	16
Procedures for Designation of Confidential Contact	16
Official Notification Procedures for Missing Students	17
NOTIFICATION TO NYFA COMMUNITY ABOUT REPORTED CRIMES	18
Timely Warning Notices	18
Public Safety Bulletins	20
NATIONAL DISASTERS/ WEATHER ALERTS	20
EMERGENCY RESPONSE AND EVACUATION PROCEDURES	20
Emergency Notifications – Notification to NYFA Community About an Immediate Threat	21
Emergency Alert System	24
Emergency Evacuation Procedures	25
Responsibility of NYFA Community for Their Own Personal Safety	28
ALCOHOL AND OTHER DRUG POLICIES	28
NYFA Standards of Conduct Related to Alcohol and Drugs	29
Alcohol and Other Drugs Education and Outreach	30
NOTICE OF FINAL RESULTS	31
SEX OFFENDER REGISTRY	31
JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT,	

AS AMENDED BY THE VAWA OF 2013	31
U.S. Federal Clery Act Definitions of DoV, DaV, SA and S	32
New York State Definitions of DoV, DaV, SA and S	34
NYFA Current Policy Definitions	37
Bystander Intervention	40
Risk Reduction	41
Education and Prevention Programs	43
Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Violence and/or Stalking Occurs	47
<i>The Importance of Preserving Evidence</i>	47
<i>Reporting to Law Enforcement</i>	49
<i>Reporting to New York Film Academy</i>	50
Confidentiality	51
Assistance for Victims: Rights & Options	52
<i>New York Orders of Protection</i>	56
<i>No Contact Orders</i>	57
<i>Additional Protective Measures Available to Students, Faculty, and Staff</i>	57
<i>Supportive Measures Available to Students, Faculty, and Staff</i>	57
<i>On-Campus Resources</i>	59
<i>Off-Campus Resources</i>	60
<i>Employee Assistance Program</i>	61
Student and Employee Disciplinary Proceedings Utilized in Cases of Alleged Sexual Assault, Dating Violence, Domestic Violence & Stalking	61
<i>Adjudication of Violations</i>	62
<i>How To File a Formal Complaint Under the Title IX Grievance Policy and Procedure and Sexual Misconduct Policy</i>	63
<i>How New York Film Academy Determines Policy Application</i>	65
<i>Steps in the Resolution Process</i>	66
<i>Standard of Proof</i>	70
<i>Possible Sanctions</i>	70
<i>How to File an Appeal</i>	75
APPENDIX A – Clery Reportable Crimes Definitions	77
APPENDIX B – Clery Geography Definitions	82

Published: October 1, 2025

Updated with newly received stats: October 3, 2025

ABOUT NEW YORK FILM ACADEMY

The New York Film Academy (NYFA) was founded by veteran producer Jerry Sherlock in 1992, who produced such classics as "The Hunt for the Red October." Inspired by the idea that to learn how to make movies one must actually make movies, Sherlock and his colleagues designed a truly unique curriculum. Blending a mixture of traditional film school instruction with a new approach, NYFA emphasizes coursework based around students going out and shooting films as part of their coursework. Students write, produce, direct, and edit their own original films while also serving as crewmembers on their fellow classmates' films to gain extensive on-set experience.

This commitment to learning by doing applies to all the programs the Academy now offers, with students working with industry-standard equipment in world-class facilities at various NYFA campuses.

At the New York City Campus, students can choose from a wide range of visual and performing arts programs that include Filmmaking, Acting for Film, Broadcast Journalism, Cinematography, Documentary Filmmaking, Musical Theatre, Photography, Producing, and Screenwriting. The New York City Campus is licensed by the Office of College and University Evaluation (OCUE) and its programs are registered by the State Education Department. New York Film Academy is accredited by WASC Senior College and University Commission (WSCUC).

THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, more commonly known as the Clery Act, requires New York Film Academy to:

- publish an annual report every year by October 1 that contains three years of campus crime and certain campus security policy statements;
- disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non campus facilities. The statistics must be gathered from local law enforcement, and other NYFA officials – Campus Security Authorities -- who have "significant responsibility for student and campus activities";
- provide "timely warning" notices of those crimes that have occurred and pose an ongoing "threat to students and employees"; and
- issue an emergency notification, upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

New York Film Academy complies with the Clery Act, the Family Educational Rights and Privacy Act (FERPA), and other applicable laws. The Clery Act provides protection from retaliation to students, staff, and faculty members who report Clery crimes or who exercise any other rights under the Clery Act.

This Annual Security Report pertains only to the New York City Campus.

CRIME STATISTICS

PREPARATION AND DISCLOSURE OF CRIME STATISTICS

New York Film Academy prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery). This report is prepared in cooperation with NYFA's Associate Vice President for Student Affairs & Dean of Students, President, Senior Executive Vice President, Dean of Campus, Associate Dean of Students & Title IX Coordinator, Director of Student Conduct & Deputy Title IX Coordinator, and the Operations Department as well as local law enforcement agencies surrounding the NYFA NY campus.

This report includes campus crime statistics for the past three calendar years for crimes occurring on campus property; designated non-campus properties; public property adjacent to or contiguous to campus property; and leased, rented, or controlled buildings and facilities. NYFA's Clery geography may vary year to year. A comprehensive and up to date list of NYFA's Clery geography can be requested by email to clery@nyfa.edu.

Incidents reported to Campus Security Authorities (CSA), New York Police Department (NYPD), or other local law enforcement agencies that fall into one of the required reporting classifications will be disclosed as a statistic, in the year it was reported, in this Annual Security Report (ASR) published by New York Film Academy. A written request for statistical information is made on an annual basis to local law enforcement agencies and all CSAs. CSAs are also informed in writing and through training to report crimes in a timely manner, so crimes can be evaluated for timely warning purposes.

All statistics are gathered, compiled, and then shared with the New York Film Academy community via the ASR, which is published by the Associate Vice President for Student Affairs & Dean of Students in coordination with the persons/departments listed above. The annual crime statistics are published in the ASR and submitted to the US Department of

Education (ED). The statistical information gathered by the ED is available to the public through the ED website.

New York Film Academy sends an email to every enrolled student and current employee on an annual basis that includes a link to the ASR. This report is also made available to prospective students and employees.

SPECIFIC INFORMATION ABOUT CLASSIFYING CRIMES

To ensure the data reported in the Annual Disclosure of Crime Statistics uses the same definitions no matter a school's location, The Clery Act mandates the use of federal definitions, in accordance with the Clery Act and the Violence Against Women's Act (VAWA) amendments to the Clery Act, for certain types of crimes. For definitions of reportable crimes, see Appendix A.

REPORTED CRIMES FOR CALENDAR YEARS 2022, 2023, & 2024

Offense	Year	On Campus	Non-Campus	Public Property	Total
Murder/ Nonnegligent Manslaughter	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Sex Offenses: Rape	2022	0	1	0	1
	2023	0	0	0	0
	2024	0	0	0	0
Sex Offenses: Fondling	2022	0	1	1	2
	2023	1	1	0	2
	2024	0	2	0	2
Sex Offenses: Incest	2022	0	0	0	0
	2023	0	0	0	0

	2024	0	0	0	0
Sex Offenses: Statutory Rape	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
VAWA: Stalking	2022	0	0	0	0
	2023	1	1	0	2
	2024	0	0	0	0
VAWA: Domestic Violence	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
VAWA: Dating Violence	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Robbery	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Aggravated Assault	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Burglary	2022	0	0	0	0
	2023	3	0	0	3
	2024	0	0	0	0
Motor Vehicle Theft	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	4	0	4
Arson	2022	0	0	0	0

	2023	0	0	0	0
	2024	0	0	0	0
Liquor Law Arrests	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2022	0	10	0	10
	2023	1	6	0	7
	2024	0	4	0	4
Drug Law Arrest	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Weapons Law Arrests	2022	0	0	0	0
	2023	0	0	0	0
	2024	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2022	0	0	0	0
	2023	2	0	0	2
	2024	0	0	0	0

* The New York Film Academy New York campus does not own or control any facilities or properties that qualify as on-campus residential. The St. George Residences is considered a non-campus property for Clery reporting purposes.

HATE CRIME STATISTICS	
2022	Zero (0) hate crimes, as defined by applicable federal law, were reported in 2022.
2023	Zero (0) hate crimes, as defined by applicable federal law, were reported in 2023.
2024	Zero (0) hate crimes, as defined by applicable federal law, were reported in 2024.

UNFOUNDED CRIME	
2022	Zero (0) unfounded crimes for the calendar year 2022.
2023	Zero (0) unfounded crimes for the calendar year 2023.
2024	Zero (0) unfounded crimes for the calendar year 2024.

Caveat: Clery requires higher education institutions to make a good faith effort to obtain crime statistics from local/state law enforcement; however, local/state law enforcement is not mandated to share information to campuses. Statistics requested from NYPD's 1st and 84th Precincts were not made available for Clery reporting and, therefore, are not included in the crime statistics listed above.

SECURITY OF AND ACCESS TO CAMPUS FACILITIES

As of August 15, 2025, NYFA holds a lease at 17 Battery Place and occupies portions of the first and ninth floors. The 17 Battery Pl. campus is normally open to students, faculty, and staff Monday through Friday, from 8:30am to 10pm, and Saturday, from 9am to 7pm. On Sundays, the school remains closed but may open for a special event. These hours are considered NYFA's normal business hours.

Students, faculty, and staff gain access to the first floor via an access control system that requires an identification card (NYFA ID Badge). Students, faculty, and staff gain access to the ninth floor by showing the staff at the front desk their NYFA ID Badge. Students, faculty, and staff are required to wear their NYFA ID Badge at all times when on NYFA property.

During normal business hours, all guests and other third parties are required to check in with the building entry desk in the lobby of 17 Battery Place, who are then directed to the first floor to check in with NYFA staff before gaining access to the ninth floor.

As of August 15, 2025, NYFA holds a lease for the first and third floors of 25 Broadway. The 25 Broadway campus is open to students, faculty, and staff during NYFA's normal business hours. Students, faculty, and staff use their NYFA ID Badge to check in with NYFA staff at a private entrance and are given access to a private entrance and elevators for the first and third floors. The front desk on the first floor has a dedicated NYFA staff present during normal business hours.

As of August 15, 2025, NYFA holds a lease for the 12th floor at 26 Broadway. The 26 Broadway campus is open to students, faculty, and staff during NYFA's normal business hours. Students, faculty, and staff use their NYFA ID Badge to check in with a building

security guard at the front desk and are given access to the elevator. The 26 Broadway location requires an elevator passcode to gain entry to the 12th floor.

As of September 2, 2025, NYFA rents individual dance rooms located on the first and second floors at 280 Broadway (Gibney Studios). The 280 Broadway campus is open to students, faculty, and staff during NYFA's normal business hours. Students, faculty, and staff use their NYFA ID Badge to check in with the building security guard to gain access to the spaces occupied by NYFA.

Guests and other third parties who are granted access to NYFA's campus are given a guest badge for the duration of their visit and must be worn at all times. Guests are directed to pick up a badge at the first floor of the 25 Broadway campus location.

Building management contracts security for the entrances to 17 Battery Place and 26 Broadway, however, security personnel have zero responsibility for campus security and are not responsible for enforcing institutional policies or state/ federal laws.

NYFA does not own any residence halls but has a contractual agreement with EHS (Educational Housing Services) to lease floors at the St. George Residences. NYFA students share the facility with tenants from other institutions. Access to the residence hall is restricted to NYFA students, authorized staff, and tenants from other institutions. The residence hall is secured by both contracted security by EHS, and access control systems 24 hours a day, 7 days a week. Residences gain access by swiping their EHS ID Badge on turnstiles. Residents may be allowed guests based on current policies of the residence hall. All approved guests must be signed in with security and accompanied by their host resident at all times. New York Film Academy does not staff Residential Advisors for the St. George Residences. The St. George Residences is considered a non-campus property for Clery reporting purposes.

LOCAL LAW ENFORCEMENT JURISDICTION AND AUTHORITY

NYFA does not have a proprietary police or security department, nor do they contract security personnel to patrol the campus' facilities. However, institutional representatives do work with the New York Police Department (NYPD) as needed, and NYFA is continuing to build relationships with other law enforcement agencies. If a criminal incident were to be reported to CSAs, appropriate personnel would investigate and assist in filling the necessary report with the NYPD. Currently there are no finalized written agreements between NYFA

and the NYPD, but NYFA will fully cooperate and coordinate investigations when necessary and appropriate.

The New York Police Department is vested with the authority and responsibility to enforce all applicable local, state and federal laws. Officers have the authority and duty to conduct criminal investigations, arrest violators and suppress campus crime. Officers are duly sworn peace officers authorized to carry firearms and have the authority as municipal police officers to use police powers of arrest. The NYPD provides law enforcement services 24 hours a day, 365 days a year.

NYPD 1st Precinct has primary jurisdiction over NYFA's on-campus properties. In response to a call, the NYPD will take action it deems appropriate, generally either dispatching an officer to the caller's location or asking the caller to report to the nearest NYPD precinct to file a report. The NYPD is responsible for the investigation of any reported crimes and other public safety emergencies. If assistance is required from the New York City Fire Department, they will be sent by the 911 dispatchers upon receiving an emergency call.

SECURITY AWARENESS PROGRAMS

During New Student Orientation at the start of each intake, new students receive campus security procedures and practices to help encourage responsibility for their own security and that of others. In addition to New Student Orientation, new students are required to complete online trainings (Sexual Respect Training, Alcohol & Other Drug Training) and may be required to attend may be required to attend Housing Orientation, International Student Orientation, Financial Aid Orientation, and/or Veterans Orientation, where different departments promote the services NYFA offers to help keep the campus community safe. For example, during New Student Orientation students are provided with information about emergency response and evacuation procedures. Additionally, Filmmaking students, and students from other production-based programs, receive a "Safety and Protocol" training near the beginning of their program that promotes safety on set and what to do in the case of an emergency.

All first year BFA students enroll in a course, "First Year Seminar," that seeks to equip students with skills to succeed as a student and may include information and guest lectures about safety and security.

Throughout the year, faculty and staff participate in various programs that encourage responsibility for their own security and that of others. These programs may include CSA Training and are generally offered on-line through Paycom. Faculty and staff may also participate in fire safety training conducted by the building's Fire Safety Director. Additionally, faculty and staff are notified of NYFA's evacuation procedures and protocols for what to do in the case of an emergency on an annual basis.

MAINTENANCE OF CAMPUS FACILITIES

Facilities are maintained in a manner that minimizes hazardous conditions. The Operations Department staff regularly inspects NYFA campus facilities that are under NYFA's control, to assess and initiate repairs of malfunctioning equipment and other unsafe physical conditions. The Operations Department does not inspect shared building spaces or spaces that are not under NYFA's control. NYFA community members are helpful when they report equipment problems to the Operations Department. EHS is responsible for the upkeep and maintenance of the St. George Residences.

GENERAL PROCEDURES FOR REPORTING CRIMES OR EMERGENCIES

Campus community members, students, faculty, staff, and guests are encouraged to accurately and promptly report all crimes, emergencies, and public safety-related incidents directly to the New York Police Department by dialing 9-1-1, when the victim of the crime elects to or is unable to make such a report.

For any urgent situation or crime that is taking place on NYFA's campus, faculty and staff can report to the NYFA NY Crisis Line at 917-985-9972, during normal business hours. The NYFA NY Crisis Line is provided to faculty and staff through NYFA's Campus Safety and Security Handbook.

We encourage people reporting a crime or emergency to the NYPD to also report the incident, as soon as possible, to NYFA Campus Security Authorities. The following Campus Security Authorities have been designated as primary reporting structures for campus crime reporting:

1. Dean of NYFA NY
17 Battery Pl, 1st Floor
elli@nyfa.edu
212-674-4300, ext. 1109
2. Associate Vice President for Student Affairs & Dean of Students

- 3300 W. Riverside Dr, 1st Floor
susan.ashe@nyfa.edu
818-333-3578
3. Associate Vice President of Operations & Facilities
and Director of Operations
security@nyfa.edu
212-674-4300
4. Associate Dean of Students & Title IX Coordinator
3300 W. Riverside Dr, 1st Floor
susana.soto@nyfa.edu
818-333-3577
5. Director of Student Conduct & Deputy Title IX Coordinator
25 Broadway, 3rd Floor
joshua.bell@nyfa.edu
646-640-3021
6. Director of Housing
EHS, Room 721
housingny@nyfa.edu
212-674-4300, ext. 1129
7. Director of Human Resources
3300 W. Riverside Dr, 2nd Floor
818-333-3589
hr@nyfa.edu
8. Student Life Coordinator
nystudentlife@nyfa.edu
212-674-4300, ext. 1110

To report a crime or emergency as campus community members:

- Emergency situations and other crimes should be reported to the NYPD by dialing 911.
- Non-emergencies can also be reported to the primary CSAs listed above, or any other CSA.
- Sex offenses and other incidents of sexual misconduct can also be reported to the Title IX Coordinator or Deputy Title IX Coordinator by email (TitleIX@nyfa.edu), by phone (646-640-3021), in person at the 25 Broadway location, or via online report (<https://hub.nyfa.edu/title-ix>).

- Crimes or emergencies that occur at the St. George Residences, should be reported to the NYPD by dialing 911.

Reports involving a student, which are made to a NYFA CSA, will be documented, and processed for review and further investigated, if warranted, by the Director of Student Conduct or Dean of Students. Reports involving an employee will be processed and further investigated by Human Resources, if warranted. Reports of sexual misconduct will be addressed under the Title IX Office. NYPD and/or NY Fire Department will be contacted in cases of emergency. All crimes reported to NYFA CSA's will be reviewed for timely warning purposes and annual statistical disclosure.

This publication contains information about on- and off-campus resources and is made available to all NYFA community members. The information regarding "resources" is not provided to infer that those resources are "crime reporting entities" for NYFA. Crimes should be reported to NYPD officials and NYFA as described above to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, crimes reported to outside resources, such as Mount Sinai Beth Israel Victim Services Program would not be included in the institution's crime statistics.

For additional reporting procedures related to potential Title IX violations, please see page 47.

CAMPUS SECURITY AUTHORITIES (CSA)

Campus Security Authorities (CSA) are individuals at NYFA who, because of their job function, have an obligation under the Clery Act to notify the institution of alleged Clery Crimes that are reported to them in a good faith, or alleged crimes that they may personally witness.

Campus Security Authorities are defined as: (i) A campus police department or a campus security department of an institution. (ii) Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department under paragraph (i) of this definition, such as an individual who is responsible for monitoring entrance into institutional property. (iii) Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses. (iv) An official of an institution who has significant responsibility for student and campus activities,

including, but not limited to, student housing, student discipline, and campus judicial proceedings. If such an official is a pastoral or professional counselor, the official is not considered a campus security authority when acting as a pastoral or professional counselor.

Examples of individuals who generally meet the criteria for being a CSA at NYFA, include:

- a dean (of campus, students, or faculty), and/or a staff member who has responsibility for student discipline or campus conduct proceedings
- a staff member who who has responsibility for student life, campus events, or student housing
- an individual to which students and employees report criminal offenses, such as a department chair, an academic advisor, or an advisor to a student group
- a staff member who monitors access to campus buildings and facilities
- a staff member with Title IX responsibilities

Campus Security Authorities generally receive training on an annual basis at the beginning of the calendar year, and may be conducted through various methods, such as, in-person training, video modules, or on-line training. CSA Training may include information about the history of the Clery Act, Clery Crimes, Clery Geography, when and how to report allegations of Clery Crimes, and the NYFA's timely warning and emergency notification process.

OFF-CAMPUS CRIME

If NYPD is contacted about criminal activity off-campus involving NYFA students, the police may notify the institution. Students in these cases may be subject to arrest by the local police and institutional disciplinary proceedings through the Dean of Students Office.

MONITORING OF STUDENT ORGANIZATIONS

NYFA does not have any officially recognized student organizations that own or control non-campus facilities.

CRIME PREVENTION PROGRAMS

Throughout the year, NYFA's campus community is provided safety information that focuses on the prevention of crimes in a variety of ways, including information specific to students and employees (faculty and staff) alike:

- During New Student Orientation, general information is provided to new students regarding safety on campus and in New York City, including risk reduction techniques.

- Timely Warnings, Public Safety Bulletins, and Weather Alerts are distributed as necessary to inform the community about safety-related issues, risk-reducing precautions, sources of help and additional information.
- Various NYFA departments introduce annual awareness events throughout the academic year, such as “Sexual Assault Awareness Month.”

CONFIDENTIAL REPORTING OPTIONS FOR STUDENTS, FACULTY, AND STAFF

NYFA does not have a voluntary confidential reporting policy that allows a student, faculty, or staff to make a confidential report, withholding personally identifiable information, to a CSA.

Additionally, NYFA does not have a policy that encourages NYFA Counseling Services to inform the student they are counseling of any procedures to report crimes on a voluntary, confidential basis for the inclusion of the annual disclosure of crime statistics. However, when they deem it appropriate, NYFA Counseling Services are encouraged to inform students they can report incidents of crime to the NYPD and/or the Title IX Office.

MISSING STUDENT POLICY

In compliance with the Higher Education Reauthorization Act of 2008 and Article 129A Section 6438 of the New York Education Law the purpose of this policy is to provide the procedures for reporting, investigating and making emergency notifications regarding NYFA students who reside in NYFA's residences leased through EHS who are believed to be missing.

Students who reside in the St. George residence have the option of identifying a person whom the institution will notify if the student is determined missing by the Dean of Campus, Housing Director or local law enforcement agencies.

All students who reside in the St George Residence are provided the Missing Student Information via NYFA's housing agreement and is detailed below.

PROCEDURES FOR DESIGNATION OF CONFIDENTIAL CONTACT

Students aged 18 and above and emancipated minors are provided the option to designate a confidential contact to be contacted by NYFA no more than 24 hours after the time that the student is determined to be missing. Students are provided the option to designate a confidential contact within the Housing Agreement communicated by the Housing Director

at the beginning of the semester. Students, 18 and older, may add a designation or change a designation at any time in the semester while residing in NYFA's contracted residential property(s). To add or change a confidential contact, the student must notify the Housing Director. Students over the age of 18 may also opt out of designating a confidential contact.

For students under the age of 18, who are determined to be missing, a custodial parent or guardian will be notified, by NYFA, no more than 24-hours after the determination.

Students are advised that their confidential contact information will be accessible only by authorized campus officials and law enforcement as appropriate and that it may not be disclosed outside of a missing persons investigation.

OFFICIAL NOTIFICATION PROCEDURES FOR MISSING STUDENTS

Any individual who has information that a residential NYFA student may be a missing person must notify the Housing Director as soon as possible. The Housing Director can be reached during normal business hours at 212-674-4300. Outside of normal business hours, a missing person can be reported to the "residential emergency number". The "residential emergency number" is given to NYFA students, residing in on-campus housing, at the beginning of the semester and/or on move-in day.

NYFA will assist outside authorities with these investigations, as required by law. Suspected missing students should be reported to the New York Police Department (9-1-1) within 24 hours of determination that the student is missing.

A residential student is presumed to be missing when their absence is inconsistent with their established patterns of behavior and the deviation cannot be readily explained. Before presuming that a residential student is missing, the Housing Director, or their designee, will initiate an investigation by first gathering all essential information about the residential student who is presumed to be missing, from the student's acquaintances and reporting individual (description, clothes last worn, where the student might be, who student might be with, vehicle description, information about the physical and mental well-being of the student, an up-to-date photograph, class schedule, etc.) Following, the Housing Director and/or appropriate staff may take the following steps:

- Conduct a wellness check in the student's room.
- Contact associate, if known.
- Contact the Registrar's Office to ascertain the student's recent attendance in class.

- Contact security for residential facility to ascertain the turnstile and room door lock logs

If the above actions are unsuccessful in locating the student or it is immediately apparent that the student is a missing person, the Housing Director will contact the appropriate campus administration and local law enforcement agency will take charge of the investigation.

NYFA will immediately notify the New York Police Department agency within 24 hours of the determination that the student is missing, regardless of whether the student has identified a contact person, unless the local law enforcement agency was the entity that made the determination that the student is missing. No later than 24-hours after the determination that an on-campus residential student is missing, the Housing Director, or a designee, will also notify the missing persons confidential contact and the parent/guardian, for students under the age of 18 and not emancipated, that the student is believed to be missing.

NOTIFICATION TO NYFA COMMUNITY ABOUT REPORTED CRIMES

TIMELY WARNING NOTICES

When a crime that poses a serious or ongoing threat to members of the NYFA community is reported to a CSA, a Timely Warning notice, that withholds names of victims as confidential, may be sent to all students and employees on campus to aid in the prevention of similar crimes. Timely Warnings are typically sent via email in a manner that is timely; generally, as soon as pertinent information becomes available. Timely Warnings may also be communicated via text message and/or phone call through NYFA's alert messaging system, Everbridge. Additionally, Timely Warnings may be posted around campus to inform the larger NYFA community, guests, and visitors.

Timely Warning notices are generally sent to the campus community for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications, that occur on NYFA's Clery Geography, unless such crimes were reported to Professional Counselors (NYFA Counseling Services): murder/non-negligent manslaughter, aggravated assault, sex offenses (rape, fondling, incest, statutory rape), robbery involving force of violence, major incidents of arson, or other Clery Act crimes determined by the campus officials listed below.

The decision to issue a timely warning will be made on a case-by-case basis depending on an assessment of various factors which include but are not limited to: the nature of the crime, the exact location, the time of the incident, the local police response and guidance to campus officials, the potential direct effect on the campus community, when NYFA became aware of the incident and/or the amount of information known to NYFA at the time of the report. For example, if an aggravated assault occurs between two students who have a disagreement, there may be no ongoing threat to other NYFA community members, and a Timely Warning would not be distributed. To ensure consistency, a “Timely Warning Decision Matrix” may be used to assist in the implementation decision.

Timely Warning notices are typically written, reviewed, and executed by one or all of the following campus officials: President, Senior Executive Vice President, Dean of NYFA NY, Associate Vice President for Student Affairs & Dean of Students, Associate Vice President of Operations & Facilities, Director of Student Conduct & Deputy Title IX Coordinator, or Director of Housing. These identified campus officials may write, review, and execute Timely Warnings without consultation, if consultation time is not available. Timely Warnings are usually disseminated to the campus community by the Webmaster, Associate VP of Operations, or their designees.

Timely Warnings will typically include the following, unless releasing the information would risk compromising law enforcement efforts:

- Date and time (or timeframe) of incident
- A brief description of the incident
- The location of the incident
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips)
- Subject description(s) when deemed appropriate and if there is sufficient detail. (If the only known descriptors are sex and race, then no information about the subject will be provided)
- Local law enforcement contact information
- Other information deemed appropriate by the NYFA officials identified above

Campus officials not subject to the timely reporting requirement are those with significant counseling responsibilities who were providing confidential assistance, such as NYFA Counseling Services.

NYFA does not maintain a daily crime log.

PUBLIC SAFETY BULLETINS

Public Safety Bulletins may be sent to the campus community for general crime prevention purposes, to inform the community of crimes and/or incidents that are generally time-sensitive or considered to be an ongoing threat, but important to be aware of, and/or to inform the campus of incidents occurring on, around, or even off-campus that do not meet the requirements or specifications for distribution of a Timely Warning, as outlined above.

A Public Safety Bulletin will generally be sent to the campus community by email. A Public Safety Bulletin is generally written by the Associate Vice President for Student Affairs & Dean of Students, Associate Vice President of Operations & Facilities, Director of Student Conduct & Deputy Title IX Coordinator, or Director of Housing, and they are routinely viewed and approved by the President, Senior Executive Vice President, or Dean of NYFA NY prior to distribution. Public Safety Bulletins are disseminated to the campus community by the Webmaster, Associate Vice President of Operations & Facilities, or their designee.

NATURAL DISASTERS/WEATHER ALERTS

In addition to Timely Warnings and Public Safety Bulletins, NYFA may initiate Weather Alerts to communicate impending severe weather conditions that could disrupt daily operations or to communicate safe travel tips. Conditions that might warrant Weather Alerts include, but are not limited to blizzards, snowstorms, hailstorms, hurricanes, earthquakes, fires, or tornados. NYFA will utilize the same processes defined under the Public Safety Bulletin section to initiate and disseminate a Weather Alert. In the case of a school closure due to severe weather, the Webmaster, Associate Vice President of Operations & Facilities, or their designees will post updates on the homepage of NYFA's website (www.nyfa.edu) or send email updates.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

NYFA's Campus Safety and Security Handbook includes information about the institution's physical threat and fire safety procedures, and evacuation procedures. NYFA conducts a minimum of one Emergency Response test per year. These tests may be in the form of an exercise, which could include a field exercise or a drill that tests a procedural operation or technical system. Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced. The tests,

which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution. Following a test and/or exercise, NYFA conducts an After-Action Report to document the description of the test/exercise, the date, the time, whether the test was announced or unannounced, and an assessment of the lessons learned. A copy of the summary is available upon request through the Associate Vice President for Student Affairs & Dean of Students or Associate Vice President of Operations & Facilities.

NYFA publicizes a summary of the emergency responses and evacuation procedures via email at least once a year, generally in conjunction with a test and/or exercise that meets all the requirements of the Higher Education Opportunity Act (HEOA). In addition, NYFA's emergency response and evacuation procedures are communicated to employees via Paycom, on an annual basis, and to new students during orientation. Updates to NYFA's emergency response and evacuation procedures are communicated to the campus community via email, NYFA Student Hub, and Paycom (for employees). Hard copies are made available upon request through the Operations Department. In addition, NYFA's emergency response and evacuation procedures are available in the Campus Safety and Security Handbook and NYFA Cross-Campus Policy Catalog.

NYFA senior administrators are familiar with all aspects of the Campus Safety and Security Handbook, which includes information on fire safety. If a serious incident occurs that causes an immediate threat to the campuses, the first responders to the scene are usually the NYPD and/or the FDNY.

EMERGENCY NOTIFICATIONS – NOTIFICATION TO NYFA COMMUNITY ABOUT AN IMMEDIATE THREAT

NYFA will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation posing an immediate threat to the health and safety of students, faculty, or staff occurring on or around NYFA's on-campus facilities.

A threat is imminent when the need for action is instant, overwhelming, and leaves no room for deliberation. Such situations may include but are not limited to a hazardous materials incident requiring sheltering in place or evacuation; an active shooter on or near campus; a shooting incident on or near the campus; hostage/barricade situation, a riot, suspicious package with confirmation of a device, a hurricane, a fire/explosion, suspicious

death, structural damage to a NYFA controlled or owned facility, a biological threat (i.e. Anthrax), significant flooding, a gas leak, hazardous materials spill, etc.

Confirmation of the existence of a legitimate emergency or dangerous situation typically involves the response and assessment of a combination of one or more of the following campus officials: President, Senior Executive VP, Dean of NYFA NY, Associate Vice President for Student Affairs & Dean of Students, Associate Vice President of Operations & Facilities, or Director of Student Conduct & Deputy Title IX Coordinator, sometimes in conjunction with other campus officials, local police and first responders, and/or the national weather center. Information received from other campus officials, including other CSAs, and/or external agencies such as first responder agencies or the national weather center, may be used to confirm the existence of an emergency or dangerous situation without the need for further assessment.

The President, Senior Executive VP, Dean of NYFA NY, Associate Vice President for Student Affairs & Dean of Students, Associate Vice President of Operations & Facilities, or Director of Student Conduct & Deputy Title IX Coordinator have the ability to and authority to issue an alert without delay and without further consultation with any other campus official or external agency.

Upon confirmation of a significant emergency or dangerous situation (through response, investigation, or collaboration with emergency responders), NYFA will, without delay and taking into account the safety of the community, determine the content of the notification, determine the appropriate segments to receive notification, and initiate the notification system, unless issuing a notification will, in the judgment of the first responders, compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Notification message content is determined and drafted by one or more of the campus officials previously identified and based on the type of incident, the context with which it is occurring, the immediate danger or threat to the campus community and the need to advise campus community members to take action. Consultation among the identified campus officials is not required. NYFA will endeavor to make such notification sufficiently specific so as to enable recipients to take appropriate response to the threat. Templates have been drafted to aid with the rapid communication process.

Notification message content generally includes information about the emergency, its exact location, and steps for community members to take to protect themselves by evacuating the affected area if it is safe to do so and/or “shelter-in-place”. The content of the notification may differ depending on what segments of the community the notification targets.

One or more of the campus officials identified previously are responsible for determining the appropriate segments of the campus community to receive the notification based on some of the following factors: location, severity, and time. For example, NYFA may limit the message to a particular segment of the community, if the threat is limited to a particular building. However, given the small size of NYFA’s on-campus properties, in most cases, emergency notifications will be disseminated to the entire campus community.

Generally, follow-up notices/communications will be provided as necessary, by the Associate Vice President of Operations & Facilities, Associate Vice President for Student Affairs & Dean of Students, or their designee, during an active incident. When a threat is neutralized or effectively removed, campus community members will be appropriately informed via all or some of the communication methods detailed below. The President, Senior Executive VP, Dean of NYFA NY, or Director of Student Conduct & Deputy Title IX Coordinator may also be responsible for providing follow-up communications if the Associate Vice President of Operations & Facilities or Associate Vice President for Student Affairs & Dean of Students is incapacitated or otherwise detained. This may include determining the content of the follow-up notification(s), the method used to communicate the follow up, and when it should be communicated.

During situations that present an immediate threat to the health and safety of NYFA community members, NYFA has various systems in place for communicating information quickly. Some or all of these methods of communicating may be activated in the event of an immediate threat to NYFA. These methods of communication include emergency text messages, emails, and/or phone calls via Everbridge, notifications on school monitors, and notifications on the school website (www.nyfa.edu); or fire alarm and building public-address systems for extreme situations. The Associate Vice President of Operations & Facilities, Webmaster, or their designees, is responsible for deploying the notification and notifying first responders, if not already done so.

The preferred method of reaching all potentially affected parties is via NYFA’s emergency alert system, Everbridge. Depending on the situation, the process for deploying a message

via this system may require up to 30 minutes or more. When deployed, Everbridge will notify NYFA students, faculty, and staff via text message, email, and sometimes via phone call. In an extreme situation, such as an active fire on campus, the Associate Vice President of Operations & Facilities, or their designee, may also initiate the fire alarm or public address system. If an emergency notification has been implemented, then NYFA is not obligated to implement the timely warning notice procedures.

Emergency information may be posted on NYFA's website (www.nyfa.edu) for parents and the larger community to access. The previously identified campus officials (President, Senior Executive VP, Dean of NYFA NY, Associate Vice President for Student Affairs & Dean of Students, Associate Vice President of Operations & Facilities, or Director of Student Conduct & Deputy Title IX Coordinator) are responsible for determining what information is shared--including any follow-up communications--with the larger community. The Webmaster, or their designee, is responsible for publishing.

NYFA community members are encouraged to notify NYPD by dialing 9-1-1 and call the NYFA NY Crisis Line at 917-985-9972 (as described in the "General Procedures for Reporting" section of this document) of any situation or incident in or around a New York Film Academy facility that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. In the event of an emergency that impacts the larger community, NYFA will contact local authorities.

EMERGENCY ALERT SYSTEM

All NYFA students are automatically enrolled in NYFA's alert system, Everbridge, at the start of their program. Faculty and staff are automatically enrolled at the time of hire. Students, faculty, and staff are notified of their enrollment and given the opportunity to opt-out or manage their notification preferences. Multiple email addresses and/or phone numbers may be associated with a single account, and therefore, students may add contact information for a parent or guardian to receive alerts.

NYFA generally conducts a test of the emergency alert system at least once a semester. These tests may be announced or unannounced and are documented through an After-Action Report.

EMERGENCY EVACUATION PROCEDURES

Understanding that emergency events are dynamic, the below guidelines are meant to aid in effective communications during emergency events.

In the event students and staff need to immediately evacuate any NYFA facility, students and staff are instructed to:

- Evacuate immediately, taking personal items only if it is safe to do so.
- Walk, do not run, from the building.
- Do not use the elevators.
- Instructors/supervisors will instruct on designated evacuation assembly areas.
- Do not re-enter the building until cleared to do so by authorized emergency personnel.
- Shelter in place in the rare instances evacuation may not be the safest option.

Active Shooter Inside Your Building

- Remain calm.
- If possible, exit the building using the safest possible route away from the threat.
- If you cannot get out safely, find the nearest location that provides safety, barricade the doors by any means possible, shut off lights, and move to an area of the room where you cannot be seen or heard. Keep as quiet as possible.
- Silence your phones.
- Call 9-1-1 as soon as it is safe to do so.
- Stay focused on survival and keep others around you focused.
- Do not open the door until Law Enforcement Officers advise it is safe to do so.
- When Law Enforcement Arrives:
 - Put down any item in your hand.
 - Immediately raise your hands and spread your fingers.
 - Keep your hands visible at all times.
 - Avoid making quick movements towards any officers.
 - Avoid pointing, screaming, and yelling.

Active Shooter Outside Your Building

- Remain calm.
- Proceed to a room that can be locked.

- Close and lock the doors; if the doors cannot be locked, barricade them with anything else available, shut off lights, move to an area of the room where you cannot be seen or heard, and keep as quiet as possible.
- Call 9-1-1 when it is safe to do so.
- Do not open the door until Law Enforcement Officers advise it is safe to do so.
- When Law Enforcement Arrives:
 - Put down any item in your hand.
 - Immediately raise your hands and spread your fingers.
 - Keep your hands visible at all times.
 - Avoid making quick movements towards any officers.
 - Avoid pointing, screaming, and yelling.

Bomb Threat

- If you receive a bomb threat on campus, remain calm and take the caller seriously.
- If your phone has caller ID, record the number displayed.
- Gain the attention of a coworker and have them contact local Law Enforcement.
- Keep the caller on the phone as long as possible with the following questions:
 - Where is the bomb?
 - When is it set to explode?
 - What kind of bomb is it?
 - What does the bomb look like?
 - Did you place the bomb and if so, why?
 - What is your name?

Fire or Explosion

- Do not panic. Activate the nearest fire alarm.
- Call 9-1-1 to report the location of the fire.
- Evacuate the building via the nearest and safest fire exit.
- Close all doors while exiting.
- Use stairways and keep to the right.
- Do not use elevators, they may shut down or stop on the floor of the fire.
- Check all doors for heat prior to opening them.
- If you are caught in the smoke, drop to your hands and knees and crawl out of the area.
- Take shallow breaths to help minimize smoke inhalation.
- Proceed to the nearest evacuation area and wait.

- If chemicals are detected, stay upwind.
- Wash hands with soap and warm water and rinse thoroughly.
- Do not clean up suspicious powder or residue.
- Remove contaminated clothing as soon as possible and place in a plastic bag or sealed container.
- Create a list of people who were in the area or may have come in contact with the package/envelope since the arrival on campus.
- If you are trapped by a fire in a room, place a moist cloth material around/under the door to keep the smoke out. Retreat and close as many doors as possible between you and the fire. Be prepared to signal from windows, but do not break the glass unless absolutely necessary. Call 9-1-1.

Hostage Situation

- Immediately remove yourself from any danger.
- Call 9-1-1 and provide the following information if you have it:
 - Location of the incident.
 - Number of possible hostage-takers and their physical descriptions.
 - Number of possible hostages.
 - Any weapons the hostage-takers have.
 - Any injuries to hostages you witnessed.
 - Your name, location, and phone number.

Violent, Threatening or Unusual Behavior

- If you are a victim of, or witness to, violent or threatening behavior by others, avoid confrontation and immediately contact 9-1-1.
- Keep a safe distance from anyone acting violently or bizarre.
- Advise the dispatcher regarding the nature of the incident or threat.
- Give your location.

Chemical and Hazardous Material Spill

- Avoid direct contact with spilled material and treat all chemicals as hazardous materials.
- Stop the source of the spill if you can do so without endangering yourself.
- If indoors, evacuate immediately and close the door.
- If outside, stay upwind, away from the toxic fumes or smoke.
- Call 9-1-1 and report the incident.

- Remain in a safe area until first responders arrive and follow their instructions.
- Do not re-enter the building until authorized to do so by the emergency response personnel.

Civil Disturbance

- Civil disturbances include riots, demonstrations, threatening individuals, or assemblies that have become significantly disruptive.
- Call 9-1-1 if the disturbance escalates into a situation of an imminent threat to life or safety.
- If the event is in its initial stage and has not reached a critical point, call 9-1-1.
- Do not interfere, interrupt, or become involved in the disturbance.
- If the disturbance is outside, stay away from the doors and windows and remain inside.
- If the disturbance is inside, evacuate as soon as it is safe to do so.

RESPONSIBILITY OF NYFA COMMUNITY FOR THEIR OWN PERSONAL SAFETY

Members of the NYFA community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance:

- Report all suspicious activity to NYPD or CSAs immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night.
- Consume alcohol responsibly, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call the NYPD at the first sign of trouble.
- Never leave valuables unattended.
- Carry your keys at all times and do not lend them to anyone.
- Always lock your door to your residence hall room or apartment, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not home.

ALCOHOL AND OTHER DRUG POLICIES

NYFA is committed to providing and sustaining for students, faculty and staff, a safe, healthy, and supportive environment conducive to optimum professional and personal growth and development.

In compliance with this objective and in accordance with [United States Department of Education Drug Free Schools and Communities Act Amendment of 1989, Public Law 101-226](#), NYFA's Drug and Alcohol Policy for Students (linked [HERE](#)), is distributed annually and informs students, faculty, and staff of: 1) NYFA's institutional policies and standards of conduct related to alcohol and drugs, 2) the disciplinary sanctions under NYFA conduct policies for violations of standards of conduct related to use of alcohol and drugs, 3) legal sanctions and penalties related to the alcohol and drugs based on federal, state and local laws, 4) the health risks associated with alcohol and drug use, and 5) resources for help and for treatment of substance abuse and addiction.

NYFA STANDARDS OF CONDUCT RELATED TO ALCOHOL AND DRUGS

The following is strictly prohibited on NYFA premises and NYFA affiliated facilities (i.e., residence halls operated by a contracted agency) and while attending NYFA activities, events, workshops and curricula and co-curricular projects:

- Use, possession, sale, distribution and/or manufacture of alcoholic beverages, acting as an accessory, liaison, or facilitator for any of the above, except at a time, location, and circumstance expressly permitted by NYFA and federal regulations
- Use, possession, sale, distribution and/or manufacture of narcotics or other illicit and/or controlled substances (including medical marijuana*) or acting as an accessory, liaison, or facilitator for any of the above
- The misuse of legal pharmaceutical drugs
- Use or possession of drug-related paraphernalia
- Being under the influence, impairment, or being unable to care for one's own safety as pertains to use of alcohol and/or controlled substances and misuse of legal pharmaceutical drugs
- Possession, production, or provision of false ID
- Operating a motor vehicle while under the influence of alcohol or illicit drugs
- Administering drugs to individuals against their will and/or without their knowledge or consent
- Furnishing alcohol to a person under the age of 21
- Violating other federal, state and local laws regarding alcohol, tobacco, and controlled substances
- The smoking of tobacco, including the use of vaporizers and e-cigarettes, in indoor locations on NYFA campuses, outdoor locations not designated as smoking areas, and in attendance of NYFA related events

*Note: Although the states of New York and California have legalized the possession and use of marijuana for recreational and medicinal purposes, the possession and use of cannabis in any form and for any purpose (including cannabis prescribed for medicinal purposes) remains a crime under federal laws and must remain prohibited on all NYFA campuses and in residence halls operated by a contracted agency (EHS). According to the [Drug Free Schools and Communities Act](#) and the [Drug Free Workplace Act](#), colleges and universities receiving federal funds, despite conflicting state laws which may decriminalize the possession and use of marijuana for recreational or medicinal purposes in their states, must adhere fully and exclusively to federal law, and in doing so, must strictly prohibit the possession and use of cannabis for any reason. Also, in compliance with the Drug Free Schools and Communities Act and the Drug Free Workplace Act, students and employees violating federal laws governing the possession and use of cannabis must be subject to disciplinary action, per student and employee codes of conduct. Failure to comply with federal law may result in termination of all forms of federal financial assistance, including federal student financial aid grants.

ALCOHOL AND OTHER DRUGS EDUCATION AND OUTREACH

NYFA requires all new incoming students to attend a series of orientation sessions during New Student Orientation Week, where the following are discussed:

- NYFA's drug and alcohol policies.
- The possible health effects of alcohol and other drugs.
- The possible effects alcohol and other drugs have on your academic and social lives.
- Responsibility.
- Where to seek help on and off-campus.
- How to recognize signs of alcohol and other drug abuse.

Additionally, all BFA students are required to enroll in "First Year Seminar," a semester-long course that incorporates NYFA's resources, policies, and expectations on alcohol and other drugs, as well as habits that promote physical and mental wellness, the effect alcohol and other drugs have on your body, consequences of alcohol and other drugs, and where to seek help, into the curriculum. NYFA also promotes healthy norms with non-alcoholic programming throughout the year.

The entire text of Alcohol and Drug Education and Intervention Program(s) for students, as well as NYFA's penalties for possession or distribution of controlled substances by students on a NYFA premises or at institutionally sponsored activities off-campus, are contained in

NYFA's Drug and Alcohol Policy for Students and the Biennial Review of the Drug and Alcohol Policy. Both documents can be found here:

<https://www.nyfa.edu/federal-financial-aid/drug-free-schools-policy.php>.

NOTIFICATION OF FINAL RESULTS

NYFA will, upon request, disclose to the alleged victim of a crime of violence or non-forcible sex offense, the report on results of any disciplinary proceeding conducted by NYFA against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such a crime or offense, the next of kin shall be treated as the alleged victim for purposes of this paragraph.

SEX OFFENDER REGISTRY

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where to obtain law enforcement agency information provided by a State concerning registered sex offenders. Information regarding a registered sex offender can be obtained by calling:

New York State Sex Offender Registry Information Line at: 1-800-262-3257 or accessing it online at https://www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp

Callers must be 18 years old and must provide their name, address and telephone number in order to request information. The information line is open Monday through Friday, from 8 a.m. to 5 p.m. To learn the status of an individual, callers must provide the individual's name and at least one of the following identifiers: the individual's street address and apartment number, driver's license number, social security number or birth date. A physical description is helpful but is not required. To use the online link, the person inquiring must provide his/her name and address to access information about the registered sex offenders. Nationwide information is available through the Department of Justice at:

<https://www.nsopw.gov>.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

NYFA prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking (as defined by Clery) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the NYFA community.

Toward that end, NYFA issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault, and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which may be followed regardless of whether the incident occurs on or off-campus when it is reported to a NYFA faculty or staff member.

For a complete copy of NYFA's policies that govern the behaviors that constitute domestic violence, dating violence, sexual assault, and stalking, please visit https://hub.nyfa.edu/title_ix.

U.S. FEDERAL CLERY ACT DEFINITIONS of DoV, DaV, SA, and S

Domestic Violence: A felony or misdemeanor crime of violence committed —

1. By a current or former spouse or intimate partner of the victim;
2. By a person with whom the victim shares a child in common;
3. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
4. By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
5. By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
 - For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery reporting.

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

1. The existence of such a relationship shall be 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.

For the purposes of this definition—

1. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

2. Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and 668.41, any incident meeting this definition is considered a crime for the purposes of Clery reporting.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program prior to June 23, 2025. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program prior to June 23, 2025, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

1. **Rape** is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
2. **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
3. **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
4. **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

1. Fear for the person's safety or the safety of others; or
2. Suffer substantial emotional distress.

For the purposes of this definition—

1. *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
2. *A reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.

3. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery reporting.

NEW YORK STATE DEFINITIONS of DoV, DaV, SA, and S

Consent: Lack of consent results from: forcible compulsion; or incapacity to consent; or where the offense charged is sexual abuse or forcible touching, any circumstances, in addition to forcible compulsion or incapacity to consent, in which the victim does not expressly or impliedly acquiesce in the actor's conduct. Where the offense charged is rape in the third degree, a criminal sexual act in the third degree, or forcible compulsion in circumstances under which, at the time of the act of intercourse, oral sexual conduct or anal sexual conduct, the victim clearly expressed that he or she did not consent to engage in such act, and a reasonable person in the actor's situation would have understood such person's words and acts as an expression of lack of consent to such act under all the circumstances. A person is incapable of consent when he or she is: less than 17 years old; or mentally disabled; or mentally incapacitated; or physically helpless; or committed to the care and custody of the state department of correctional services, a hospital, the office of children and family services and is in residential care, or the other person is a resident or inpatient of a residential facility operated by the office of mental health, the office for people with developmental disabilities, or the office of alcoholism and substance abuse services, and the actor is an employee, not married to such person, who knows or reasonably should know that such person is committed to the care and custody of such department or hospital.

Domestic Violence: An act which would constitute a violation of the penal law, including, but not limited to acts constituting disorderly conduct, harassment, aggravated harassment, sexual misconduct, forcible touching, sexual abuse, stalking, criminal mischief, menacing, reckless endangerment, kidnapping, assault, attempted murder, criminal obstruction of breathing or blood circulation, or strangulation; and such acts have created a substantial risk of physical or emotional harm to a person or a person's child. Such acts are alleged to have been committed by a family member. The victim can be anyone over the age of sixteen, any married person or any parent accompanied by his or her minor child or children in situations in which such person or such person's child is a victim of the act.

Family or Household Members: Persons related by consanguinity or affinity; Persons legally married to one another; Person formerly married to one another regardless of whether they still reside in the same household; Persons who have a child in common regardless of whether such persons are married or have lived together at any time; Unrelated persons who are continually or at regular intervals living in the same household or who have in the past continually or at regular intervals lived in the same household; Persons who are not related by consanguinity or affinity and who are or have been in an intimate relationship regardless of whether such persons have lived together at any time. Factors that may be considered in determining whether a relationship is an “intimate relationship” include but are not limited to: the nature or type of relationship regardless of whether the relationship is sexual in nature; the frequency of interaction between the persons; and the duration of the relationship. Neither a casual acquaintance nor ordinary fraternization between two individuals in business or social contexts shall be deemed to constitute an “intimate relationship”; any other category of individuals deemed to be a victim of domestic violence as defined by the office of children and family services in regulation. Intimate relationship status shall be applied to teens, lesbian/gay/bisexual/transgender, and elderly individuals, current and formerly married and/or dating heterosexual individuals who were, or are in an intimate relationship.

Parent: Natural or adoptive parent or any individual lawfully charged with a minor child’s care or custody.

Dating Violence: New York State does not specifically define “dating violence.” However, under New York Law, intimate relationships are covered by the definition of domestic violence when the act constitutes a crime listed elsewhere in this document and is committed by a person in an “intimate relationship” with the victim.

Sexual Assault: New York State does not specifically define sexual assault. However, according to the Federal Regulations, sexual assault includes offenses that meet the definitions of rape, fondling, incest, or statutory rape as used in the FBI’s UCR program prior to June 23, 2025. Refer to Appendix A starting on page 73 for those definitions.

Stalking in the 4th degree: When a person intentionally, and for not legitimate purpose, engages in a course of conduct directed at a specific person, and knows or reasonably

should know that such conduct (1) is likely to cause reasonable fear of material harm to the physical health, safety or property of such person, a member of such person's immediate family or a third party with whom such person is acquainted; or (2) causes material harm to the mental or emotional health of such person, where such conduct consists of following, telephoning or initiating communication or contact with such person, a member of such person's immediate family or a third party with whom such person is acquainted, and the actor was previously clearly informed to cease that conduct; or (3) is likely to cause such person to reasonably fear that his or her employment, business or career is threatened, where such conduct consists of appearing, telephoning or initiating communication or contact at such person's place of employment or business, and the actor was previously clearly informed to cease that conduct.

Stalking in the 3rd degree: When a person (1) Commits the crime of stalking in the fourth degree against any person in three or more separate transactions, for which the actor has not been previously convicted; or (2) commits the crime of stalking in the fourth degree against any person, and has previously been convicted, within the preceding ten years of a specified predicate crime and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) with an intent to harass, annoy or alarm a specific person, intentionally engages in a course of conduct directed at such person which is likely to cause such person to reasonably fear physical injury or serious physical injury, the commission of a sex offense against, or the kidnapping, unlawful imprisonment or death of such person or a member of such person's immediate family; or (4) commits the crime of stalking in the fourth degree and has previously been convicted within the preceding ten years of stalking in the fourth degree.

Stalking in the 2nd degree: When a person: (1) Commits the crime of stalking in the third degree and in the course of and furtherance of the commission of such offense: (a) displays, or possesses and threatens the use of, a firearm, pistol, revolver, rifle, sword, billy, blackjack, bludgeon, plastic knuckles, metal knuckles, chukka stick, sandbag, sandclub, slingshot, shuriken, "Kung Fu Star," dagger, dangerous knife, dirk, razor, stiletto, imitation pistol, dangerous instrument, deadly instrument or deadly weapons; or (b) displays what appears to be a pistol, revolver, rifle, shotgun, machine gun or other firearm; or (2) commits the crime of stalking in the third against any person, and has previously been convicted, within the preceding five years, of a specified predicate crime, and the victim of such specified predicate crime is the victim, or an immediate family member of the victim, of the present offense; or (3) commits the crime of stalking in the fourth degree and has previously been

convicted of stalking in the third degree; or (4) being 21 years of age or older, repeatedly follows a person under the age of fourteen or engages in a course of conduct or repeatedly commits acts over a period of time intentionally placing or attempting to place such person who is under the age of fourteen in reasonable fear of physical injury, serious physical injury or death; or (5) commits the crime of stalking in the third degree, against ten or more persons, in ten or more separate transactions, for which the actor has not been previously convicted.

Stalking in the 1st degree: When a person commits the crime of stalking in the third degree or stalking in the second degree and, in the course and furtherance thereof, him or her intentionally or recklessly causes physical injury to the victim of such crime.

NYFA CURRENT POLICY DEFINITIONS

Covered Sexual Harassment, according to NYFA's Title IX Grievance Policy and Procedure: includes any conduct on the basis of sex that satisfies one or more of the following:

1. An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity;
3. Sexual Assault, (as defined by the National Incident-Based Reporting System as of June 23, 2025)
 - a. Rape: the penetration , no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim;
 - b. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent;
 - c. Criminal Sexual Contact: The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. The forced touching by the victim of the actor's clothed or unclothed body parts, without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. This offense includes instances where the victim is incapable of giving consent because of age or incapacity due to temporary or permanent mental or

- physical impairment or intoxication for the purpose of sexual degradation, sexual gratification, or sexual humiliation;
- d. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law;
- 4. Dating Violence (as defined by the Clery Act);
- 5. Domestic Violence (as defined by the Clery Act);
- 6. Stalking (as defined by the Clery Act)

Sexual Misconduct, according to NYFA's Sexual Misconduct Policy: any unwelcome and/or unwanted behavior of a sexual nature that is committed without consent, creates a hostile environment, and/or has the purpose or effect of threatening, intimidating, or coercing a person. Sexual misconduct may vary in severity and may consist of a range of behaviors or attempted behaviors. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can occur between members of the same or different sex or gender.

- 1. Sexual Assault (as defined by the Clery Act);
- 2. Dating Violence (as defined by the Clery Act);
- 3. Domestic Violence (as defined by the Clery Act);
- 4. Stalking (as defined by the Clery Act);
- 5. Sexual Harassment is defined as unwelcome conduct of a sexual nature when:
 - a. It is implicitly or explicitly suggested that submission to or rejection of the conduct will be a factor in academic or employment decisions, evaluations, or permission to participate in a NYFA activity; or
 - b. The conduct is sufficiently severe, pervasive, and/or objectively offensive that it unreasonably interferes with, denies or limits an individual's ability to receive access to education.

The terms in this prohibited conduct are defined as follows:

- a. Conduct of a sexual nature: This includes conduct that is verbal, visual, or physical. Conduct of a sexual nature may either be explicitly sexual or may involve conduct that derives its sexual nature from the circumstance in which the conduct occurs or when combined with other conduct that occurs in a sexual context. Conduct does not need to express any sexual desire or be directed to a specific person and can include conduct that attempts to demean, control, or stereotype others on the basis of their sex.

- b. Unwelcome conduct: Conduct is considered “unwelcome” if, under the totality of the circumstances, it is 1) neither solicited nor incited, and 2) is regarded by the recipient as undesirable or offensive.
- c. Objectively Offensive: Conduct that would be offensive to reasonable persons under similar circumstances and with similar identities; considering the totality of the known circumstances.
- 6. Sex-Based Discrimination is defined as any act of discrimination on the basis of actual or perceived sex, sexual orientation, gender identity, and/or gender expression that creates a hostile learning, living, or working environment or limits an individual’s ability to participate in or benefit from any NYFA educational programs.
- 7. Sexual Battery is defined as any intentional sexual contact, however slight, with any body part or object, without consent. Sexual contact includes contact above or beneath clothing with the breasts, buttocks, genitals, or areas directly adjacent to genitals (for instance, the inner thigh); touching another with any of these body parts; making another touch someone or themselves with or on any of these body parts; or any other bodily contact in a sexual manner.
- 8. Sexual Exploitation is defined as taking non-consensual or abusive sexual advantage of another person for the benefit or advantage of anyone, other than the exploited party. Examples of sexual exploitation include, but are not limited to, the following:
 - a. Causing or attempting to cause the incapacitation of another person to gain a sexual advantage;
 - b. Prostituting another person;
 - c. Non-consensual streaming, sharing, or recording of audio, video, or photography, or any type of distribution of such;
 - d. Engaging in sexual activity in the presence of a non-consenting third party;
 - e. Exposing genitals to a non-consenting third party or in a public area;
 - f. Watching others when they are naked or engaged in sexual activity without their consent;
 - g. Knowingly transmitting a sexually transmitted infection/disease to another individual without their consent;
 - h. Stealing of clothing

9. Interpersonal Violence is defined as behaviors that are not physical in nature between individuals in dating or domestic relationships, that cause one to fear for their safety and well-being. Examples of behaviors may include but are not limited to non-physical abuse (mental, emotional, financial), monitoring behaviors that a reasonable person would consider to be inappropriate, coercion, or the controlling of monetary or tangible belongings.

Affirmative Consent: NYFA's Title IX Grievance Policy and Procedure and NYFA's Sexual Misconduct Policy define affirmative consent according to the New York State definition.

Note: NYFA maintains two policies for behaviors and misconduct that are considered sex-based or gender-based discrimination. NYFA's Title IX Grievance Policy and Procedure applies to incidents that meet the definition for covered sexual harassment and that occur on NYFA's campus property, per the U.S. Department of Education Final Rule (2020) under the Title IX of the Education Amendments of 1972 (85 Fed. Reg. 30026). NYFA's Sexual Misconduct Policy applies to incidents that meet the definition for other forms of sex and gender-based harassment that occur on or off campus and fall outside the scope of NYFA's Title IX Grievance Policy and Procedure. NYFA's Title IX Grievance Policy and Procedure and NYFA's Sexual Misconduct Policy can be found on <https://hub.nyfa.edu/title-ix>.

BYSTANDER INTERVENTION

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of sexual assault, dating violence, domestic violence, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, and prevent and interrupt an incident. NYFA seeks to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm.

Darley and Latane, the forefathers of bystander intervention, identified five stages that people move through when taking action in a problematic situation, See, [Journal of Personality and Social Psychology](#). These stages may not be linear.

1. Notice potentially problematic situations
2. Identify when it's appropriate to intervene
3. Recognize personal responsibility for intervention
4. Know how to intervene
5. Take action to intervene

There is a range of actions NYFA community members can take to intervene and help de-escalate potential acts of violence. Once a potential problem has been identified, the following actions can be used to safely intervene:

1. Direct: Directly intervene and voice concern. For example, saying: "Are you okay?," "You look really upset.," or "How can I help?."
2. Distract: Do something to create a distraction that discontinues the harmful behavior. For example: Spill a drink, ask for directions, or tell the abuser their car is being towed.
3. Delegate: Ask for help and delegate the intervention to someone else.

Being an active bystander does not mean that personal safety should be compromised. There is a range of actions that are appropriate, depending on the individual intervening and the situation at hand. If safety is ever a concern, leave the situation and seek outside help (delegate) - that's still bystander intervention!

RISK REDUCTION

Risk reduction means options designated to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one's risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, <http://www.rainn.org>):

- **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
- **Walk with purpose**. Even if you don't know where you are going, act like you do.

- **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- **Make sure your cell phone is with you** and charged and that you have cab money.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **When you go to a social gathering, go with a group of friends.** Arrive together, check-in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
- **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.

- **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

EDUCATION AND PREVENTION PROGRAMS

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

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

Educational programming consists of primary prevention and awareness programs for new students and new employees (faculty and staff) and ongoing awareness and prevention campaigns for students, faculty, and staff that includes:

1. A statement that the institution prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by Clery);
2. The definitions of domestic violence, dating violence, sexual assault and stalking according to any applicable jurisdictional definitions of these terms;
3. What behavior and actions constitute consent, in reference to sexual activity, in the State of New York and/or using the definition of affirmative consent found in the Title IX Grievance Policy and Procedure and Sexual Misconduct Policy;

4. A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;
5. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
6. Information regarding:
 - a. Procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs” elsewhere in this document)
 - b. How the institution will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
 - c. Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in “Assistance for Victims: Rights and Options” elsewhere in this document); and
 - d. Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
 - e. Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document).

NYFA has developed an annual educational campaign consisting of presentations that include the distribution of educational materials to students and employees, participating in and presenting information and materials during orientation(s), and ongoing awareness initiatives throughout the school year.

NYFA offered the following primary prevention and awareness programs for students in the 2024 calendar year.

Name of Program	Date Held	Location Held	Topics Covered
Health & Safety Orientation	Jan. 3-5, 2024, Apr. 22-26, 2024 & Aug. 19-23, 2024	online	DoV, DaV, SA, and S
Sexual Respect Training	During enrollment	online	DoV, DaV, SA, and S
Valentines Day - Healthy Hearts	Feb. 2024	5th Fl. Lounge	DoV, DaV, SA, and S
Sexual Assault Awareness Month Campaign	April 2024	Online and Various April programs listed	DoV, DaV, SA, and S
Pizza and Consent	Apr. 10, 2024	4th FL Lounge	DoV, DaV, SA, and S
Deconstructing Romance: A Critical Look at Violent Tropes with the NYC Alliance	Apr. 11, 2024	521	SA, S
Centering Queer and Gender Expansive Students: A Panel Discussion	Apr. 22, 2024	Online	SA, S
Future Lawyers Address Campus Sexual Violence	Apr. 23, 2024	Online	SA, S
Keynote Speaker; Taylan Stulting	Apr. 24, 2024	Online	DoV, DaV, SA, and S
Denim Day	Apr. 24, 2024	Various Locations	SA

Name of Program	Date Held	Location Held	Topics Covered
Workshop: Harnessing the Power of Student Voices	Apr. 25, 2024	Online	SA, S
Dear Survivor Love Letters	Apr. 26, 2024	Online	SA, S
Intimacy Tools for Directors & Actors	May 3, 2024	521	SA, S
Domestic Violence Awareness Campaign	Oct. 2024	Various Locations	DoV, DaV
Trauma 101 Workshop with NY Alliance	Oct/Nov 2024	Online	DoV, DaV, SA, and S

DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault, and S means Stalking

NYFA offered the following primary prevention and awareness programs for employees in the 2024 calendar year.

Name of Program	Date Held	Location Held	Topic Covered
Health & Safety Orientation	During onboarding	Online	DoV, DaV, SA, and S
Sexual Respect Training	During onboarding	Online	DoV, DaV, SA, and S
Valentines Day - Healthy Hearts	Feb. 2024	5th Fl. Lounge	DoV, DaV, SA, and S
Sexual Assault Awareness Month Campaign	April 2024	Online and Various April programs listed	DoV, DaV, SA, and S

Name of Program	Date Held	Location Held	Topic Covered
Pizza and Consent	Apr. 10, 2024	4th FL Lounge	DoV, DaV, SA, and S
Deconstructing Romance: A Critical Look at Violent Topes with the NYC Alliance	Apr. 11, 2024	521	SA, S
Classroom Consent for Faculty	Apr. 12, 2024	Online	DoV, DaV, SA, and S
Denim Day	Apr. 24, 2024	Various Locations	SA
Domestic Violence Awareness Campaign	Oct. 2024	Various Locations	DoV, DaV
Trauma 101 Workshop with NY Alliance	Oct/Nov 2024	Online	DoV, DaV, SA, and S

DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault, and S means Stalking

NYFA's ongoing awareness and prevention plans for the 2025 - 2026 academic year include ongoing awareness and prevention that has occurred in past years (including 2024 - 2025). Such programs for students, faculty, and staff include: Sexual Assault Awareness Month, Domestic Violence Awareness Month, trainings during New Student Orientation and New Faculty/Staff Orientation, and Sexual Respect Training. These ongoing trainings cover topics that include: Domestic Violence, Dating Violence, Sexual Assault, and Stalking. Furthermore, NYFA intends to bring in more guest lecturers from advocacy groups to engage students in discussions on current and relevant awareness topics that relate to their field of study.

PROCEDURES VICTIMS SHOULD FOLLOW IF A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL VIOLENCE AND/OR STALKING OCCURS

The Importance of Preserving Evidence

In incidents of sexual assault, domestic violence, dating violence, or stalking it is important to preserve evidence to aid in the possibility of a successful criminal prosecution or obtaining a protection order. In New York, evidence may be collected even if you chose not

to make a report to law enforcement. Evidence of violence such as bruising or other visible injuries following an incident of domestic or dating violence should be documented, including through the preservation of photographic evidence. Evidence of stalking, including any communication such as written notes, voicemail, or other electronic communications, should also be saved and not altered in any way.

Local medical providers can also provide emergency and follow-up medical services to address physical well-being or health concerns, and also conduct forensic sexual assault examinations. A medical exam obtained from a hospital or sexual assault response center serves two purposes: first, to diagnose and treat the full extent of any injury or physical effect including sexually transmitted infection (STI) or possibility of pregnancy; and second, to properly collect and preserve evidence. The exam may include testing and prophylactic treatment for HIV/AIDS, STIs, and pregnancy, a vaginal/anal examination, collection of fingernail scrapings and/or clippings, examination for injuries, and blood testing. There is a limited window of time (typically 72 to 96 hours) following an incident of sexual assault to preserve physical and other forms of evidence. Taking the step to gather evidence immediately does not commit an individual to any course of action. The decision to seek medical attention and gather any evidence will preserve the full range of options to seek resolution through NYFA's complaint processes or criminal action, including obtaining a protection order.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the Title IX Office or law enforcement to preserve evidence in the event the victim changes their mind at a later date.

For Sexual Assault Forensic Exams (SAFE) (also referred to as "rape kits"), you can go to any New York State hospital Emergency Room 24/7. The list below provides addresses and contact information for some of the hospitals located in NYC, Brooklyn, and the Bronx.

Bellevue Hospital Center Emergency Department 462 First Avenue NY, NY 10016 212.562.6046	Beth Israel Medical Center Emergency Department 281 1 st Avenue NY, NY 10003 212.420.2000
Mount Sinai St. Morningside Emergency Department 443 W 114th Street NY, NY, 10025 212.523.3335	Kings County Hospital Emergency Department 451 Clarkson Avenue Brooklyn, NY, 11023 718.245.4628
North Central Bronx Hospital Emergency Department 3424 Kossuth Avenue Bronx, NY 10467 718.519.3013	NYU Langone Health - Brooklyn Emergency Department 150 55th Street Brooklyn, NY 11220 718.603.7185

Reporting to Law Enforcement

Students, faculty, and staff have the option to report to law enforcement simultaneously or in lieu of reporting to the institution. NYFA encourages members of the community to report incidents of sexual assault, dating violence, domestic violence, or stalking to law enforcement and, if requested, the Title IX Office can provide assistance in notifying NYPD or other local law enforcement agencies. However, students, faculty, and staff have the right to decline to notify such authorities.

A police report can be made over the phone or in-person but must be filed in the jurisdiction in which the crime occurred. The Title IX Office can help identify the jurisdiction and appropriate precinct. Reports made over the phone may be followed up by a NYPD officer meeting you in person to finalize the report and examine the crime scene. After the report has been filed, make sure to ask for your case number. You will need this number to follow up on the investigation, file a claim with your insurance agency, and request a copy of your report. While it is free to file a report, you may have to pay to get a copy.

New York Police Department 1st Precinct

19 Elizabeth Street
NY, NY 10013
212.741.4811

New York Police Department 84th Precinct

301 Gold Street
Brooklyn, NY 11201
718.875.6811

Sex Crimes Report Line: 1-212-267-RAPE (7273)

Many victims find law enforcement to be a great resource. Others choose not to report to law enforcement. We always encourage reporting but know that only you can determine if doing so is the right decision for you. Regardless of whether or not you report to the police, there are campus options, including resolution through the NYFA process, available to you.

Reporting to New York Film Academy

In addition to reporting to law enforcement, students, faculty, and staff have the option to report incidents of sexual assault, dating violence, domestic violence, or stalking to the Title IX Office. A report can be made by phone, email, or in person. Students may also report to a faculty or staff member other than the Title IX Office.

Any faculty or staff member who is not a confidential employee and who either has authority to institute corrective measures on behalf of NYFA or has responsibility for administrative leadership, teaching, or advising in NYFA's education program or activity must notify the Title IX Office when they have information about incidents involving sexual assault, dating violence, domestic violence, and stalking. NYFA employees must disclose all information they have available when reporting forward, including the names of the Parties, even when the person has requested anonymity. NYFA Counseling Services clinicians are able to keep information confidential, per licensing agreement regulations.

Contact Information for designated NYFA Campus Title IX Office

Susana Soto

Title IX Coordinator
3300 Riverside Drive, Room 114
Burbank, CA 91505

TitleIX@nyfa.edu

[Title IX Online Reporting Tool](#)

+1-818-333-3577

Joshua Bell

Deputy Title IX Coordinator

25 Broadway, Room 317

New York, NY 10004

TitleIX@nyfa.edu

[Title IX Online Reporting Tool](#)

+1-646-640-3021

New York Film Academy encourages prompt reporting to allow for the collection and preservation of evidence that may be helpful during an investigation or criminal proceeding. A delay in filing a complaint may limit the Title IX Office's ability to respond. If the complaint is delayed to the point where one of the Parties (Complainant or Respondent) has graduated or is no longer employed, NYFA will still seek to meet specific obligations under federal and state laws by taking reasonable action to end the harassment, prevent its recurrence, and remedy its effects.

Students have the option to speak confidentially with one of NYFA's Licensed Mental Health Counselors and Therapists. These employees are deemed Confidential Counselors and have a professional requirement to maintain confidentiality. The individuals on campus who are privileged and confidential resources when working in the following roles are listed below:

NYFA Counseling Services

25 Broadway, Room 318

212-269-2178

Email: CounselingNY@nyfa.edu

CONFIDENTIALITY

Victims may request that directory information on file with NYFA be withheld by request by sending a written request to the Registrar's Office at registrar@nyfa.edu.

Regardless of whether a victim has opted out of allowing NYFA to share "directory information," personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need to know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective

measures. Generally, the Title IX Office is responsible for identifying the “need-to-know” individuals and determining what information about a victim should be disclosed.

By only sharing personally identifiable information with individuals on a need-to-know basis, NYFA will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

NYFA does not publish the name of crime victims, including victims of sexual assault, dating violence, domestic violence, and stalking, or other identifiable information regarding victims in the annual crime statistics that are disclosed in compliance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault, or stalking the name of the victim and other personally identifiable information about the victim will be withheld.

ASSISTANCE FOR VICTIMS: RIGHTS & OPTIONS

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on campus or off, NYFA will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

1. The procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred;
2. Information about victim services in the institution and in the community;
3. A statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures, including how to request changes to–academic, living, transportation, and working situations; and
4. An explanation of procedures for institutional disciplinary action.

Additionally, on an annual basis, NYFA provides written notification via email to students, faculty, and staff about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available to for victims, both within the institution and in the community.

Students, Faculty, and Staff are Afforded the Right to:

1. Notify local law enforcement, and/or state police;
2. Have emergency access to a Title IX Coordinator or other appropriate official trained in interviewing victims of sexual assault who shall be available upon the first instance of disclosure by a reporting individual to provide information regarding options to proceed, and, where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible, and detailing that the criminal justice process utilizes different standards of proof and evidence and that any questions about whether a specific incident violated the penal law should be addressed to law enforcement or to the district attorney. The Title IX Coordinator or other appropriate official shall explain their abilities or limitations regarding confidentiality or privacy, and shall inform the reporting individual of other reporting options;
3. Privately disclose the incident to NYFA Counseling Services, who may offer confidentiality pursuant to applicable laws and can assist in obtaining services for reporting individuals;
4. Privately disclose the incident and obtain services from the state or local government;
5. Privately disclose the incident to NYFA staff who can offer privacy or confidentiality, as appropriate, and can assist in obtaining resources for reporting individuals;
6. File a report of covered sexual harassment and the right to consult the Title IX Coordinator and other appropriate NYFA staff for information and assistance. Reports shall be investigated in accordance with this Policy and a reporting individual's identity shall remain private upon request;
7. Privately disclose, if the accused is a NYFA employee, the incident to the Director of Human Resources or designee or the right to request that a confidential or private employee assists in reporting to the Director of Human Resources or designee;
8. Receive assistance from the Title IX Coordinator in initiating legal proceedings in family court or civil court; and
9. Withdraw a complaint or involvement at any time.

New York State Student's Bill of Rights under Education Law Article 129-B Afford the Following Rights to:

1. Make a report to local law enforcement and/or state police.
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously.

3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure by the institution.
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard.
5. Be treated with dignity and to receive from NYFA courteous, fair, and respectful health care and counseling services, where available.
6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations.
7. Describe the incident to as few NYFA representatives as practicable and not be required to unnecessarily repeat a description of the incident.
8. Be protected from retaliation by NYFA, any student, the accused and/or the Respondent, and/or their friends, family and acquaintances within the jurisdiction of NYFA.
9. Have access to at least one level of appeal of a determination.
10. Be accompanied by an Advisor of their choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process including during all meetings and hearings related to such processes.
11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of NYFA.

In the State of New York, a victim of domestic violence, dating violence, sexual assault, or stalking has the following rights:

New York State Crime Victims Bill of Right

1. A free copy of the police report, even if there was no physical injury.
2. Payment waiver of fees for replacing driver's license, permit, registration, and license plates, which were lost or stolen as a result of a crime.
3. Have law enforcement and the District Attorney inform employers that the criminal case may require work absences. They can also explain the circumstances of the crime to creditors.
4. Not to be penalized by an employer when appearing as a Witness in a criminal proceeding, consulting with prosecutors or exercising other rights under the law. A violation of this law by an employer is a B misdemeanor. Employers, however, may withhold wages in these situations.

5. File for victim compensation and assistance with the New York State Office of Victim Services. Victims of physical injury or relatives of murder victims are entitled to out-of-pocket expenses incurred as a result of the crime. These expenses may include the repair or replacement of damaged property, loss of earnings or support, medical and counseling bills, crime-scene clean up or funeral expenses. Crime victims may also be eligible for transportation expenses incurred for necessary court appearances. Kidnapping, stalking and unlawful imprisonment victims may be eligible for an award to cover loss of earnings or support, unreimbursed costs for counseling, rehabilitative training, and the costs of damaged essential personal property and security devices. Claims must be filed within one year of the crime or within one year of the victim's death. You can obtain a claim form from the police, the District Attorney, a hospital emergency room, the Office of Victim Services, or from the Office of the Attorney General. Assistance is also available from other programs such as rape crisis centers and domestic violence and child abuse programs. Ask the District Attorney's office for referrals.
6. Be notified of criminal proceedings. Victims who provide a current address and telephone number to the District Attorney have the right to be notified of the accused's arrest; the first appearance before a judge; release from jail while the criminal proceeding is pending; entry of a guilty plea, trial and sentencing; maximum and minimum terms of imprisonment if the offender is sentenced to prison and parole hearing date.
7. Freedom from intimidation, threats, or harassment. Intimidating a victim or a Witness is a felony, apart from any charges the accused may already face. If you are threatened or your property is damaged by anyone connected to your case, you should contact the District Attorney's office and law enforcement immediately.
8. Notice of discharge, release or escape of offender from a correctional facility. The District Attorney has a form to be completed in order to stay informed. The New York Victim Information and Notification Everyday (VINE) system provides up-to-date information about the custody status of offenders via the telephone or internet. Crime victims and other New Yorkers can call 888-VINE-4NY (888-846- 3469) or go to www.vinelink.com to secure information about incarcerated defendants. By providing an inmate's identification number or date of birth, which you can obtain from the District Attorney, you can learn sentencing and release information. You may also register with VINE for automatic notification by telephone when the inmate is released.

New York Orders of Protection

NYFA complies with New York State Law in recognizing orders of protection. If a student obtains a restraining order or protection against another individual, the student is encouraged to disclose that information to the Title IX Coordinator, Deputy Title IX Coordinator, Dean of Students, or Dean of Campus so NYFA can assist in making reasonable accommodations. Faculty and staff are encouraged to share information on a restraining order or protection with Human Resources, in addition to the Title IX Office. NYFA cannot issue an order of protection but will provide information on other available options, such as a no contact order.

An order of protection is issued by a criminal or civil court to limit the behavior of someone who harms or threatens to harm another person. It is used to address various types of safety issues, including but not limited to situations involving domestic violence. In New York, an order of protection can be requested in one of two venues: Criminal Court and Civil/Family Court. NYFA cannot apply for a legal order of protection or restraining order for a victim from the applicable jurisdiction(s). Students, faculty, and staff are required to apply directly for these services.

Family/Civil Court: in New York, a family/civil court can issue an order of protection if the person seeking protection and the individual against whom the order is directed are: legally married; divorced; related by blood; have a child in common; or have been in an intimate relationship. An intimate relationship does not necessarily mean a sexual relationship but is more than just a casual acquaintance. This can include people who are or have been dating or living together and includes heterosexual and same-sex couples.

Criminal Court: in New York, a criminal court can issue an order of protection regardless of the relationship between the person seeking protection and the person from whom protection is sought. In order to obtain an order of protection in criminal court, the person against whom the order is sought must have been arrested and there must be a criminal court case pending against him or her. The District Attorney's Office will request an order of protection from the court on the Complainant's behalf.

In Manhattan, the Family Justice Center or the District Attorney's Office can assist with the civil process of seeking an order of protection. The NYPD or the District Attorney's Office may seek an order of protection related to criminal cases. To access locations and contact information within your jurisdiction, visit

<http://www1.nyc.gov/site/ocdv/programs/family-justice-centers.page> or <https://www.manhattanda.org/victim-resources/sex-crimes/>. The Title IX Office can also provide assistance in accessing these resources.

Whether or not a Complainant is granted an order of protection, they may meet with the Title IX Office to develop a Safety Action Plan, which is a plan for NYFA and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements, changing classroom or work location, or allowing a student to complete assignments from home.

No Contact Orders

NYFA may issue an institutional no contact order if deemed appropriate or at the request of the Complainant, Respondent, or Witnesses. A no contact order is a directive issued to one or more persons agreeing to no communication (verbal, written, third party contact, or through electronic means) in order to protect the educational and working environment. A no contact order is not a punitive sanction, though failure to abide by the agreement may constitute a policy violation and result in disciplinary action.

Additional Protective Measures Available to Students, Faculty, and Staff

NYFA may enact Emergency Protective Measures if it is determined that an imminent and serious threat to the physical health or safety of any student or other individual arising from the allegation of sexual misconduct justifies a removal. The Title IX Coordinator, or their designee, will conduct an individualized safety and risk analysis to determine the need for implementation.

Protective measures for students, faculty and staff include the following:

- A. Procedural Hold for Emergency Removal– the removal of a student from classes, or from specified NYFA activities, or from NYFA property during the course of NYFA's grievance procedure.
- B. Administrative Leave – the removal of a faculty or staff from NYFA educational program or activity during the course of NYFA's grievance procedure.

Supportive Measures Available to Students, Faculty, and Staff

Supportive measures are non-disciplinary and non-punitive individualized services intended to restore or preserve access to NYFA's educational programming and activities, without disrupting the other individuals (Complainant, Respondent, or Witness); protect the safety of

all individuals and the educational environment; and deter Covered Sexual Harassment and Sexual Misconduct. Supportive measures must not unreasonably burden either Party, unless necessary to provide the supportive measure or restore or preserve a Party's access to NYFA's education program or activity.

NYFA will maintain the confidentiality of supportive measures provided to the Complainant, Respondent, and Witnesses to the extent that maintaining such confidentiality will not impede the provisions of such supportive measures, and as permitted by law. NYFA may provide the following options for—temporarily or ongoing—if requested to the Title IX Office and are reasonably available:

Supportive measures for students, as appropriate, may include but are not limited to:

1. Mental health services such as counseling services
2. Academic assistance: transferring to another section or class time slot, rescheduling an assignment or test, extensions of deadlines or other course-related adjustments, accessing academic support such as tutoring, arranging for incompletes, a leave of absence or withdrawal from course(s), preserving eligibility for financial aid, needs-based or talent-based discounts, or international student visas
3. Modifications to work schedules
4. Campus escort services for a student to move safely between NYFA classes and programs
5. No Contact Order (NCO) - restrictions on contact applied to one or more Parties
6. Change in housing: switching residence hall rooms or assistance in finding alternative third- party housing
7. Changes in any NYFA activity, regardless of whether there is or is not a comparable alternative
8. Leaves of absence
9. Providing resources available for medical assessment, treatment, and crisis response
10. Increased security and monitoring of certain areas of the campus
11. Providing resources and options available for contacting law enforcement
12. Transportation and parking assistance
13. Training and education programs related to Covered Sexual Harassment and Sexual Misconduct
14. Assistance in identifying additional resources off campus

15. Assistance by NYFA's security forces, if applicable, or other school officials in obtaining an order of protection, or if outside of New York state, an equivalent protective or restraining order

Supportive measures for faculty and staff members, as appropriate, may include but are not limited to:

1. Change in the nature or terms of employment, such as adjustments to working schedule, change in supervisor, or taking a leave of absence
2. Mental health services through NYFA's Employee Assistance Program or through employee health insurance
3. Providing an escort for the employee to move safely between NYFA classes and programs
4. Providing increased security and monitoring of certain areas of the campus
5. Transportation and parking assistance
6. Assistance in identifying additional support resources
7. No Contact Order (NCO)

On-Campus Resources

The departments listed below serve as on-campus resources for students, faculty, and staff. NYFA community members can contact the Title IX Office for assistance in obtaining services, options, and resources, or the following departments can be contacted directly, generally within the listed time frames:

Area Requesting Assistance	Who/How to Contact
Residential Resources	Director of Housing EHS, Room 721 Monday – Friday, 9:00 a.m. to 5:30 p.m. housingny@nyfa.edu , 212.674.4300, ext. 1119
Academic & Transportation Resources	Dean of Campus 17 Battery Pl, 1st Floor Monday – Friday, 9:00 a.m. to 5:30 p.m. elli@nyfa.edu , 212.674.4300, ext. 1109
Visa & Immigration Resources	International Student Office Monday – Friday, 9:00 a.m. to 5:30 p.m. iso@nyfa.edu , 212.674.4300, ext. 1120

Counseling & Wellness Resources	NYFA Counseling Services 25 Broadway, Room 318 Monday – Friday, 9:00 a.m. to 5:30 p.m., counselingNY@nyfa.edu , 212.674.4300, ext. 1123
Employment Resources	Human Resources 3000 W. Riverside Drive, 2nd Floor (LA) Monday – Friday, 9:00 am to 5:30 p.m. hr@nyfa.edu , 818.333.3589
Financial Aid Resources	Financial Aid Office Monday – Friday, 9:00 am to 5:30 pm financialaid@nyfa.edu , 212.674.4300, ext. 1915
Assistance with obtaining additional resources and options	Deputy Title IX Coordinator 25 Broadway, Room 317 Monday - Friday, 9:30 a.m. to 5:30 p.m. TitleIX@nyfa.edu , 646.640.3021

Off-Campus Resources

A range of counseling, emotional support, victim advocacy, mental health, legal assistance, and visa and immigration assistance is available through the agencies and organizations listed below:

Mount Sinai Beth Israel Victim Services Program

<https://www.mountsinai.org/locations/beth-israel/support/social-work/victim-services>

Offers a range of services to survivors and clients, including individual short-term psychotherapy, crisis intervention, information, referrals, advocacy, assistance with law enforcement, and medical exams, such as, Sexual Assault Forensic Examinations with an advocate or social worker present,

281 1st Avenue

NY, NY 10003

212.420.4516

Safe Horizon

<https://www.safehorizon.org>

Nation's leading victim assistance organization.

50th Court St, 80th Fl.

Brooklyn, NY 11201

718.943.8631

New York City & New York State Resources & Hotlines

- New York City Police Department Sex Crimes Report Line, 212-267-7273
- NYS Domestic and Sexual Violence Hotline, 1-800-942-6906
- NYC Gay and Lesbian Anti-Violence Project (open to everyone), 212-714-1141
- Rape, Abuse, Incest National Network (RAINN, www.rainn.org), 1-800-656-4673
- Manhattan District Attorney's Office Sex Crimes Unit, 212-335-9373
- Safe Horizon 24 Hr Hotline: 212.227.3000

Additional resources can be obtained by contacting the Title IX Office or available from:

- U.S Department of Justice Sexual Assault page: <http://www.ovw.usdoj.gov/sexassault.htm>
- U.S. Department of Education, Office of Civil Rights:
<http://www2.ed.gov/about/offices/list/ocr/index.html>

Employee Assistance Program

NYFA provides an Employee Assistance Program (EAP) for use by employees. The EAP is available to provide full-time employees assistance with such problems as dealing with conflict of violence, relationship issues, depression, stress, grief, alcohol and drug use, anxiety, and other personal matters. All full-time employees, regardless of performance, are eligible.

For information on how to utilize the services provided by the EAP, employees should visit their Paycom Portal and locate "Benefits Forms and Links".

STUDENT AND EMPLOYEE DISCIPLINARY PROCEEDINGS UTILIZED IN CASES OF ALLEGED SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, & STALKING

NYFA's disciplinary processes include prompt, fair, and impartial investigations, and adjudication processes, from the initial investigation to the final result. In all instances, the process will be conducted in a manner that is consistent with the institution's policies and that is transparent to the Complainant and Respondent (Parties). Usually, the resolution of domestic violence, dating violence, sexual assault, and stalking are completed within 90 working days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the Complainant and Respondent of the delay and the reason for the delay.

Furthermore, NYFA's policies provide that:

- The Complainant and Respondent will have timely notice for meetings.
- The Complainant, the Respondent, and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meetings and hearings.
- NYFA's disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the Complainant or Respondent and will be conducted by officials who have been trained annually on how to investigate and conduct hearings in a manner that "protects the safety of victims" and "promotes accountability.
- The Complainant and Respondent will have the same opportunities to have others present during any institutional proceeding. The Complainant and Respondent each have the opportunity to be advised by a support person of their choice at any related meeting or proceeding. NYFA will not limit the choice of an Advisor or presence for either the Complainant or Respondent in any meeting or disciplinary meeting or proceeding. An Advisor is someone who acts as a support person to the Complainant or Respondent involved in an investigation.
- The Complainant and Respondent will be notified simultaneously, in writing, of any initial, interim, and final decision of any disciplinary proceeding.
- Where an appeal is permitted under the applicable policy, the Complaint and Respondent will be notified simultaneously in writing of the procedures for the Complainant and Respondent to appeal in the result of the institutional disciplinary proceeding. When an appeal is filed, the Complainant and Respondent will be notified simultaneously in writing of any change to the result prior to the time that it becomes final, as well as of the final result once the appeal is resolved.

Adjudication of Violations

Whether or not criminal charges are filed, NYFA or an individual may file a formal complaint under the *2025-2026 NYFA Campus Catalog* alleging a student, faculty, or staff member violated either NYFA's Title IX Grievance Policy and Procedure or NYFA'S Sexual Misconduct Policy.

The following policies and procedures are derived from NYFA's Title IX Grievance Policy and Procedure and NYFA's Sexual Misconduct Policy as contained in the *2025-2026 Campus Catalog*. New York Film Academy reserves the right to make changes to the catalog, as necessary.

NYFA's Title IX Grievance Policy and Procedure and NYFA's Sexual Misconduct Policy define the behaviors that constitute Covered Sexual Harassment and Sexual Misconduct and provides informal and formal procedures for resolving complaints.

For the purposes of the Title IX Grievance Policy and Procedure, Covered Sexual Harassment includes acts of sexual assault, dating violence, domestic violence, and stalking.

For the purposes of the Sexual Misconduct Policy, Sexual Misconduct refers to any unwelcome and/or unwanted behavior of a sexual nature that is committed without consent, creates a hostile environment, and/or has the purpose or effect of threatening, intimidating, or coercing a person; including sexual assault, dating violence, domestic violence, and stalking.

How To File a Formal Complaint Under NYFA's Title IX Grievance Policy and Procedure and NYFA's Sexual Misconduct Policy

To file a Formal Complaint, a Complainant must provide the Title IX Office with a written or verbal account describing, in as much detail as possible, the facts of any incident(s) which give rise to the filing of the Complaint.

Any individual wishing to make a complaint under NYFA's Title IX Grievance Policy and Procedure or NYFA's Sexual Misconduct Policy may contact the Title IX Office using the contact information or reporting tool below:

TitleIX@nyfa.edu

[Title IX Online Reporting Tool](#)

Susana Soto
Title IX Coordinator
+1-818-333-3577
3300 Riverside Drive, Room 114
Burbank, CA 91505

Joshua Bell
Deputy Title IX Coordinator
+1-646-640-3021
25 Broadway, Room 317
New York, NY 10004

Individuals may choose not to file a Formal Complainant, nor report to local law enforcement and NYFA respects and supports such decisions; however, if information about an alleged incident is brought to the attention of NYFA, the Title IX Coordinator or designee may file a Formal Complaint on behalf of the institution and initiate the formal resolution process under NYFA's Title IX Grievance Policy and Procedure or NYFA's Sexual Misconduct Policy.

A Complainant may request anonymity or ask that the Title IX Office not pursue an investigation or take any other action. Such requests will be evaluated by the Title IX Coordinator or designee. The Title IX Office will determine whether the request can be honored and will determine the appropriate manner of resolution that is consistent with the Complainant's request to the degree possible. However, NYFA may need to take action to protect the health and safety of the Complainant and the campus community.

Requests for anonymity will be taken seriously, but cannot be guaranteed, as such requests may limit the Title IX Office's ability to investigate and take reasonable action in response to a complaint. NYFA is committed to making reasonable efforts to protect the privacy of all individuals involved in the process and respect requests of Complainants. If the Title IX Office determines that NYFA must proceed with an investigation despite the request of the Complainant, the Title IX Office will notify the Complainant. The Complainant is not required to participate in the investigation, nor any subsequent actions taken by the institution.

Anonymity and non-investigation requests will be weighed against various factors, including but not limited to the following:

1. Whether the Accused has a history of violent behavior, is a repeat offender, or if NYFA has information suggesting a pattern, ongoing Covered Sexual Harassment or Sexual Misconduct, or if multiple individuals have been impacted;
2. Whether the incident represents escalation in unlawful conduct on behalf of the Accused from previously noted behavior;
3. The increased risk that additional acts of Covered Sexual Harassment or Sexual Misconduct would occur without the initiation of a complaint;
4. The severity of the alleged incident, including whether the Accused used a weapon or force and/or if established, the incident would require the removal of the Accused from campus or the imposition of another disciplinary sanction to end the harassment or discrimination;

5. The age and relationship of the Parties, including whether the Accused is a NYFA employee or whether the Reporting Individual is a minor;
6. The availability of evidence and whether NYFA possesses other means to obtain evidence such as security footage;
7. Whether NYFA can end the Covered Sexual Harassment or Sexual Misconduct and prevent its recurrence without initiating grievance procedures.

In all cases, the final decision as to whether, how, and to what extent NYFA will conduct an investigation and whether other measures will be taken, is at the sole discretion of the Title IX Coordinator.

How New York Film Academy Determines Policy Application

NYFA's Title IX Coordinator or designee will determine if NYFA's Title IX Grievance Policy and Procedure or NYFA's Sexual Misconduct Policy applies to a Complaint. Either Policy may apply when the following conditions are met:

1. The alleged conduct occurred on or after August 14, 2020;
2. The alleged conduct occurred in the United States. For incidents alleged of Sexual Assault, Domestic Violence, Dating Violence, and Stalking that occurred off-campus or during study abroad, the conduct alleged will be subject to the jurisdiction of the Sexual Misconduct Policy;
3. The conduct alleged occurred in NYFA's Education Program or Activity; and;
4. The conduct alleged, if true, would constitute Covered Sexual Harassment, or Sexual Misconduct, as defined in the policies.

NYFA has an obligation to address Covered Sexual Harassment or Sexual Misconduct under its Education Program or Activity, even if the alleged conduct occurred outside of NYFA's Education Program or Activity. The Title IX Office will work with all appropriate NYFA policies and procedures that may apply, including but not limited to, the Title IX Grievance Policy and Procedure and the Sexual Misconduct Policy.

Incidents of alleged Discrimination or Harassment that are based on Protected Statuses that are pregnancy or related conditions, sex, sex stereotypes, sex characteristics, sexual orientation, or gender identity will be reviewed under NYFA's Sexual Misconduct Policy. Incidents of alleged Discrimination that are based on Protected Statuses that are not pregnancy or related conditions, sex, sex stereotypes, sex characteristics, sexual orientation,

or gender identity will be reviewed under the Discrimination, Harassment, and Retaliation Policy or other NYFA policies as appropriate and with NYFA's discretion.

NYFA will communicate all such decisions in writing to the Complainant. Any such dismissals shall be subject to appropriate appeal rights defined in the Title IX Grievance Policy and Procedure and Sexual Misconduct Policy.

If all elements of jurisdiction are met, NYFA will investigate the allegations as appropriate, unless Informal Resolution is pursued or there are grounds for dismissal of the complaint.

Steps In the Resolution Process

NYFA will make every reasonable effort to ensure that the investigation and resolution of a Formal Complaint occurs in a timely and efficient manner. New York Film Academy's investigation and resolution process will generally be completed ninety (90) working days after the filing of the Formal Complaint.

The steps listed below are provided to give an outline of the investigation processes that both the Title IX Grievance Policy and Procedure and Sexual Misconduct Policy follow. To view the process in full detail, refer to NYFA's Title IX Grievance Policy and Procedure and Sexual Misconduct Policy, which can be found on <https://hub.nyfa.edu/title-ix>.

1. RECEIPT & OUTREACH

Once an allegation has been reported or a Complaint has been made, the Title IX Office will contact the Complainant via NYFA email or other reasonable means to extend an offer to meet in-person. Additionally, upon receipt of a report, the Title IX Coordinator will assess the need for a Timely Warning.

2. INTAKE

Any individual who reports an allegation by a NYFA community member may make an appointment with the Title IX Office by phone, email, or in person. This first meeting is called an Intake and serves to provide an opportunity for the Title IX Office to gather more information about the incident and assess the need for supportive measures, as well as provide the Complainant an opportunity to ask questions about the policy and investigative process.

3. INITIAL ASSESSMENT

Following the receipt of an allegation of Formal Complaint and intake, the Title IX Office will determine if the Title IX Grievance Policy and Procedure or Sexual Misconduct Policy will apply.

If the allegation does not rise to a policy violation, or if there is not sufficient information to investigate the matter, the Title IX Coordinator or Deputy Title IX Coordinator may dismiss the report and seek an alternative informal resolution. The Title IX Office will inform the Complainant and provide rationale for the determination within ten (10) working days of the Title IX Office becoming notified of the Complaint.

4. NOTICE OF ALLEGATIONS

If it is deemed by the Title IX Coordinator, or their designee, that NYFA's Title IX Grievance Policy and Procedure or NYFA's Sexual Misconduct Policy should apply to a Formal Complaint, the Title IX Coordinator or designee shall provide a notice of allegations in writing to the Parties whose identities are known.

5A. INFORMAL RESOLUTION

A Complainant who files a Formal Complaint may elect, at any time, to address the matter through the informal resolution process. The Parties may elect to enter NYFA's informal resolution process at any time after the filing of the Formal Complaint through informed written consent. Informal resolution is designed to address the reported behavior, prevent reoccurrence, and remedy the effects without completing a formal investigation.

Generally speaking, these resolution options are less time-intensive than an investigation, while still affording students an opportunity to actively participate in a process led by NYFA for resolution of their complaints.

The Title IX Office determines the approval to move the matter to informal resolution or determines that the informal resolution process is inappropriate under the circumstances.

NYFA offers the following informal resolution procedures for addressing Formal Complaints of Covered Sexual Harassment or Sexual Misconduct under the Title IX Grievance Policy and Procedure and Sexual Misconduct Policy:

- A. Administrative Resolution
- B. Mediation
- C. Restorative Justice

5B. INVESTIGATION

The Title IX Coordinator and/or an investigator designated by the Title IX Coordinator will perform an investigation under a reasonably prompt timeframe of the conduct alleged to violate NYFA's Title IX Grievance Policy and Procedure or NYFA's Sexual Misconduct Policy after issuing the Notice of Allegations.

Fact-Finding

Each Party will have an equal opportunity to present fact witnesses and other inculpatory and exculpatory (tending to prove and disprove the allegations) relevant evidence that are Relevant and not otherwise impermissible to the Investigator.

- A. The Investigator will conduct live-questioning of Parties and Witnesses during individual meetings with a Party or Witness.
- B. Each Party shall have the opportunity to propose questions that the Party wants asked of any Party or Witness and have those questions asked by the Investigator during one or more individual meetings.
 - (1) Each Party will be provided with an audio or audiovisual recording or transcript with enough time for the Party to have a reasonable opportunity to propose follow-up questions.

Information Review/Inspection and Review of Evidence

The Parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the information review process is to allow each Party the equal opportunity to meaningfully respond to the evidence prior to the conclusion of the investigation.

- A. The Parties can request for additional documentation from witnesses, request for new witnesses, or request for additional documentation under the control of NYFA.

Investigative Report

After Information Reviews have concluded, the Investigator will prepare an Investigation Report that fairly summarizes relevant evidence.

- A. The Investigation Report will include an analysis of all disputed information identified throughout the process, an analysis of policy, and conclusion of whether or not there is a preponderance of evidence that the Respondent violated NYFA policy.

- B. The Parties and their Advisors will also have an equal opportunity to access and review the underlying Relevant and not otherwise impermissible evidence summarized in the Investigative Report upon the request of any Party.
- C. The Title IX Coordinator or Investigator will provide each Party and their Advisors with a reasonable opportunity to respond to the Investigative Report.

Hearing (Title IX Grievance Policy and Procedure only)

NYFA will hold a live hearing prior to the determination of allegations of Covered Sexual Harassment if the allegations are not resolved through an Informal Resolution Process.

- A. The hearing will be facilitated by and determined by a single Decision-maker. The Title IX Coordinator and/or Investigator shall be excluded from being the Decision-maker.
- B. The live hearing may be conducted with all Parties physically present in the same geographic location or, at NYFA's discretion, any or all Parties, Witnesses, and other participants may appear at the live hearing virtually through Zoom, Skype, or similar technology.
- C. The Parties cannot waive the right to a live hearing. However, NYFA may still proceed with the live hearing in the absence of a Party, and may reach a determination of responsibility in their absence.
- D. The Parties have the right to select an Advisor of their choice, who may be, but does not have to be, an attorney. If a Party does not have an Advisor present at the live hearing, NYFA shall provide, without fee or charge, an Advisor, who shall be selected by NYFA.
- E. During the live hearing, each Party's Advisor will conduct live cross-examination of the other Party(ies) and Witnesses.

Determination Regarding Responsibility (Title IX Grievance Policy and Procedure only)

- A. While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on the documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Decision-maker.
- B. The written determination regarding responsibility will be issued simultaneously to all Parties through their NYFA email account, or other reasonable means as necessary.

- C. If there are no extenuating circumstances, the determination regarding responsibility will be issued by NYFA within ten (10) working days of the completion of the hearing.

Decision-Making (Sexual Misconduct Policy only)

The Title IX Coordinator or Investigator will send the Investigation Report to a trained Decision-Maker for review of the gathered evidence and potentially sanctioning if a Respondent is found responsible for the alleged conduct in question.

- A. Where a Respondent faces a potentially severe sanction and if the determination depends on the credibility of involved Parties or Witnesses, then the Decision-Maker shall have the ability to observe the demeanor of those Parties and/or Witnesses in deciding which Parties and/or Witnesses are more credible, either in-person or by other means, such as through a method like Zoom.

Final Outcome (Written Determination, Sexual Misconduct Policy only)

All determinations on whether Covered Sexual Harassment or Sexual Misconduct occurred will be communicated to the Parties in writing, simultaneously. The written determination will include: any imposed sanctions, and the rationale for the decision(s) via a Final Outcome Letter.

Standard of Proof

NYFA uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of Complaints covered under these policies. Preponderance of evidence means that a decision of responsibility for a policy violation will be made if it is more likely than not that a violation occurred. The totality of the information gathered during the investigation will be used to determine the preponderance of evidence.

Possible Sanctions

If the investigation process determines a violation has occurred, appropriate sanction(s) may be imposed. Sanctions are intended to be educational, to hold the individual accountable for the violation, and to reduce the likelihood that further or future violations will occur.

Sanctioning for Students

One or more of the following sanctions or additional actions may be imposed on students found responsible for Policy violations:

1. Warning
 - a. Notice to the student that a violation of NYFA policies or regulations has occurred and that continued or repeated violations of NYFA policies or regulations may be cause for further disciplinary action.
 - b. A warning carries no transcript notation.
2. Disciplinary Probation
 - a. A status imposed for a specific period of time in which a student must demonstrate conduct that abides by NYFA's policies and expectations. Conditions restricting the student's privileges or eligibility for NYFA activities may be imposed. A temporary transcript notation may accompany the probationary period. Further misconduct during the probationary period or violation of any conditions of the probation may result in additional disciplinary action, including but not limited to, suspension or expulsion.
 - b. Disciplinary probation carries a temporary transcript notation that is only noted on the student's transcript during the duration of the disciplinary probation. When the disciplinary probation period concludes, the transcript notation is removed.
3. Deferred Suspension
 - a. A status imposed for a specific period of time in which the student must successfully complete conditions outlined by the Title IX Office and/or may be a period in which suspension from NYFA is deferred or delayed until a later date. Further violations of NYFA's policies, or failure to complete any assigned conditions may result in additional disciplinary action including, but not limited to, suspension or expulsion.
 - b. Deferred suspension carries a temporary transcript notation that is only noted on the student's transcript during the duration of the deferred suspension. When the deferred suspension period concludes, the transcript notation is removed.
4. Suspension
 - a. Suspension is the termination of a student's status for a specified period of time, including the remainder of an academic term or for several academic terms. Suspension may take effect at such time as the Title IX Office determines.

- b. A suspended student will be ineligible to enroll in any NYFA courses at any NYFA campuses during the period of suspension. A suspended student may be prohibited from entering specified areas, or all areas, of NYFA property.
 - c. During the period of suspension, the Title IX Office may place a hold on the student's NYFA records which may prevent the student from registering, obtaining transcripts, verifications, or receiving a degree from NYFA.
 - d. Further violations of NYFA's policies or expectations, or failure to complete any assigned conditions may result in additional disciplinary action including but not limited to further suspension or expulsion.
 - e. After the period of Suspension, the student will be reinstated if:
 - i. The student has complied with all conditions imposed as part of the suspension.
 - ii. The student is academically eligible.
 - iii. The student meets all requirements for reinstatement including, but not limited to, removal of Holds on records, and payment of restitution where payment is a requirement of reinstatement.
 - iv. The student meets the deadlines for filing all necessary applications, including those for readmission, registration, and enrollment.
 - v. Students are required to apply for readmission following a suspension of more than one academic term and must meet all requirements for readmission.
 - f. Notations for Suspension may be permanent. A transcript notation for Suspension may be removed one year following the date Suspension has concluded. A notation may only be removed if a request is made, in writing, to the Title IX Coordinator, one year after the terms of Suspension have been met.
5. Deferred Expulsion
- a. A status imposed for a specific period of time in which the student must successfully complete conditions outlined by the Title IX Office and/or may be a period in which expulsion from NYFA is deferred or delayed until a later date. Further violations of NYFA's policies, or failure to complete any assigned conditions will result in additional disciplinary action including, but not limited to, immediate expulsion.
 - b. Deferred expulsion carries a permanent transcript notation that indicates the duration of the deferred expulsion.
6. Expulsion

- a. Expulsion is the permanent termination of a student's status. An expelled student will be ineligible to enroll in any NYFA courses at any NYFA campuses indefinitely. Expelled students may be prohibited from entering specified areas, or all areas of NYFA property, and/or may be excluded from NYFA activities.
 - b. The student record of an expelled student may include a Hold on the student's NYFA records, which may prevent the student from registering, obtaining transcripts, verifications, or receiving a degree from NYFA.
 - c. Expulsion carries a permanent transcript notation.
7. Revocation of Awarding Degree or Certificate
- a. If, after a degree or certificate has been awarded, a degree or certificate recipient is found responsible for a policy violation while the student was an enrolled student, the Title IX Coordinator or designee may impose, as a sanction, a revocation of the degree or certificate, subject to the following procedures:
 - i. A Notice of Intent to Revoke Degree or Certificate shall be sent to the student. This notice shall include the details of the violation and the basis for the revocation.
 - ii. The student may submit a written appeal of the revocation to the Campus Dean within ten (10) working days from the date of the Notice of Intent to Revoke Degree or Certificate. The imposition of the revocation of degree or certificate will be deferred until the conclusion of the appeal. The decision of the Campus Dean is final.
8. Educational Sanctions
- a. Educational sanctions are intended to help students learn from their decisions and reflect on what they want to get out of their educational experience. Educational sanctions may include, but are not limited to:
 - i. Reflective or research papers, presentations, or assignments
 - ii. Community Service
 - iii. Restitution
 - iv. Participation in designated educational programs, services, or activities
 - v. Letter of apology
9. Additional Actions

- a. Additional actions are intended to help repair any harm that resulted from a violation or protect the safety of the NYFA campus community. Additional actions may include, but are not limited to:
 - i. Exclusion from entering specified areas, or all areas, of NYFA property
 - ii. Loss of privileges and/or exclusion from NYFA activities

10. Limits on Sanctions

- a. The loss of NYFA employment or removal from paid student positions will not be a form of sanction. However, when maintaining student status or good disciplinary standing is a condition of employment or the paid position, the loss of student status or good disciplinary standing will result in termination of the student's employment or removal from the paid student position.

11. Transcript Notations

- a. For students found responsible for a conduct violation, a temporary transcript notation will appear for students on Disciplinary Probation, Deferred Suspension, or Suspension (for one academic term or less). For students found responsible for a conduct violation, a permanent transcript notation will appear for students on Suspension (for more than one academic term), Deferred Expulsion, or Expulsion.
- b. Additionally, for crimes of violence, including, without limitation, sexual violence, defined as crimes that meet the reporting requirements pursuant to the Clery Act (20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII)) and NY Education Law Article 129B, NYFA is required to make a transcript notation for a student found responsible for Suspension or Expulsion.
- c. For respondents that withdraw with conduct charges pending and decline to complete the disciplinary process, a transcript notation indicating "withdrew with conduct charges pending" may appear.

Sanctioning for Employees

One or more of the following sanctions or additional actions may be imposed on employees for Policy violations:

1. Subbing or rescheduling an instructor from their class assignment(s)
2. Replacing an instructor from their class assignment(s)
3. Counseling session regarding Policy expectations
4. Verbal Warning
5. Written Warning
6. Final Written Warning

7. Suspension of employment status
8. Termination of employment status

How to File an Appeal

Under NYFA's Title IX Grievance Policy and Procedure and NYFA's Sexual Misconduct Policy, each Party may appeal:

1. The dismissal of a Complaint or any included allegations, and/or;
2. A determination regarding whether Covered Sexual Harassment or Sexual Misconduct occurred and/or sanctions.

To appeal, a Party must submit their written appeal within five (5) working days of being notified of the decision, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:

1. Procedural irregularity that affected the outcome of the matter (i.e. a failure to follow NYFA's own procedures).
2. New evidence that would change the outcome that was not reasonably available when the determination whether Covered Sexual Harassment or Sexual Misconduct occurred or dismissal was made.
3. The Title IX Coordinator, Investigator, or Decision-Maker had a conflict of interest or bias for or against an individual Party, or for or against Complainants or Respondents generally, that would change the outcome.
4. The severity of the sanctions is unfair compared to the severity of the conduct for which the Respondent was found responsible.

The submission of appeal stays any sanctions for the pendency of an appeal. Supportive measures and remote learning opportunities remain available during the pendency of the appeal.

If a Party appeals, NYFA will notify the other Party in writing of the appeal, however the time for appeal shall be offered equitably to both Parties and shall not be extended for any Party solely because the other Party filed an appeal.

Appeals should be submitted electronically to the Title IX Coordinator, who will forward to the Appeals Decision-Panel. Appeals will be decided by an Appeals Decision-Panel, who will be free of conflict of interest and bias, and did not serve as Investigator, Title IX Coordinator,

or Decision-Maker for the same matter. The Appeals Decision-Panel may be made up of one or more trained individuals.

The outcome of the appeal will be provided in writing simultaneously to both Parties, and include rationale for the decision.

APPENDIX A - Clery Reportable Crimes Definitions

The following definitions are to be used for reporting the crimes listed in the Clery Act, in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Program.

The definitions of murder/non-manslaughter by negligence, rape, robbery, aggravated assault, burglary, motor vehicle theft, weapons: carrying, possessing, etc., law violations, drug abuse violations, and liquor law violations are from the "Summary Reporting System (SRS) User Manual" from the FBI's UCR Program.

The definitions of fondling, incest, and statutory rape are excerpted from the "National Incident-Based Reporting System (NIBRS) User Manual" from the FBI's UCR Program.

The definitions of larceny-theft (except motor vehicle theft), simple assault, intimidation, and destruction/damage/vandalism of property are from the "Hate Crime Data Collection Guidelines and Training Manual" from the FBI's UCR Program.

Crime Definitions from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program

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

Manslaughter by Negligence: The killing of another person through gross negligence.

Murder and Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not

necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

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

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

Weapons: Carrying, Possessing, Etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations: The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Unfounded Crime Reports: According to Uniform Crime Report (UCR) guidelines, a reported offense can be cleared as unfounded by a sworn law enforcement authority “if the investigation shows that no offense occurred nor was attempted.” These cases thus remain as official crime reports and are included in the departmental statistics; however, they are explicitly labeled as “unfounded” cases within UCR reports on the various index crimes. According to UCR guidelines, the statistics on unfounded cases should include crime reports that are either: False or Baseless.

Crime Definitions from the National Incident-Based Reporting System (NIBRS) User Manual from the FBI's UCR Program Sex Offenses

Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. Fondling (definition prior to NIBRS June 23, 2025 update): The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

Crime Definitions from the Hate Crime Data Collection Guidelines and Training Manual from the FBI's UCR Program

Hate Crimes: any of the above offenses, and any other crime involving bodily injury, reported to local police agencies or campus security authority that manifest evidence that the victim was intentionally selected because of the perpetrator's bias, or the perpetrator perceived the person to be in one of the protected group categories. Additionally, on August 14, 2008, the Clery Act was amended to include larceny/simple assault, intimidation, and destruction/damage/vandalism (except arson) as reportable categories of hate crimes. These new reporting categories are only reported if motivated by bias as determined by one of the designated bias categories. The types of bias categories include race, gender, religion, sexual orientation, ethnicity, national origin, gender identity, and disability.

Hate Crime Definitions: To ensure uniformity in reporting nationwide, the following definitions have been adopted for use in hate crime reporting:

- **Bias:** a preformed negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, or ethnicity/national origin.
- **Bias Crime:** a criminal offense committed against a person or property that is motivated, in whole or in part, by the offender's bias against a race, religion, disability, sexual orientation, or ethnicity/national origin; also known as Hate Crime.

Note: Even if the offender was mistaken in their perception that the victim was a member of the group the offender was acting against, the offense is still a bias crime because the offender was motivated by bias against the group.

Larceny-Theft (Except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

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

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

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

Domestic Violence, Dating Violence, and Stalking Additions from the 2014 VAWA Negotiated Rulemaking Final Consensus Language

The Federal definition (from VAWA) of Domestic Violence: a felony or misdemeanor crime of violence committed:

- by a current or former spouse or intimate partner of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred

The Federal definition (from VAWA) of Dating Violence: the term "dating violence" means

violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- The existence of such a relationship shall be determined based on the reporting party's statement with consideration of:
 - the length of the relationship;
 - the type of relationship;
 - the frequency of interaction between the persons involved in the relationship
 - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
 - Dating violence does not include acts covered under the definition of domestic violence

The Federal definition (from VAWA) of Stalking: engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for the person's safety or the safety of others; or
 - suffer substantial emotional distress
- For the purposes of this definition:
- Course of Conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property
 - Reasonable Person: means a reasonable person under similar circumstances and with similar identities to the victim
 - Substantial Emotional Distress: means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling

APPENDIX B - Clery Geography Definitions

On-Campus: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in definition (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

On-Campus Residential: student **housing** facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up **campus**.

Non-Campus Building or Property: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.