UNITED STATES DEPARTMENT OF EDUCATION

Office of Postsecondary Education (OPE)

USER'S GUIDE FOR THE CAMPUS SAFETY AND SECURITY WEB-BASED DATA COLLECTION

October 2020

Table of Contents

General Information about the Survey Application **1**
Browsers and Cookies 1
Multiple Campuses 2
Getting Help with the Survey 3
Navigation 4
Caveat Boxes 4
Errors 5
Survey Status 6
Printing Survey Screens 7
Other Important Information 7
E-Mail Correspondence 10
A Note about the Annual Reports 10

The Web-based Data Collection **11**
Getting Started 11
Log In 12
Forgot Your Password 13
Change Password 14
Assigning More Than One Password 15
Registration 16
Print Registration Certificate 18
Survey Navigation 19
Identification 21
Screening Questions 24

Criminal Offenses **27**
Criminal Offenses – On Campus 27
Criminal Offenses – On-campus Student Housing Facilities 30
Criminal Offenses – Noncampus 33
Criminal Offenses – Public Property 36
Criminal Offenses – Reported by Local and State Police 39

Hate Crimes **42**
Hate Crimes – On Campus 42
Hate Crimes – On-campus Student Housing Facilities 45
Hate Crimes – Noncampus 48
Hate Crimes – Public Property 51
Hate Crimes – Reported by Local and State Police 54

VAWA Offenses **57**
VAWA Offenses – On Campus 57
VAWA Offenses – On-campus Student Housing Facilities 60
VAWA Offenses – Noncampus 63
VAWA Offenses – Public Property 66
VAWA Offenses – Reported by Local and State Police 68

Arrests **71**
Arrests – On Campus 71
Arrests – On-campus Student Housing Facilities 74
Arrests – Noncampus 77
Arrests – Public Property 80
Arrests – Reported by Local and State Police 82

Disciplinary Actions **85**
Disciplinary Actions – On Campus 85
Disciplinary Actions – On-campus Student Housing Facilities 88
Disciplinary Actions – Noncampus 91
Disciplinary Actions – Public Property 94
Disciplinary Actions – Reported by Local and State Police 97

Unfounded Crimes **100**

Fires **102**
Fires – On-campus Student Housing Facilities 102
Fires by On-campus Student Housing Facility 105
Fires – Summary 106

Reviewing and Submitting Your Survey **107**
Caveat Review/Campus Description 107
Check for Errors/Error Report 109
Locking Your Survey 112
Print Campus Safety and Security Survey Completion Certificate 113

Appendix A Adding a Campus **114**

Appendix B Changing Previous Year's Data **117**

Please read this before you begin the survey…

All Title IV postsecondary institutions are required to participate in this data collection with **two exceptions**:

1. If your institution has a **campus that opened after January 31st** in the latest calendar year for which the survey collects data, that campus isn't required to complete the survey. For example, if the campus opened in September 2019, the campus shouldn't complete the 2020 survey which collects statistics for the entire 2019 calendar year. The campus is, however, required to comply with all other *HEA* safety- and security-related requirements and will be required to complete the 2021 survey.

2. If yours is a **distance education-only institution**, the institution isn't required to complete the survey. Please call our help desk when you receive the survey registration packet so that we can update the database with this information.

General Information about the Survey Application

Instructions included in this user's guide address all schools that participate in the survey. The specific data entry screens for each institution will be determined by responses to the Screening Questions included at the beginning of the survey. Based on your answers to the Screening Questions, you will only be asked to complete screens that pertain to your institution. For example, if your answer to the Screening Question indicates that your institution does not have noncampus buildings or property, you will not have survey screens for noncampus statistics. If you indicate that your institution does not have on-campus student housing facilities, you will not have survey screens for on-campus student housing facilities.

Please apply the information in this user's guide as appropriate for your school. If you do not have noncampus buildings or property and/or on-campus student housing facilities, follow the instructions that do apply to your school's *Clery Act* geography and ignore the instructions that apply specifically to noncampus locations and/or on-campus student housing facilities.

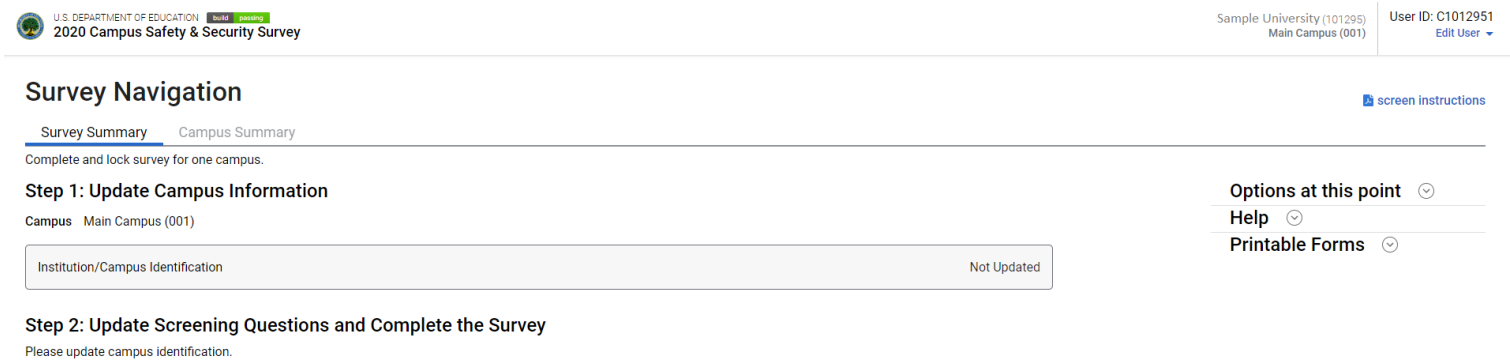
Note: If your institution had on-campus student housing facilities in 2018, but not in 2019, you will still have screens for fire statistics. This will allow you to revise your 2018 data if necessary.

Browsers and Cookies

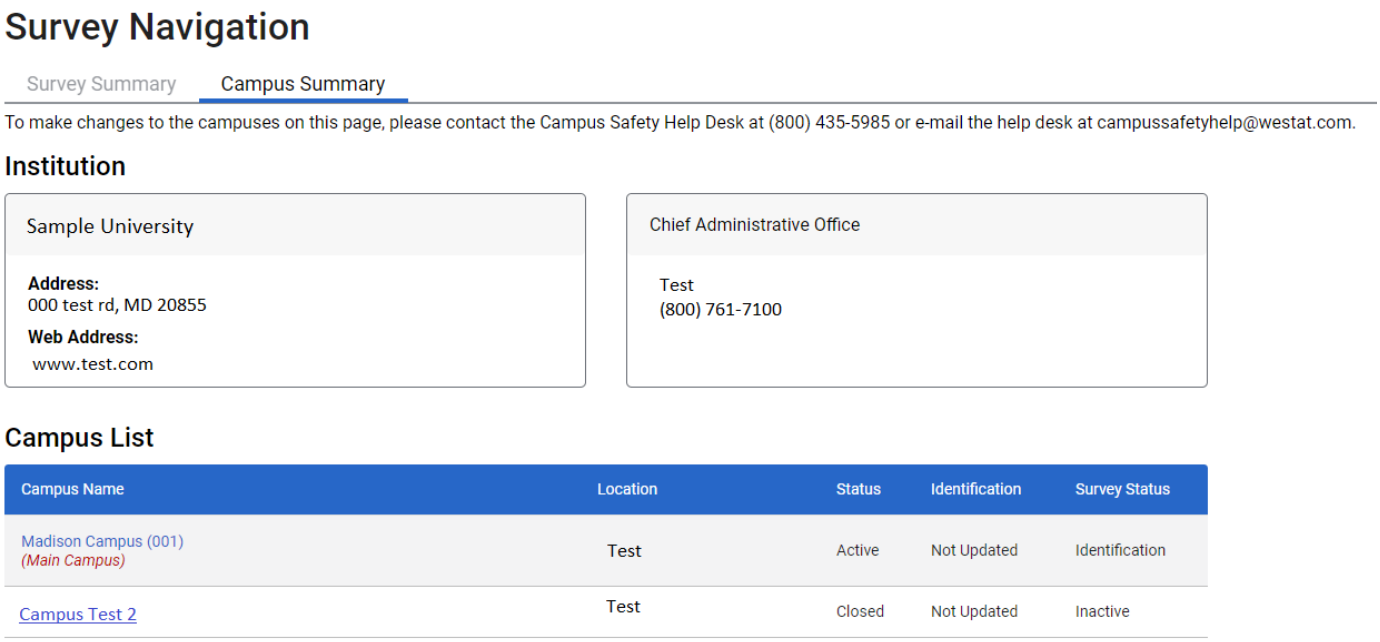
The survey application has been re-designed and formatted to work in Chrome, Firefox and Internet Explorer (IE 11). For more information, please select the **Privacy Statement** link on the footer of the survey Log In screen.

Multiple Campuses

If your institution has **multiple campuses**, a separate survey form must be completed for each campus. A **campus with its own IPEDS number** has its own User ID and password and should complete its own survey. A **campus that shares an IPEDS number with the main campus** does not have its own User ID and password for the survey. In this case, the survey form for the separate campus is accessed from the Survey Summary tab on the Survey Navigation screen. The Survey Summary tab is for updating institution/campus identification and for updating screening questions related to other campuses.



The Campus Summary tab shows the institution information and a list of all the current campuses that are to be reported for. (Instructions for adding a campus are provided on pages 7 and 8).



Under the **Campus List** section, you will find a listing of all current and any previous campuses for which your institution has reported. If a campus is closed or no longer operating as a campus, the status will be listed as **Inactive**.

Getting Help with the Survey

There are various ways of getting help with the survey:

Online help features: There are various help features throughout the survey. On the header of the Log In screen, under "? Help" page, there are links to access the **user's guide** in its entirety**, Print Survey Forms** to use as worksheets, the **Clery Act Appendix** to the Federal Student Aid Handbook, and **Help Desk** Information**.** On the header of the Log In screen is also the **Glossary.** The footer of the Log In screen has copies of this year's **Chief Executive Officer** and **CSSA letters** as well as the **Privacy Statement.**

After you log in, the right side of the page will show the **Options at this point** of the survey**, the Help** options to access the same links mentioned above, and the **Printable Forms**.

On every survey screen after the Survey Navigation page, you can select the **screen instructions** link to get screen-specific instructions from this user's guide for completing that screen.

Help desk: Assistance from the Campus Safety Help Desk is available toll-free by telephone at **(800) 435-5985** and e-mail (campussafetyhelp@westat.com) year-round. The telephone help desk is staffed from 8:00 a.m. to 6:00 p.m. Eastern time, Monday through Friday. Voicemail is available at all times.

If a staff member is not available when you call, please leave a message with the following information and someone will return your call as soon as possible:

- Your name and title
- The name of your school
- A brief description of why you are calling
- Your telephone number
- The best time to call you back

If you e-mail the help desk, please include the following information and someone will respond as soon as possible:

- Your name and title
- The name of your school
- A detailed description of the problem you are having

Please note that if you call the help desk and leave a message, there is no need to e-mail the help desk as well, and vice versa.

Navigation

- **Data fields:** On each data entry screen you can move from one data field to the next using the tab key or you can position the cursor with your mouse to make a selection.
- **Screens:** You can move from screen to screen in two ways:
  - After you complete a screen, select the **Next** or **Previous** button at the bottom of the screen to move through the survey screens sequentially.
  - Use the navigation menu on the left side of each screen to either move through the survey screens sequentially or to select a specific screen.

You can complete the survey during one session, or complete it over multiple sessions. **Remember to save your data** as you complete each screen and to close your browser when you log out of the survey.

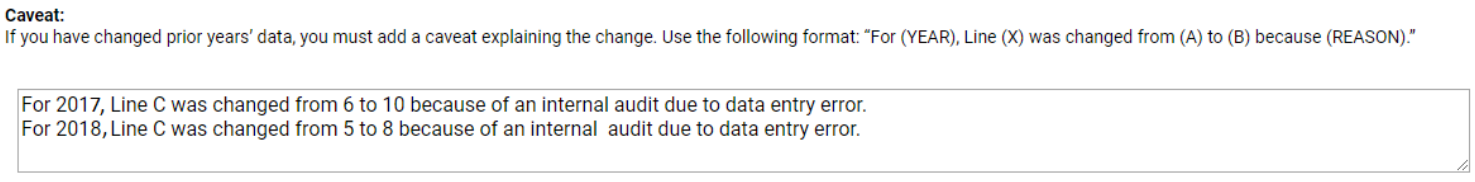
Note: Do not use the **Back** button to navigate through the screens as the system cannot save your text.

Caveat Boxes

Each data entry screen has a caveat box. It provides space to write anything you think would help the reader better understand the data on that specific screen. For example, if your institution opened an on-campus student housing facility for the first-time last year, it would be helpful to provide a caveat explaining why crime statistics for the "On-campus Student Housing Facilities" category is included for only the most recent year. You can also use a caveat box if you want to disclose non-*Clery Act* crimes, for example the number and type of crimes that occurred in a part of the city that students frequently visit. Be sure to indicate that those non-*Clery Act* crimes are not included in the survey table.

Because your caveat will appear on the public site, please check your spelling and grammar, and make sure that the caveat will be easily understood by anyone who reads it. Do not include any personally identifying information or any messages to the help desk.

Caveats are optional with two exceptions. (1) If you change the data in the 2018 column, you must explain what data were changed and the reason for the change in the caveat box. (2) If you need to make changes to your school's 2017 data, enter the change in the caveat box along with an explanation of why the change was made. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)." See Appendix B for full details.**



Be concise when providing additional text as each caveat box only allows 1,000 characters. Please do not include duplicate caveats (i.e., the same caveat on multiple screens). Again, we suggest that you double-check your entries for spelling and grammar because the caveats will appear along with your data on the Office of Postsecondary Education's public website.

Note: Do not use the symbols < or > in your text. The survey system cannot save your text if you do. Also, if you do not want to add a caveat to your data, please do not write "None," "N/A," or similar text in the caveat box as we will have to delete it.

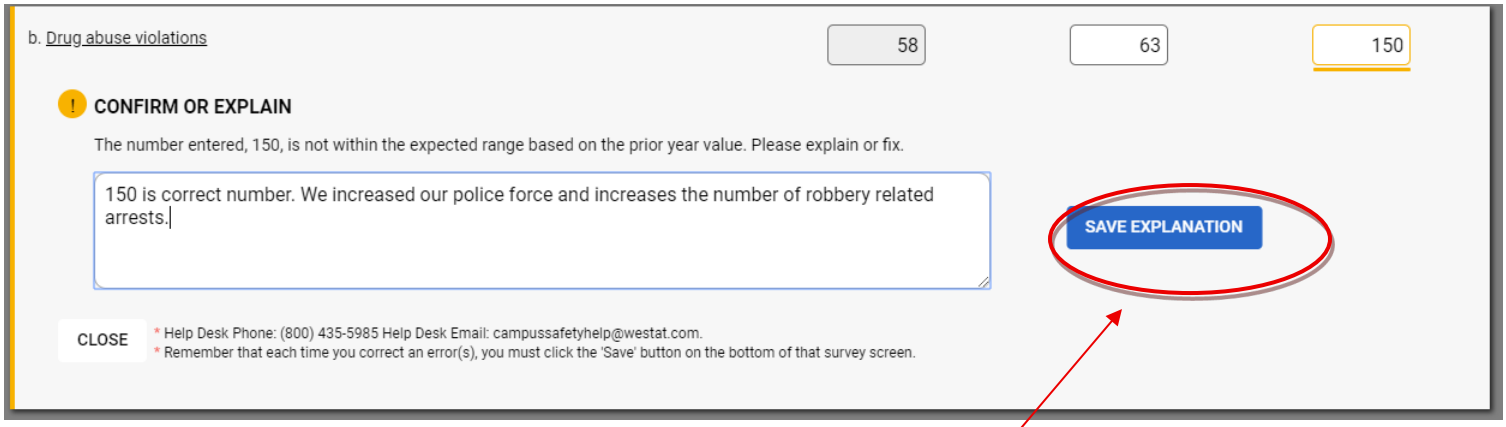
Errors

If the system detects an error when you try to save data on a specific screen, there will be an **icon** next to the associated data field. Select the icon to get an explanation of the problem.

The ⊗ icon indicates a **fatal error** that must be fixed before you can lock your survey.

The ⓘ icon indicates that a **confirmation or explanation** is needed before you can lock your survey. Enter a concise and informative confirmation/explanation in the box provided. **Do not use the caveat box for this purpose.** The confirmation/explanation text that you enter in the box will be read by our content specialists, but will not appear on the public website.

Example of an acceptable confirmation/explanation:

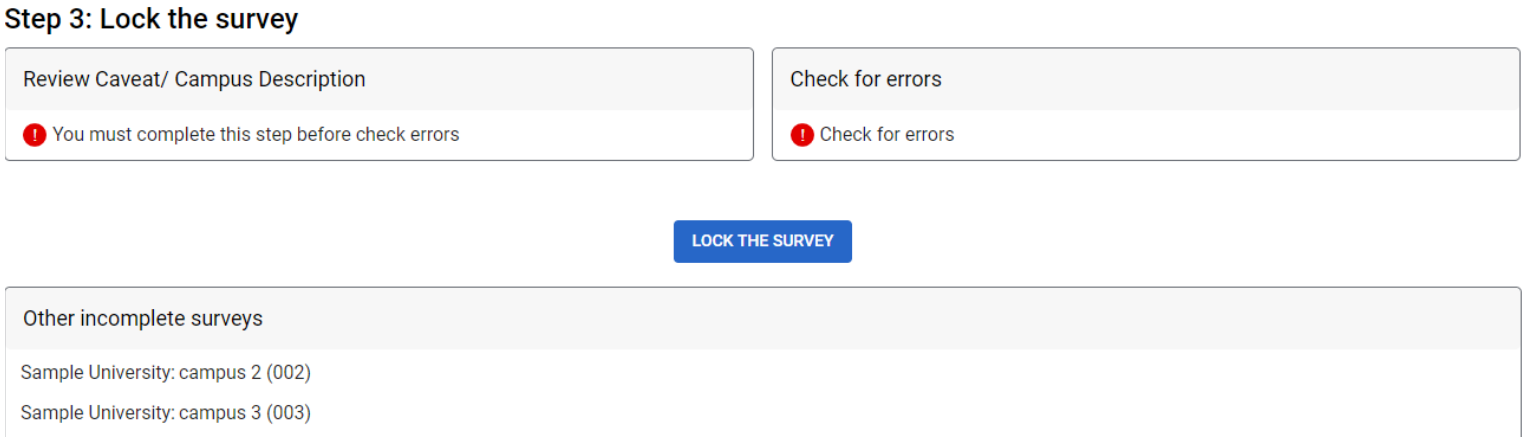


Remember to select save explanation after you enter your confirmation/explanation.

Example of an **unacceptable** confirmation/explanation:

Survey Status

There are two ways to check the status of your survey. To check the status of specific screens, go to the Survey Navigation screen. The status for each screen will read "Updated," "Not Updated" or "Updated and has errors." To check the status of the overall survey, go to the Survey Navigation screen and complete Step 3: Lock the survey.



If you report for multiple institutions, and have a multi-key holder ID, you will also have access to two Reports: Survey Status Summary and Institution Reporting Status. These are available under Reports in the navigation menu on the left side of the screen.

- The **Survey Status Summary** gives a count of the surveys you are responsible for in the various statuses: Registration, Identification, Screening Questions, No Data, Has Data, Has Errors, Clean, Partial (one or more campuses still incomplete), and Complete.
- The **Institution Reporting Status** lists all of the institutions you are responsible for with their Unit ID and Survey Status.

Printing Survey Screens

There are various ways to print your survey screens.

- To print **blank** screens:
  - Select **Print Survey Forms** on the Log In screen Help page. Select **Print Survey Form**.
  - From any screen you can select **Printable Forms** on the right-hand side of your screen. Then, select the form you wish to print.

Note: You cannot use these forms for data entry. You must log into the system to enter and record your data.

- To print screens with partial or completed data:
  - Select **Printable Forms** on the right-hand side of any screen in the survey. Depending on your answers to the Screening Questions and the screens appropriate for your institution, there will be from 1-6 data headings available under the **Printable Forms**: **Institution Information, Blank Survey Forms, Crime Data, 2017 Fire Data, 2018 Fire Data, 2019 Fire Data**, and **Fire Data Summary**. Click on the form you wish to print and it will open on new tab.
  - To print a PDF file: Follow the instructions above for printing your partial or completed screens and once the form is opened on a new tab, click on **PRINT** button and select **save as PDF**.

Other Important Information

- **Reporting period:** Disclose statistics for crimes and fires reported in the *previous* calendar year (i.e., the 2020 survey collects data for crimes and fires reported Jan. 1, 2019– Dec. 31, 2019).
- **Use whole numbers:** Enter whole numbers only. Zero is considered a statistic, so if there are no reported crimes for a category, enter 0 for that category. If you leave the category blank you will get an error icon.
- **Adding campuses:** If your institution has more than one campus, each campus must comply independently with all of the *Clery Act* and the fire- and safety-related HEA requirements and submit separate statistics in the online survey. Remember that campuses that opened after Jan. 31, 2019 will not get added to the database for the 2020 survey, but must still comply with all of the other safety- and security-related *HEA* requirements

For the purpose of *Clery Act* requirements, consider an additional location a separate campus if it meets all of the following criteria:

- Your institution owns or controls the site;
- It is not reasonably geographically contiguous with the main campus;
- It has an organized program of study; and
- There is at least one person on site acting in an administrative capacity.

To add a campus, please contact the help desk and provide the following information**:**

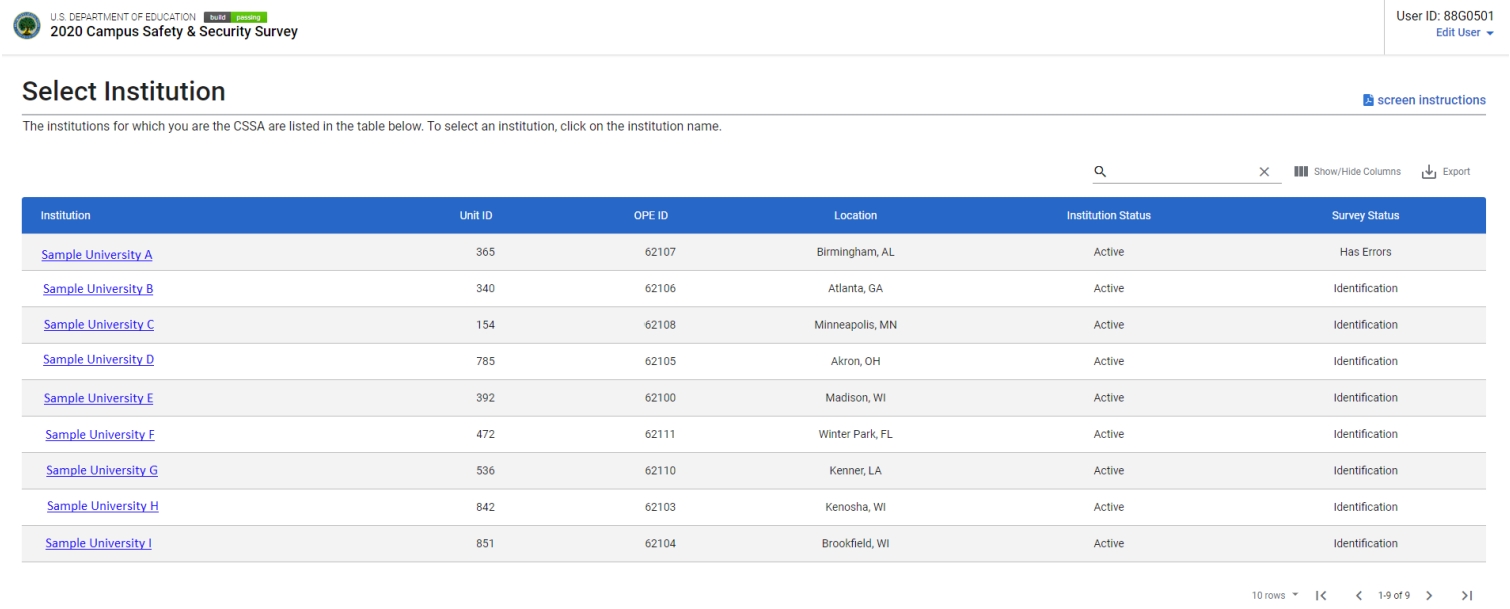
- The name of the main institution.
- The complete name and address of the new location.
- The date the new location opened.
- Whether the new location has administrative personnel or anyone acting in an administrative position on site.
- Whether the location offers an organized program of study.

See Appendix A for complete details.

- **Deleting campuses:** You must also contact the help desk if you need a campus deleted (for example, if the location closed or if it was added as a separate campus but was later determined to be a noncampus location). If the campus has closed, please provide us with the month, year, and reason that it closed. If a campus was open during the reporting period, but is closed as of December 31 when the ASR is due to be published, you do not need to continue reporting for it in the survey. If there are plans to re-open the campus, please let us know the approximate date.
- **Reporting for a campus that has changed locations:** If your campus moved to a new location partway through 2019, you will still complete only one survey form for that campus. Just add a caveat to the Criminal Offenses - On Campus screen that informs the reader of the move and when it took place. Combine statistics from the first location for the first part of the year, with statistics from the second location for the second part of the year.

- **Reporting for a shared campus:** If your school shares an entire campus with another Title IV school, each school must complete a survey form and must disclose statistics for the entire campus. If your school has a written contract giving it use only of a specific part of the other school's campus (for example, two buildings and a parking lot), disclose statistics only for the buildings and property specified in the contract.
- **Reporting for multiple institutions:** If you are a CSSA who is responsible for completing surveys for 2 or more institutions with separate Unit IDs, the system refers to you as a **multi-keyholder**. You will be issued a single User ID (7 characters beginning with 88G) and password for all of those institutions. You will only need to register once. When you select the **Update** button on the Registration screen, the Registration screen for each of the other surveys will automatically update.

You will then have a list of the institutions for which you must complete surveys. Please make sure that the list is up to date. To add an institution or delete an institution from the list, please contact the help desk.



To select an institution from the list, select the institution name and then begin the survey. The data you enter will not affect the surveys for any of the other institutions.

E-Mail Correspondence

The help desk sends e-mails for various reasons. If you haven't registered by a particular date, we send an e-mail as a friendly reminder so that your institution doesn't miss the deadline. If you enter your data, but forget to check for errors, or forget to lock your survey, we will contact you with a reminder to do so. If questions arise upon reviewing your data, we will send an e-mail that asks you to contact us to resolve the problem. If at any point the CSSA is not responding to phone calls or emails, the help desk will also contact alternate institutional officials, such as the office of the president or CEO, to ensure that the institution does not miss the survey deadline.

A Note about the Annual Reports

Every Title IV postsecondary institution is required to publish a 2020 annual security report by December 31st. If your campus has on-campus student housing, you must also publish an annual fire safety report by December 31st. Although the annual security report and the annual fire safety report disclose similar data to the Campus Safety and Security Survey, they are not identical. The reports contain policy statements in addition to crime and fire statistics. Your institution may not use its participation in the survey to fulfill its annual report requirement. Nor may the institution provide a link to the Office of Postsecondary Education's public website to fulfill the requirement.

The Web-based Data Collection

Getting Started

Registration Packet

Annually, the U.S. Department of Education sends a packet by regular mail to the chief administrative officer (e.g., president, provost, director, chancellor) of every postsecondary Title IV institution a few weeks before the data collection opens. The packet contains three items. The first is a letter to inform the chief administrator about the upcoming Campus Safety and Security web-based data collection. A similar letter is addressed to the institution's Campus Safety Survey Administrator (CSSA), the person designated by the school to complete the survey. The third item is a registration certificate which contains the following information necessary to access the survey and enter data:

Contents	Description
User ID	Typically, the User ID consists of an uppercase letter followed by 8 numbers. For example: C12345678.
Password	The password consists of 9 characters, made up of uppercase letters, lowercase letters, numbers, and symbols. For example: A1BcaaD%e. Note: A new password is issued every year.
Web address	The web address is the address you must enter into your computer's browser to access the survey site. The site is located at: https://surveys.ope.ed.gov/campussafety.
Telephone help desk number	This is a toll-free number to call if you need help with the survey. The number is (800) 435-5985.
E-mail help desk address	This is the address to use if you would like help with the survey via e-mail. The address is: campussafetyhelp@westat.com.
Data collection dates	These are the dates of the current data collection: Nov. 18, 2020 through Jan. 14, 2021.

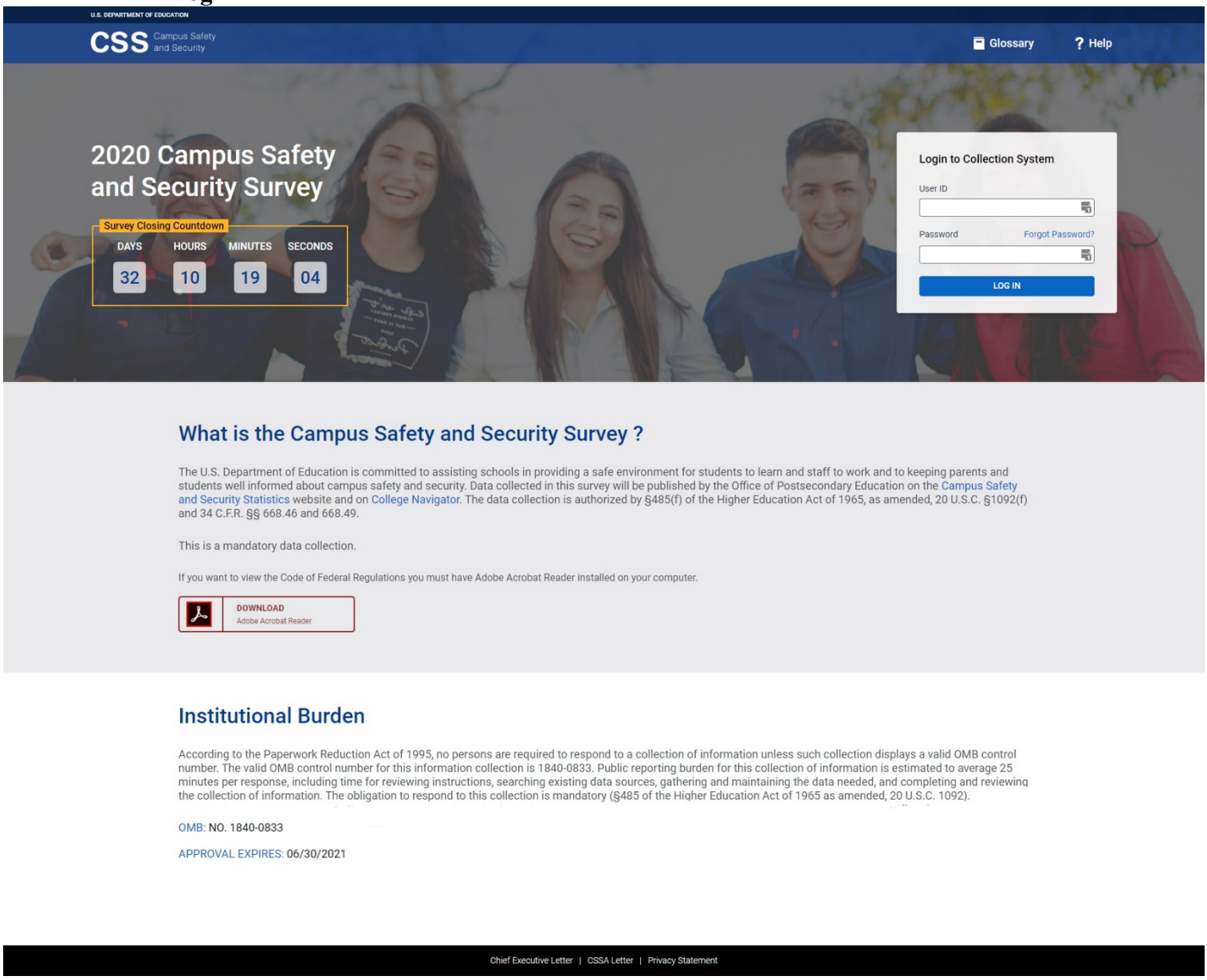
Although new User IDs and passwords are mailed to schools in September, the data collection site does not open until mid-November. The exact date appears on the registration certificate. You will not be able to log on to the site until that day. The data collection will close at midnight EST on the date indicated on the registration certificate. **There are no extensions**.

Please note that although you have until the deadline printed on the registration certificate to complete your survey, it is better to complete it as soon as possible so that if you have any problems or questions, you can receive timely assistance by telephone or e-mail from our help desk staff. The later in the data collection period, the busier the help desk becomes.

Log In

To access the survey, enter https://surveys.ope.ed.gov/campussafety into your browser. The survey Log In screen is the first screen that will appear.

Enter your User ID and password in the boxes under **Login to Collection System** on the upper right side of your computer screen. The **letters are case sensitive** so you must enter them exactly as they are shown on the registration certificate. Don't tell the survey application to remember your initial password as you will have to change it for security purposes on the Change Password screen. Next, select the **Log In** button.

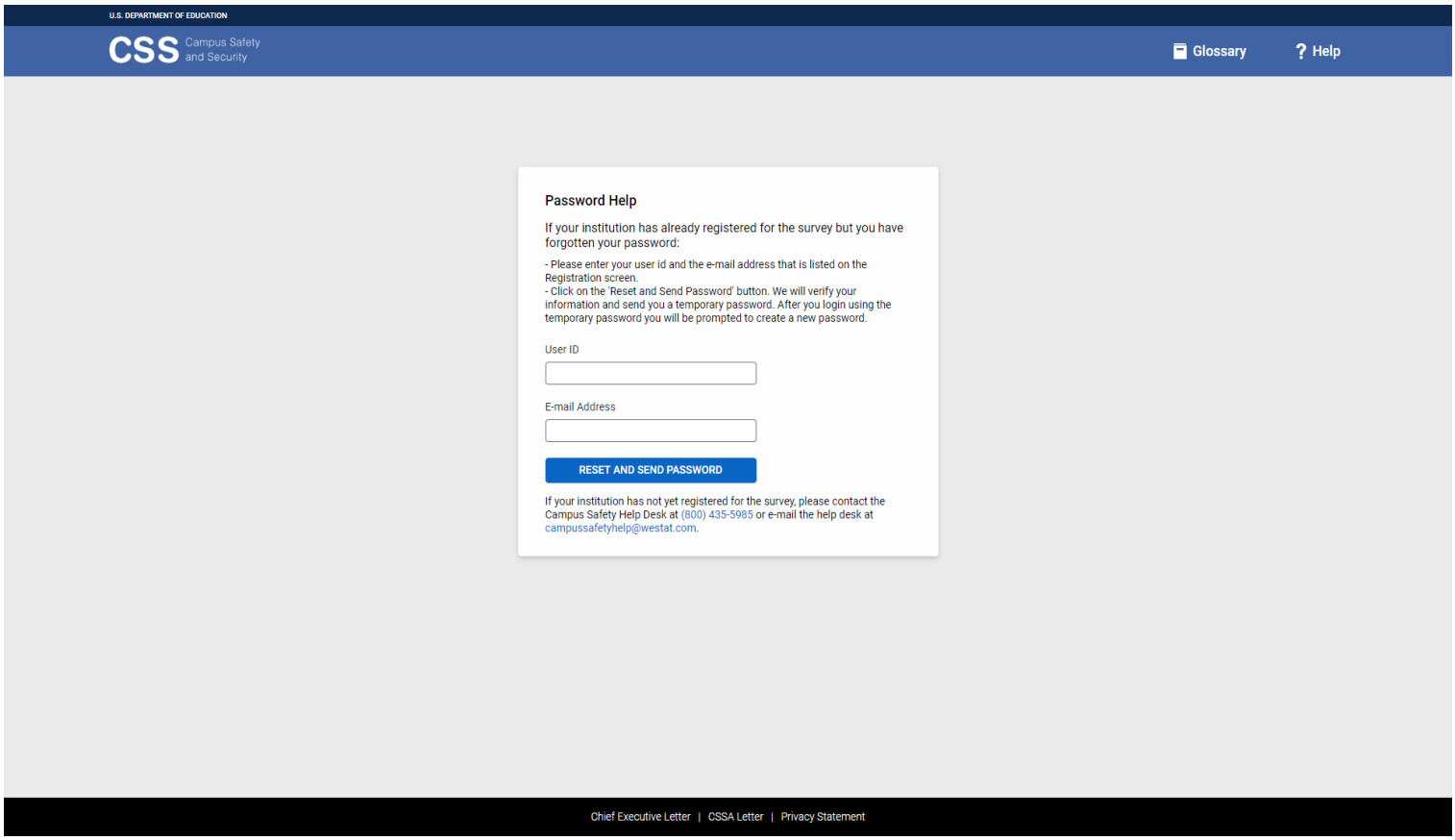


Forgot Your Password

If you misplace or forget your password, select the **Forgot Password?** link above the password entry box.

Enter your User ID and the e-mail address that is listed on the survey Registration screen. The survey system will reset your password and send it to that address. If the e-mail address you enter does not match the address on the Registration screen or if it is not a valid address, the system cannot send your password and you must contact the Campus Safety Help Desk toll-free at (800) 435-5985 or e-mail the help desk at campussafetyhelp@westat.com for assistance.

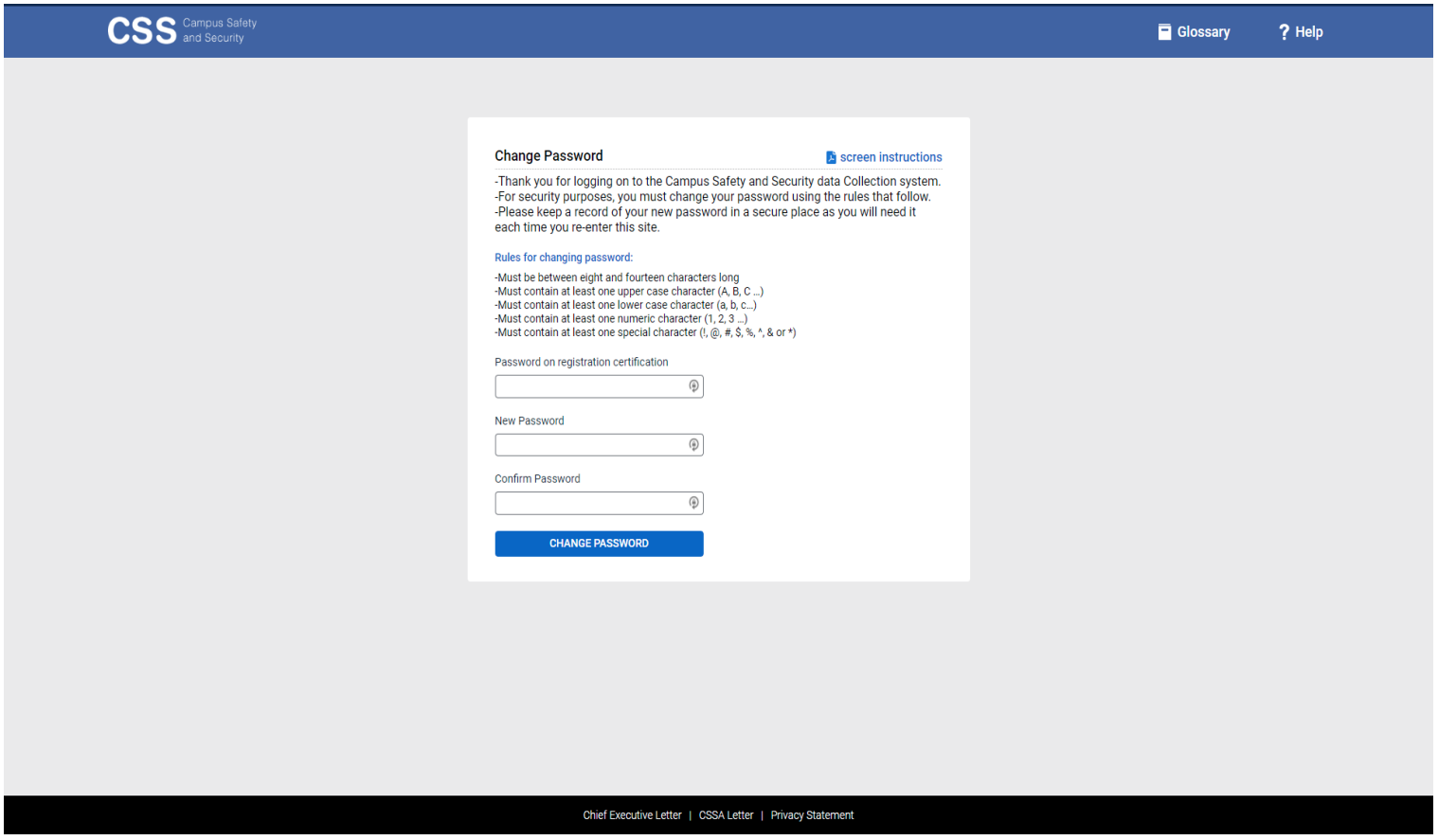
Note: If you do not have your User ID, contact the help desk for assistance. If your institution is participating in the Campus Safety and Security Survey for the first time, and you forget the password for your initial log in, you must contact the help desk by telephone or e-mail because you will not yet have entered an e-mail address on the Registration screen.



Change Password

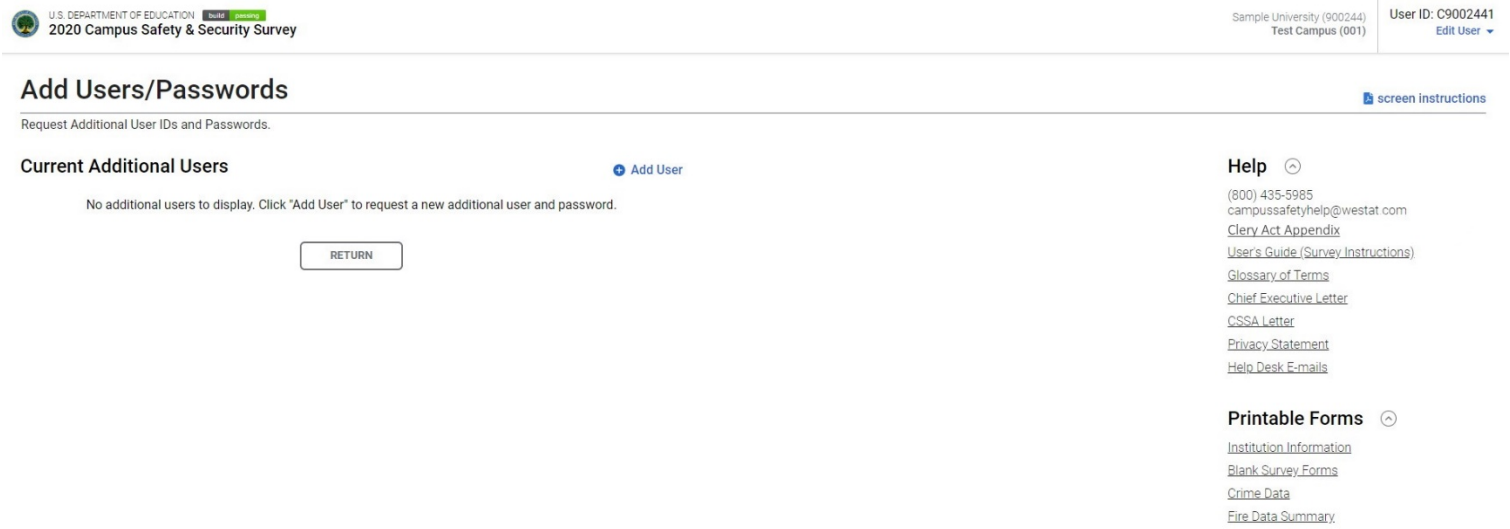
For security reasons, the Change Password screen prompts you to change the password that you initially used to log in to the survey. Use the rules stated on the screen to create your new password and follow these steps:

1. Enter your current password in the **Password on registration certificate** field.
2. Enter your new password in the **New Password** field.
3. Enter your new password again in the **Confirm New Password** field.
4. Select **Change Password.**
5. Keep a record of your new password in a secure place as it will be the password you need each time you log in to the survey. That is, **the password printed on the registration certificate will become invalid after you create a new one, and only the new password will allow you to re-enter the survey**.



Assigning More Than One Password

You can assign multiple passwords for additional users by clicking on **Edit User** drop-down under User ID in the upper right corner of the screen. Select the **Add Users/Passwords** option from the drop-down. Click on **Add User** link and you can select up to 6 additional users. Although an additional user will have access to your institution's survey only the primary user will have the ability to lock the survey upon completion. When an additional user logs in for the first time, he or she will be prompted to change their password on the Change Password screen just as the primary user did.



Registration

You must complete this screen before you can continue with the survey.

Information you need to complete this screen:

- Enter the contact information for the individual who has the primary responsibility for completing the survey. This is the person we will contact if we have questions about the data.
- Double-check the e-mail address. If it is incorrect, it will delay the receipt of important information about the status of your survey.
- We suggest that you review/complete the Registration screen when the Campus Safety and Security Survey site first opens so that we know you received your registration packet and were able to log in.

Screen instruction:

This screen should contain the name and contact information of the primary person who will enter the survey data. Review the screen and make changes, if necessary.

Directions:

1. If your institution is participating in this survey for the first time, complete the screen. Make sure to fill in every field that is not marked as optional. If you do not enter information in the required fields, you will not be able to proceed with the survey.
2. If your institution participated in the previous year's survey, the screen will be pre-filled except for the "Confirm E-Mail Address" field. Review the information and make changes if necessary.
3. Optional: Enter additional contact information in the Comment box.
4. After you finish completing or updating the screen, select **Update** to continue (even if you didn't make any changes).

Note: If you want to edit the **Registration** screen after it has been updated and you have moved on to another screen, select **Edit User** under the User ID at the top of your screen. Then select **Registration** from the drop-down menu.

Registration

This screen should contain the name and contact information of the primary person who will enter the survey data. Review the screen and make changes, if necessary.

Primary User ID: C9002441

First Name: test
Last Name: test
Title: test

Address 1: test

Address 2 *(Optional)*:

City: test
State: Maryland
ZIP Code: 12345

Phone: (222) 222-2222
Extension *(Optional)*:

Fax *(Optional)*:

E-mail Address: test@test.com
Confirm E-mail Address *(Confirm)*:

Comment

** Please use this box if you would like to provide additional contact information such as a cell phone number or the best time to reach you if there are questions about your survey. Also, if the person listed above is not the person who enters the data, please provide the name and contact information for the person who enters the data. This information is for the survey help desk staff only. It will not be seen by the public.*

Click here for Registration Certificate

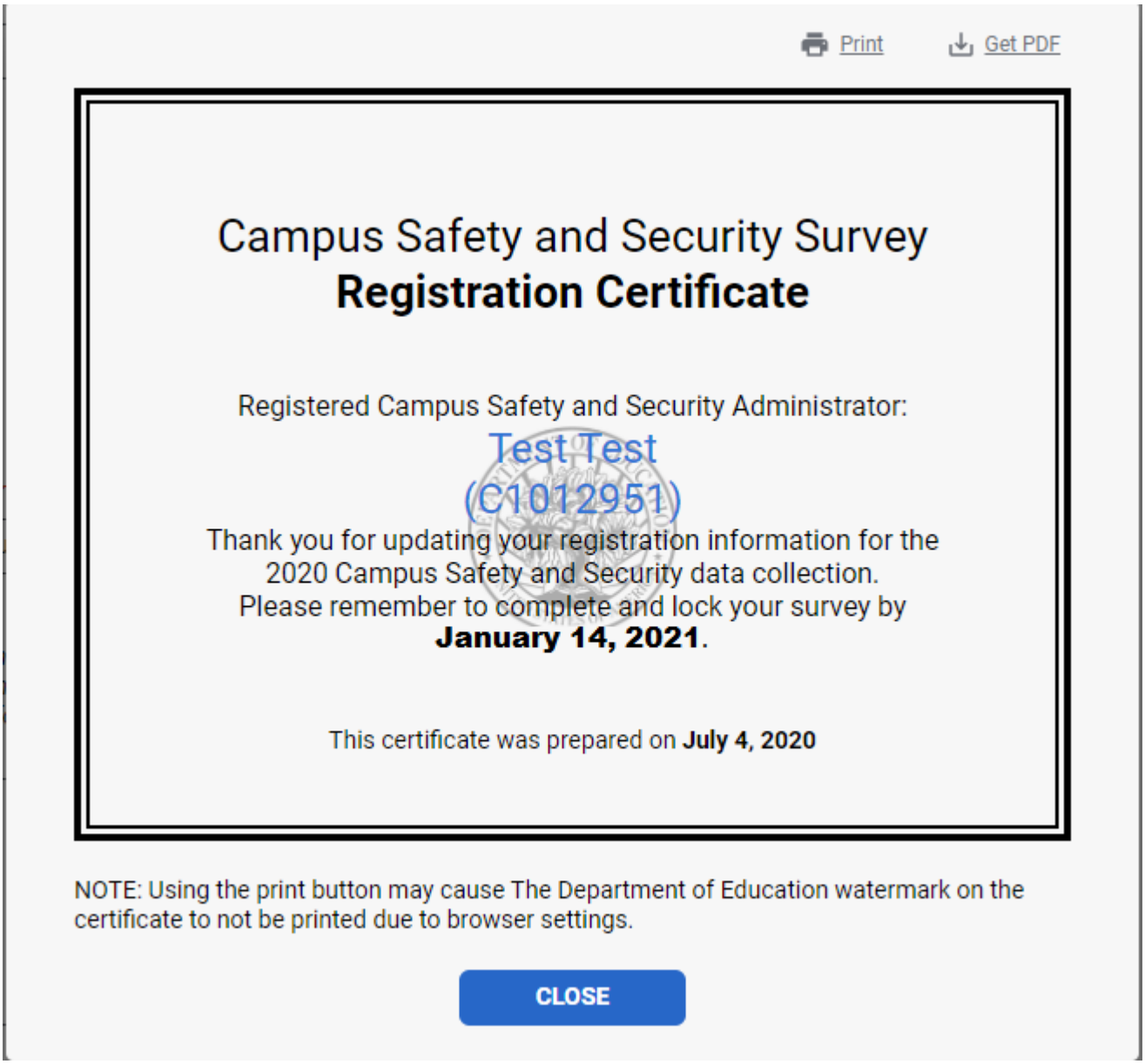
UPDATE NEXT

Alert Click the Update button to complete your registration, whether you've made changes or not.

Print Registration Certificate

Once the registration screen has been successfully updated, the system will provide the **Click here for Registration Certificate** link at the bottom of the screen. Save a copy of your registration certificate for you records. Registration Certificates cannot be recreated or emailed.

Select the link to print or get a PDF of the Registration Certificate.



Survey Navigation

The Survey Navigation screen is the hub of the survey. It shows how far you've progressed in the survey and what, if anything, you need to do next. It provides links to the various survey screens and allows you to go back and review or change data.

You will be directed to the Survey Navigation screen after you complete Registration Screen. From this point on you can access the Survey Navigation screen from other survey screens by selecting the **Survey Navigation** link at the bottom of the Navigation Menu that will appear on the left side of each screen.

The Survey Navigation screen walks you through the steps in completing the survey.

Step 1: Update Campus Information: When you begin your survey, the screen will contain a link to the Institution/Campus Identification screen. Instructions for completing the Institution/Campus Identification screen are provided beginning on page 21, 22 & 23 of this user's guide. Once this screen is complete it will say "Updated" in green text.

If you have multiple campuses you will also have access to a Campus drop-down menu which is located in the header. This drop-down will allow you to navigate between surveys for each campus. If you do not see all of your campuses available via the drop-down menu, please call the help desk at 800-435-5985 to add the location.

Step 2: Update Screening Questions and Complete the Survey: You must complete Step 1, the Institution/Campus Identification screen, to access the Screening Questions. Once Step 1 is complete, a link for Screening Questions will be available under Step 2. Instructions for completing the Screening Questions can be found on pages 24, 25 & 26 of this user's guide.

Once you have updated the Screening Questions, links to the remaining data entry screens for your institution will be available under Step 2. Once these screens are updated, it will say "Updated" in green text next to each link. If a screen has errors that need to be addressed prior to locking the survey it will say "Updated and has errors" in red text. Instructions for completing these screens are included in the remaining sections of this user's guide.

Step 3: Lock the survey: Once you have completed the data entry screens, you must review your campus description, caveats (if you have any) and your intentional fire descriptions (if you have any). Select the appropriate link (**Review Caveat/Campus Description**) and follow the instructions on the screen.

Next select the **Check for Errors** link in the menu. If the survey system has detected any errors they will be listed in the report and you must fix them before you can lock the survey. Instructions for fixing errors are located earlier in this user's guide.

When your survey is complete and locked, a **"Click here for Survey Completion Certificate"** link will appear at the bottom of the page. This link leads to a certificate of completion that can be saved or printed for your records. ***Completion Certificates cannot be recreated or emailed.*** If your institution is reporting for multiple campuses, you will see a confirmation certificate for each campus. If other campuses of the institution are not yet locked, those campuses will be listed as not yet complete at the bottom of the certificate. Remember, each campus must be locked separately. You are done only when the surveys for *all* of your campuses are locked.

U.S. DEPARTMENT OF EDUCATION
2020 Campus Safety & Security Survey

University (5899)
Main Campus (001)

User ID: C1058991
Edit User

Survey Navigation

File Summary | Campus Summary

File and lock survey for one campus.

Step 1: Update Campus Information

Campus Main Campus (001)

Institution/Campus Identification — Updated

Step 2: Update Screening Question and File the Survey

Screening Questions

Screening Questions
- **Screening Questions** — Updated

Criminal Offenses
- **On campus** — Updated
- **On-campus Student Housing Facilities** — Updated
- **Public Property** — Updated

Hate Crimes
- **On campus** — Updated
- **On-campus Student Housing Facilities** — Updated
- **Public Property** — Updated

VAWA Offenses
- **On Campus** — Updated
- **On-campus Student Housing Facilities** — Updated
- **Public Property** — Updated

Arrests
- **On campus** — Updated
- **On-campus Student Housing Facilities** — Updated
- **Public Property** — Updated

Disciplinary Actions
- **On Campus** — Updated
- **On-campus Student Housing Facilities** — Updated
- **Public Property** — Updated

Unfounded Crimes
- **Unfounded Crimes** — Updated

Fire Statistics
- **On-campus Student Housing Facilities** — Updated
- **Summary** — Not updated

Step 3: Lock the survey

Review Caveat/ Campus Description
- You must complete this step before check errors

Check for errors
- Check for errors

LOCK THE SURVEY

Options at this point

Click on the links in the Navigation Menu to complete the data entry screens. You may move from screen to screen sequentially by clicking on the "Next" button at the bottom of the screen, or you may use the side navigation menu to select a specific screen.

Click on the links in the Navigation Menu under Review and Submit. Click on Review Caveat and Review Intentional Fires if you have any. Then Click on Check for Errors to see if the survey system has detected any errors in the data you have entered. If there are errors, use the links on the Error Report screen to go back and correct the data. For detailed instructions about correcting errors, click on "Need help? Click here for screen instructions" on the Error Report screen.

When there are no unresolved errors on your Error Report, and you have locked your survey, you can click on the "Am I Done? Click here for answer" link to confirm the locked status.

Help

(800) 435-5985
campussafetyhelp@westat.com
Clery Act Appendix
User's Guide (Survey Instructions)
Glossary of Terms
Chief Executive Letter
CSSA Letter
Privacy Statement
Help Desk E-mails

Printable Forms

Institution Information
Blank Survey Forms
Crime Data
2018 Fire Data
Fire Data Summary

Identification

You must complete this screen before you can continue with the survey.

Information you need to complete this screen:

- This screen collects general information about your institution. If your institution completed a survey for the prior year, most of the information will be pre-filled. You can update this information with the exception of the hard-coded institution name and address in the Institution Information section. **If the name or address of your institution has changed, please notify the agency that accredits your institution and it will appear correctly on the following year's survey**. You can note that the institution's name or address changed in the Campus Description box; however, this information will only be seen internally by the help desk. If you would like to make this information available to the public, add a note in the caveat box on the Criminal Offenses – On Campus screen.
- We use the name of the institution's chief administrative officer and the institution's address as they appear on this screen for the **mailing label on the survey registration packet** we send to the institution. Please make sure this information is up to date.
- Note that you can update the name or address of a campus in the Campus Information section. If you would like to make this information available to the public, add a note in the caveat box on the Criminal Offenses – On Campus screen.
- This screen asks for contact information for your institution's campus safety officer, campus fire safety officer, and lead Title IX coordinator. If your institution does not have a campus police or security department, enter the name of the person who is responsible for security. If you do not have a fire safety officer, enter the name of the appropriate person to whom the Department of Education could send fire safety information at a future date.
- If your campus is located outside of the United States, select the **Other Country** radio button in the Campus Information section. If your campus is within the jurisdiction of the United States, leave the **State or Outlying Area** button selected. (This jurisdiction includes the following outlying areas: American Samoa, Federated States of Micronesia, Guam, Marshall Islands, Northern Marianas, Palau, Puerto Rico, and the U.S. Virgin Islands.)

Screen instruction:

Please enter/review all applicable information. All fields are required unless noted as optional.

Directions:

1. If your institution is participating in this survey for the first time, complete the screen.
2. If your institution participated in this survey last year, review the pre-filled information and make any necessary changes.
3. After you complete/review the screen, select **Update** to record your information. If the system does not detect any errors, you will get the message "Identification has been updated successfully." Select **Return to Survey Navigation** to continue.

Note: If you want to edit the **Identification** screen after it has been updated and you have moved on to another screen, select **Survey Navigation** on the vertical menu bar on the left side of your screen where you can select the **Institution/Campus Identification** link again to access and edit the screen.

Identification

screen instructions

If your campus does not have a Campus Safety Officer or a Campus Fire Safety Officer, please enter the name of the individual who is responsible for security issues and the name of the individual who is responsible for fire safety issues on your campus.

Update Status

Date Completed: 9/13/2019 Updated

Institution Information

General Information

Institution Name : Sample University

Address : 1 address st
test, MD 11111

Web Address *(Optional)*

Chief Administrative Officer infomation

Name: Test

Title: test

E-mail Address: test@test.com

Phone: (222) 222-2222

Extension *(Optional)*

Campus Information

Campus Name: Test Campus

Location
(•) State or Outlying Area ( ) Other Country

Address: test

City: test

State or Outlying Area: Maryland

ZIP Code: 12345

County *(Optional)*

Description *(Optional)*

Campus Safety Officer

General Information

Name: test

Title: test

E-mail Address: test@test.com

Phone: (222) 222-2222

Extension *(Optional)*

Address [ ] Same as Campus

Location *
(•) State or Outlying Area ( ) Other Country

Address: test

City: test

State or Outlying Area: Maryland

ZIP Code: 12345

Campus Fire Safety Officer

[ ] Same as Campus Safety Officer

General Information

Name: test

Title: test

E-mail Address: test@test.com

Phone: (222) 222-2222

Extension *(Optional)*

Address [ ] Same as Campus

Location *
(•) State or Outlying Area ( ) Other Country

Address: test

City: test

State or Outlying Area: Maryland

ZIP Code: 12345

Lead Title IX Coordinator

[ ] Same as Campus Safety Officer

General Information

Name: test

Title: test

E-mail Address: test@test.com

Phone: (123) 123-1234

Extension *(Optional)*

Address [ ] Same as Campus

Location *
(•) State or Outlying Area ( ) Other Country

Address: test

City: test

State or Outlying Area: Maryland

ZIP Code: 12345

Does your Institution have other designees who share these responsibilities? *
( ) Yes (•) No

UPDATE RETURN TO SURVEY NAVIGATION

Screening Questions

Information you need to complete this screen:

- Answer the questions on these screens as they pertain to your institution for the designated **calendar year** (i.e., Jan. 1st – Dec. 31st).
- If you are completing surveys for more than one campus, answer the screening questions for each campus as appropriate for that specific campus. For example, if your institution has three separate campuses, and only the main campus has on-campus student housing facilities, only the survey for the main campus should indicate that there are on-campus student housing facilities.
- Screening Question 1: *Does your institution provide on-campus student housing facilities?*

  An **on-campus student housing facility** is *any 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 the campus.*
- Screening Question 2: *Does your institution have any noncampus buildings or properties?*

  Noncampus means *any building or property owned or controlled by a student organization that is officially recognized by the institution; or*

  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.
- Screening Question 3: *Have you combined statistics that you received from the local or state police with your institution statistics for this report?*

  "Local police" does not mean the campus police. **Local police** refer to other law enforcement agencies with responsibility for the jurisdiction in which your school is located. There may be multiple agencies. **You must ask local law enforcement agencies for statistics for all of your institution's *Clery Act* geographic areas, not just for your public property.**

  – Select **"yes"** for Screening Question 3 if:

  1. The statistics you obtained from local police were for *Clery Act* crimes and could be separated into on campus, noncampus (if applicable), and public property categories, and you have combined these statistics with your institution's statistics for this survey. Your institution's statistics are those obtained from your campus security authorities (which includes your campus police or security department if you have one). If your institution falls within the jurisdiction of multiple law enforcement agencies, and you only receive statistics from some of them, you should still answer **"yes"** to this question. Explain in the first caveat box in the survey that only some of the agencies provided your institution with the requested statistics.

  OR

  2. The statistics you obtained from local police were all zeros, because the 0s should, in effect, be combined with your institution's statistics (i.e., those

collected by campus security authorities including your campus police/security, if applicable).

- Select "**no**" for Screening Question 3 *only* if the local police gave you statistics for crimes that occurred on your *Clery Act* geography, but the police could not cite the exact location. For example, the police could not tell you whether the crimes took place "on campus" or on your school's "public property." If you answer **"no**,**"** later in the survey you will have "Local Police" screens where you should enter these statistics. Very few, if any, schools will need to use the local police screens. If you think you should answer "**no,**" please call the help desk for confirmation *before* proceeding with the survey.
- Select the first **"not available"** for Screening Question 3 if you requested statistics from the local police but they could not provide you with statistics for *Clery Act* geographic areas only (e.g., they could only provide you with statistics encompassing too large an area, such as the entire city, and you were unable to determine if any of those statistics were for your *Clery Act* geography).
- Select the second **"not available"** for Screening Question 3 if you requested statistics from the local police but they did not provide you with statistics.

Screen instruction:

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

Directions:

1. Question 1: Indicate whether your campus provides on-campus student housing facilities. If it does, enter the number of facilities that were open during the reporting period.
2. Question 2: Indicate whether your institution has any noncampus buildings or property.
3. Question 3: Indicate whether you have combined the statistics you obtained from local police with your institution's statistics.

When you have completed this screen, select **SAVE** to record your data. If no errors are detected, the next screen will read **Data saved successfully**. Select **NEXT** to continue.

Screening Questions
• Screening Questions

error message
fatal error
confirm or explain
resolved explanation
overridden by admin

Screening Questions

screen instructions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-campus Student Housing Facilities?

- ○ **No.**
- ○ **Yes.** (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities: [ ]

2. Does your institution have any noncampus buildings or properties?

- ○ **Yes**
- ○ **No**

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- ○ **Yes.** Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- ○ **No.** We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- ○ **Not available.** We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- ○ **Not available.** We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

Help
Survey Navigation

SAVE NEXT RESET

Criminal Offenses

Criminal Offenses – On Campus

Information you need to complete this screen:

- **On Campus** means *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*

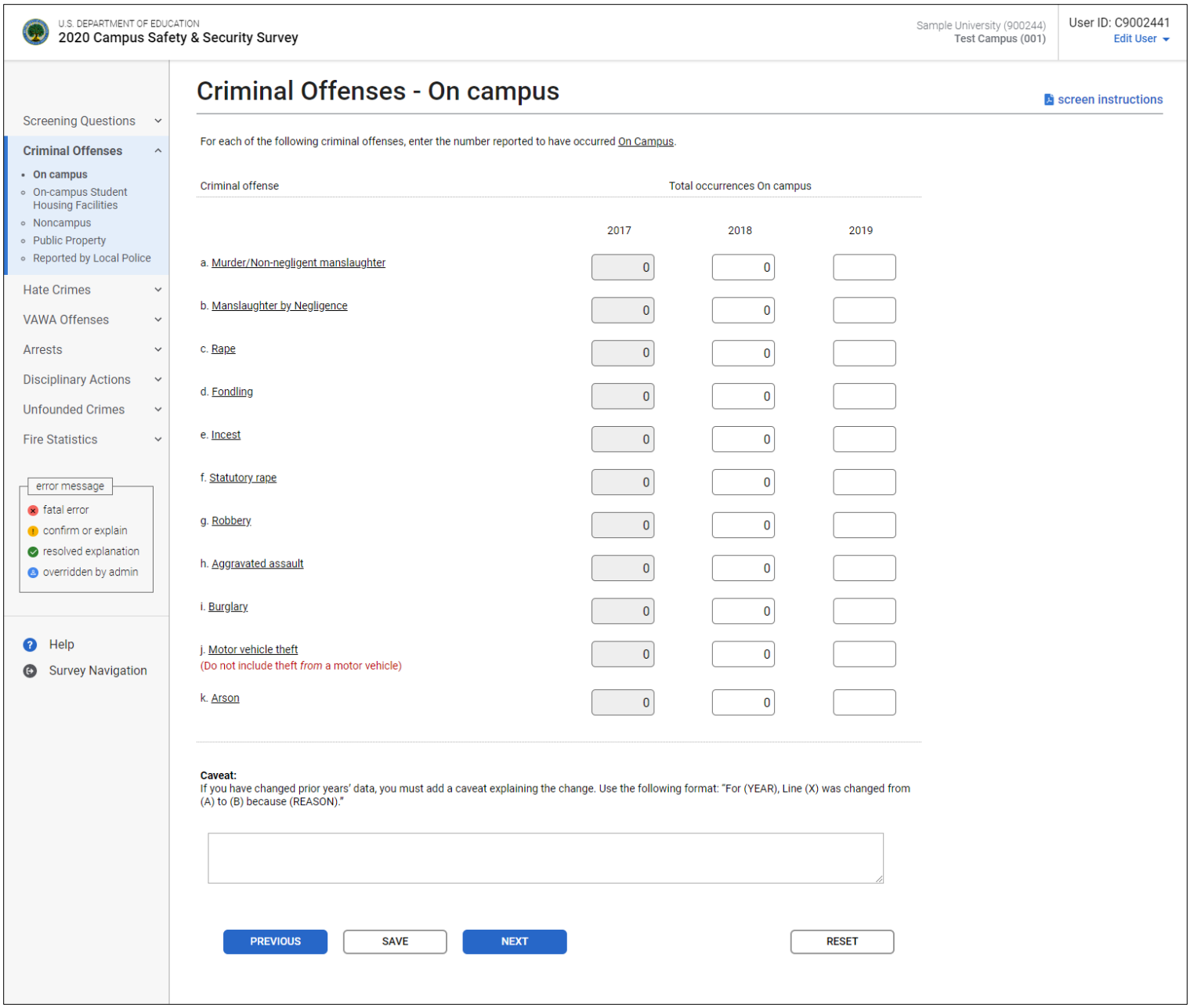
  Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor or other retail vendor).
- Statistics for crimes reported to have occurred in on-campus student housing facilities should be included on this screen. They must also be reported separately on the Criminal Offenses – On-campus Student Housing facilities screen.
- *Clery Act* regulations specify that institutions must classify crimes using definitions from the FBI's Uniform Crime Reporting Program's *Summary Reporting System (SRS) User Manual* for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, weapons: carrying, possessing, etc. law violations, drug abuse violations, and liquor law violations. Institutions must use definitions from the FBI's *National Incident-Based Reporting System (NIBRS) Data Collection Guidelines* edition of the *UCR* for fondling, incest and statutory rape. Institutions must use definitions from the *Violence Against Women Act of 1994* and repeated in the *Clery Act* regulations for domestic violence, dating violence and stalking.
- Additional information:
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**
  - To read the definition of a specific criminal offense, select the underlined offense on the screen.
  - Do not differentiate between attempted and completed crimes. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than murders.
  - *Clery Act* crimes must be disclosed by the year in which the crimes were reported.

Screen instruction:

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Directions:

1. Enter the number of reported Murder/Non-negligent Manslaughters.
2. Enter the number of reported Negligent Manslaughters.
3. Enter the number of reported sexual assaults that were Rape.
4. Enter the number of reported sexual assaults that were Fondling.
5. Enter the number of reported sexual assaults that were Incest.
6. Enter the number of reported sexual assaults that were Statutory Rape.
7. Enter the number of reported Robberies.
8. Enter the number of reported Aggravated Assaults.
9. Enter the number of reported Burglaries.
10. Enter the number of reported Motor Vehicle Thefts.
11. Enter the number of reported Arsons.
12. Select **SAVE** at the bottom of the screen to record your data.


U.S. DEPARTMENT OF EDUCATION
2020 Campus Safety & Security Survey
Sample University (900244)
Test Campus (001)
User ID: C9002441
Edit User
Screening Questions
Criminal Offenses
On campus
On-campus Student Housing Facilities
Noncampus
Public Property
Reported by Local Police
Hate Crimes
VAWA Offenses
Arrests
Disciplinary Actions
Unfounded Crimes
Fire Statistics
error message
fatal error
confirm or explain
resolved explanation
overridden by admin
Help
Survey Navigation
Criminal Offenses - On campus
screen instructions
For each of the following criminal offenses, enter the number reported to have occurred On Campus.
Criminal offense
Total occurrences On campus
2017
2018
2019
a. Murder/Non-negligent manslaughter
b. Manslaughter by Negligence
c. Rape
d. Fondling
e. Incest
f. Statutory rape
g. Robbery
h. Aggravated assault
i. Burglary
j. Motor vehicle theft
(Do not include theft from a motor vehicle)
k. Arson
Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."
PREVIOUS
SAVE
NEXT
RESET

Criminal Offenses – On-campus Student Housing Facilities

Note: Instructions in this user's guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property *Clery Act* geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

Information you need to complete this screen:

- An **on-campus student housing facility** is *any 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 the campus.*

- "On-campus Student Housing Facilities" is a *subset* of the on-campus category. The statistics you enter on this screen should also be included on the Criminal Offenses-On Campus screen. Make sure that the number of crimes reported on this screen is equal to or less than the number reported on the Criminal Offenses-On Campus screen.

- *Clery Act* regulations specify that institutions must classify crimes using definitions from the FBI's Uniform Crime Reporting Program's *Summary Reporting System (SRS) User Manual* for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, weapons: carrying, possessing, etc. law violations, drug abuse violations, and liquor law violations. Institutions must use definitions from the FBI's *National Incident-Based Reporting System (NIBRS) Data Collection Guidelines* edition of the *UCR* for fondling, incest and statutory rape. Institutions must use definitions from the *Violence Against Women Act of 1994* and repeated in the *Clery Act* regulations for domestic violence, dating violence and stalking.
- Only include motor vehicle thefts on this screen if the motor vehicle was taken from a parking garage that is physically attached to an on-campus student housing facility and accessible from that facility. Do not include motor vehicles taken from one of your school's parking lots or parking garages that is simply intended for use by on-campus student housing facility residents. That is an on-campus parking lot or parking garage only.
- Do not include statistics for faculty-only or staff-only residential facilities on this screen.
- Additional information:
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**
  - To read the definition of a specific criminal offense, select the underlined offense on the screen.

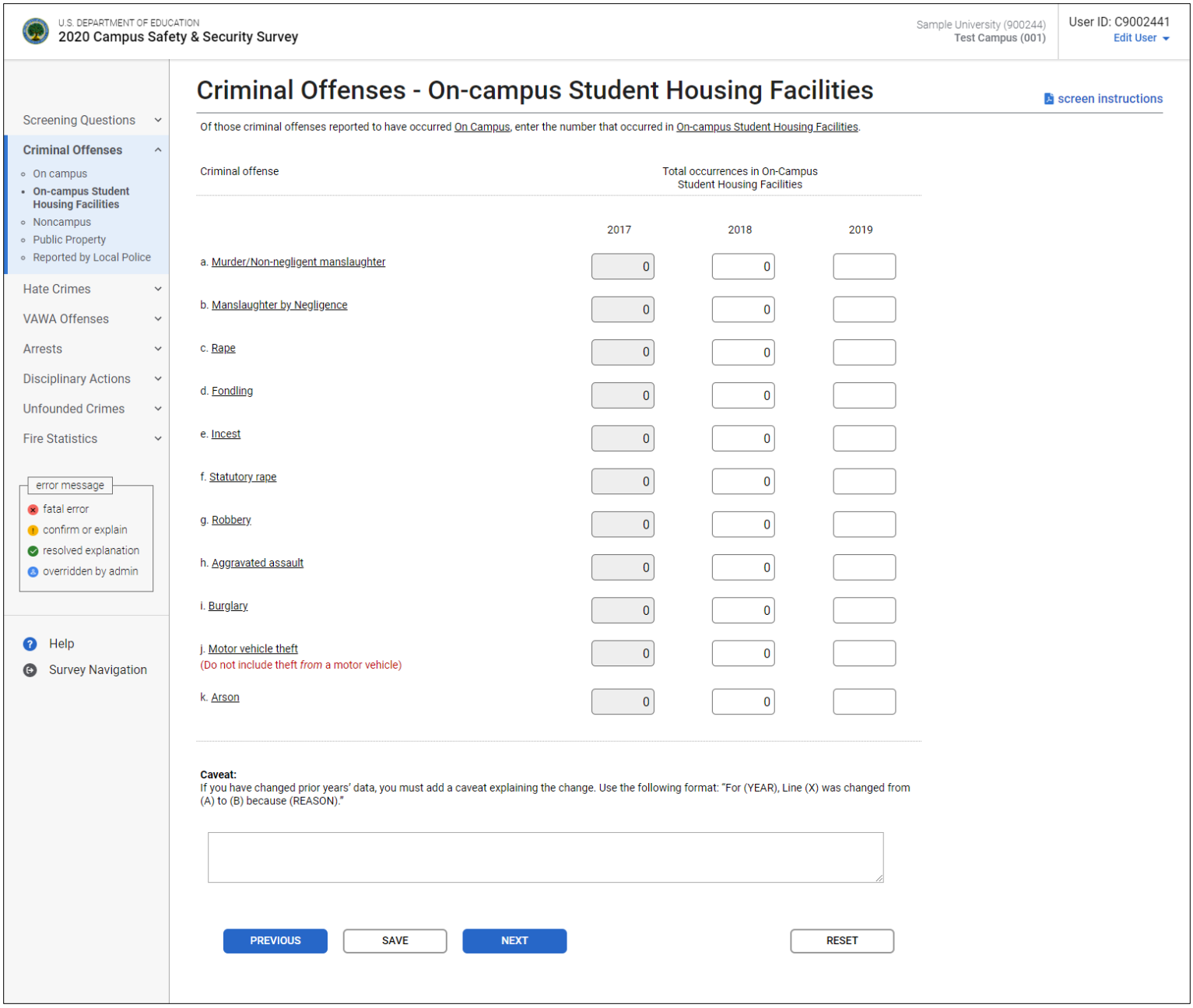
- Do not differentiate between attempted and completed crimes. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than murders.
- *Clery Act* crimes must be disclosed by the year in which the crimes were reported.

Screen instruction:

Of those criminal offenses reported to have occurred On Campus, enter the number that occurred in On-campus Student Housing Facilities.

Directions:

1. Enter the number of reported Murder/Non-negligent Manslaughters.
2. Enter the number of reported Negligent Manslaughters.
3. Enter the number of reported sexual assaults that were Rape.
4. Enter the number of reported sexual assaults that were Fondling.
5. Enter the number of reported sexual assaults that were Incest.
6. Enter the number of reported sexual assaults that were Statutory Rape.
7. Enter the number of reported Robberies.
8. Enter the number of reported Aggravated Assaults.
9. Enter the number of reported Burglaries.
10. Enter the number of reported Motor Vehicle Thefts.
11. Enter the number of reported Arsons.
12. Select **SAVE** at the bottom of the screen to record your data.


U.S. DEPARTMENT OF EDUCATION
2020 Campus Safety & Security Survey
Sample University (900244)
Test Campus (001)
User ID: C9002441
Edit User
Screening Questions
Criminal Offenses
On campus
On-campus Student Housing Facilities
Noncampus
Public Property
Reported by Local Police
Hate Crimes
VAWA Offenses
Arrests
Disciplinary Actions
Unfounded Crimes
Fire Statistics
error message
fatal error
confirm or explain
resolved explanation
overridden by admin
Help
Survey Navigation
Criminal Offenses - On-campus Student Housing Facilities
screen instructions
Of those criminal offenses reported to have occurred On Campus, enter the number that occurred in On-campus Student Housing Facilities.
Criminal offense
Total occurrences in On-Campus Student Housing Facilities
2017
2018
2019
a. Murder/Non-negligent manslaughter
b. Manslaughter by Negligence
c. Rape
d. Fondling
e. Incest
f. Statutory rape
g. Robbery
h. Aggravated assault
i. Burglary
j. Motor vehicle theft
(Do not include theft from a motor vehicle)
k. Arson
Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."
PREVIOUS
SAVE
NEXT
RESET

Criminal Offenses – Noncampus

Note: Instructions in this user's guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property *Clery Act* geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

Information you need to complete this screen:

- **Noncampus** means *any building or property owned or controlled by a student organization that is officially recognized by the institution;* or

  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.

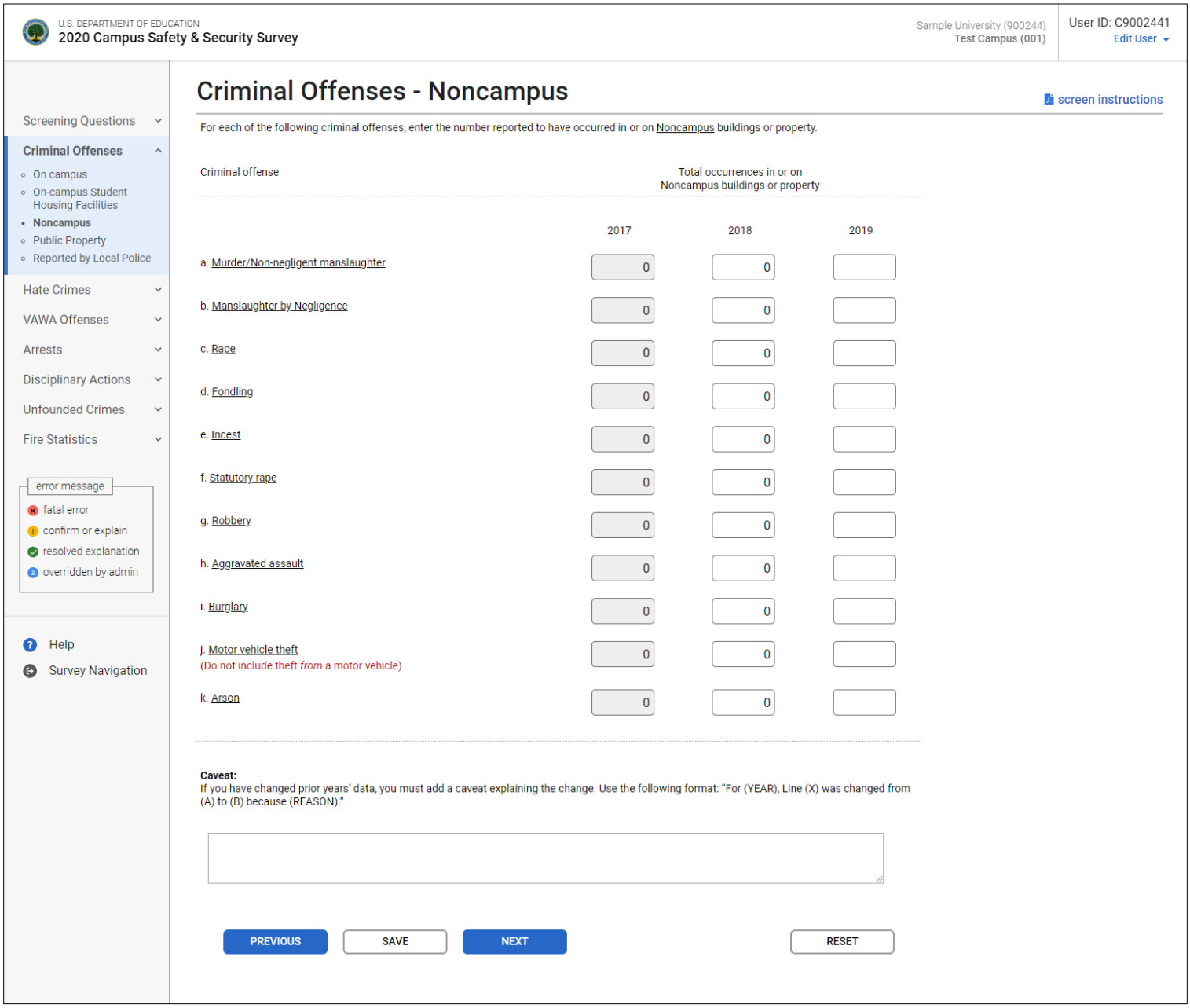
- Report noncampus statistics in an aggregate manner. That is, you do not have to specify which crimes were reported at which location. However, you can provide a breakdown in the caveat box if you would like.
- *Clery Act* regulations specify that institutions must classify crimes using definitions from the FBI's Uniform Crime Reporting Program's *Summary Reporting System (SRS) User Manual* for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, weapons: carrying, possessing, etc. law violations, drug abuse violations, and liquor law violations. Institutions must use definitions from the FBI's *National Incident-Based Reporting System (NIBRS) Data Collection Guidelines* edition of the *UCR* for fondling, incest and statutory rape. Institutions must use definitions from the *Violence Against Women Act of 1994* and repeated in the *Clery Act* regulations for domestic violence, dating violence and stalking.
- Additional information:
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**
  - To read the definition of a specific criminal offense, select the underlined offense on the screen.
  - Do not differentiate between attempted and completed crimes. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than murders.
  - *Clery Act* crimes must be disclosed by the year in which the crimes were reported.

Screen instruction:

For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or property.

Directions:

1. Enter the number of reported Murder/Non-negligent Manslaughters.
2. Enter the number of reported Negligent Manslaughters.
3. Enter the number of reported sexual assaults that were Rape.
4. Enter the number of reported sexual assaults that were Fondling.
5. Enter the number of reported sexual assaults that were Incest.
6. Enter the number of reported sexual assaults that were Statutory Rape.
7. Enter the number of reported Robberies.
8. Enter the number of reported Aggravated Assaults.
9. Enter the number of reported Burglaries.
10. Enter the number of reported Motor Vehicle Thefts.
11. Enter the number of reported Arsons.
12. Select **SAVE** at the bottom of the screen to record your data.


U.S. DEPARTMENT OF EDUCATION
2020 Campus Safety & Security Survey
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Screening Questions
Criminal Offenses
On campus
On-campus Student Housing Facilities
Noncampus
Public Property
Reported by Local Police
Hate Crimes
VAWA Offenses
Arrests
Disciplinary Actions
Unfounded Crimes
Fire Statistics
error message
fatal error
confirm or explain
resolved explanation
overridden by admin
Help
Survey Navigation
Criminal Offenses - Noncampus
screen instructions
For each of the following criminal offenses, enter the number reported to have occurred in or on Noncampus buildings or property.
Criminal offense
Total occurrences in or on Noncampus buildings or property
2017
2018
2019
a. Murder/Non-negligent manslaughter
b. Manslaughter by Negligence
c. Rape
d. Fondling
e. Incest
f. Statutory rape
g. Robbery
h. Aggravated assault
i. Burglary
j. Motor vehicle theft
(Do not include theft from a motor vehicle)
k. Arson
Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."
PREVIOUS
SAVE
NEXT
RESET

Criminal Offenses – Public Property

Information you need to complete this screen:

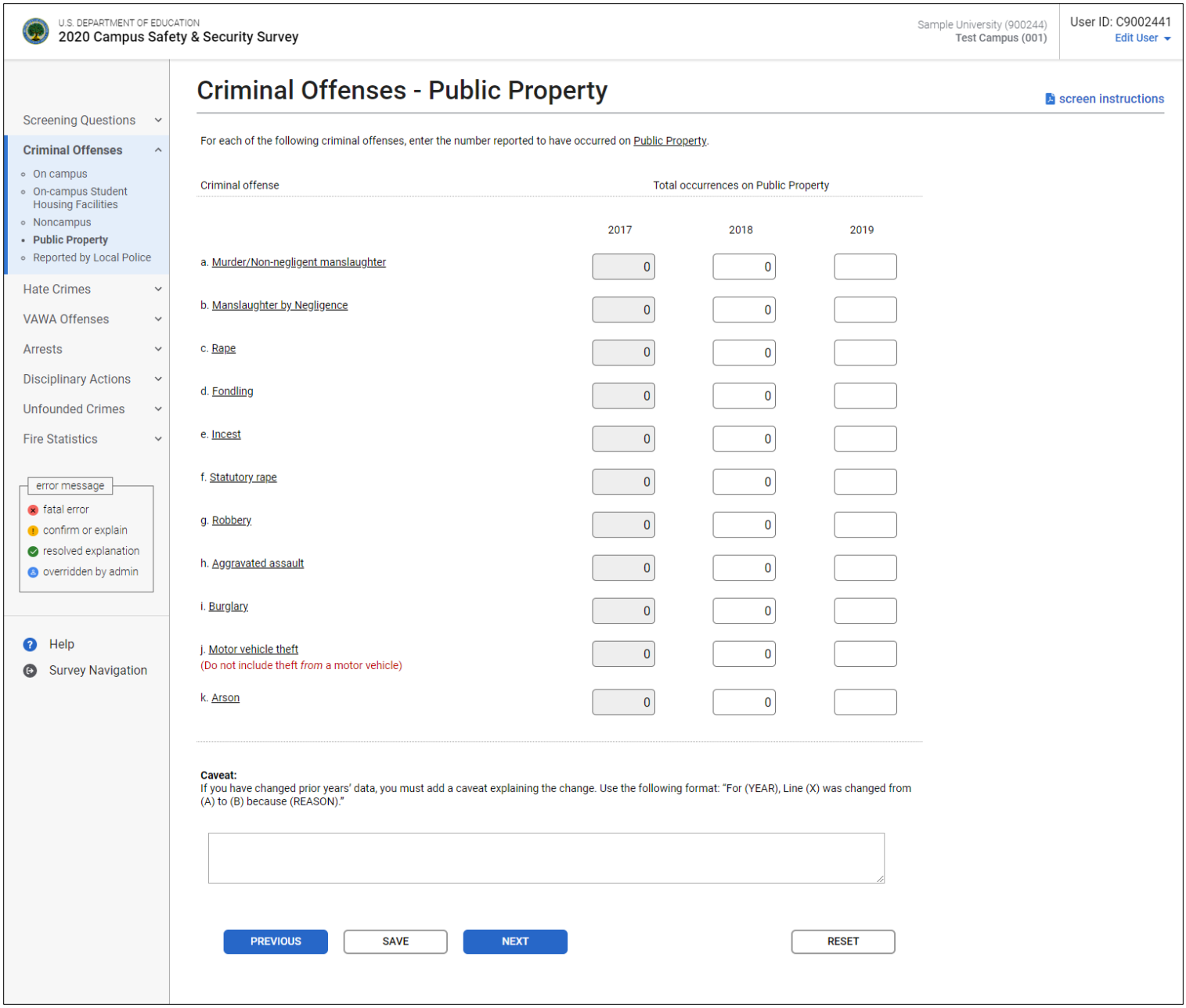
- **Public property** means *all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*
- Do not over-report public property. If you want to report a larger-than-required area because of safety concerns do not include it with your *Clery Act* statistics. Put non-*Clery Act* statistics in a caveat and specify that they are non-*Clery Act* statistics.
- Do not include private residences or businesses.
- Do not report public property statistics for noncampus locations.
- *Clery Act* regulations specify that institutions must classify crimes using definitions from the FBI's Uniform Crime Reporting Program's *Summary Reporting System (SRS) User Manual* for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, weapons: carrying, possessing, etc. law violations, drug abuse violations, and liquor law violations. Institutions must use definitions from the FBI's *National Incident-Based Reporting System (NIBRS) Data Collection Guidelines* edition of the *UCR* for fondling, incest and statutory rape. Institutions must use definitions from the *Violence Against Women Act of 1994* and repeated in the *Clery Act* regulations for domestic violence, dating violence and stalking.
- There should be very few, if any, burglaries on public property. If there are reported burglaries on public property, there may have been a misclassification of the crime or the location. To be a burglary on public property, there must be an unlawful entry to commit a felony or a theft to a public structure on public property within your campus or immediately adjacent to your campus.
- Additional information:
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**
  - To read the definition of a specific criminal offense, select the underlined offense on the screen.
  - Do not differentiate between attempted and completed crimes. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than murders.
  - *Clery Act* crimes must be disclosed by the year in which the crimes were reported.

Screen instruction:

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Directions:

1. Enter the number of reported Murder/Non-negligent Manslaughters.
2. Enter the number of reported Negligent Manslaughters.
3. Enter the number of reported sexual assaults that were Rape.
4. Enter the number of reported sexual assaults that were Fondling.
5. Enter the number of reported sexual assaults that were Incest.
6. Enter the number of reported sexual assaults that were Statutory Rape.
7. Enter the number of reported Robberies.
8. Enter the number of reported Aggravated Assaults.
9. Enter the number of reported Burglaries.
10. Enter the number of reported Motor Vehicle Thefts.
11. Enter the number of reported Arsons.
12. Select **SAVE** at the bottom of the screen to record your data.


U.S. DEPARTMENT OF EDUCATION
2020 Campus Safety & Security Survey
Sample University (900244)
Test Campus (001)
User ID: C9002441
Edit User
Screening Questions
Criminal Offenses
On campus
On-campus Student Housing Facilities
Noncampus
Public Property
Reported by Local Police
Hate Crimes
VAWA Offenses
Arrests
Disciplinary Actions
Unfounded Crimes
Fire Statistics
error message
fatal error
confirm or explain
resolved explanation
overridden by admin
Help
Survey Navigation
Criminal Offenses - Public Property
screen instructions
For each of the following criminal offenses, enter the number reported to have occurred on Public Property.
Criminal offense
Total occurrences on Public Property
2017
2018
2019
a. Murder/Non-negligent manslaughter
b. Manslaughter by Negligence
c. Rape
d. Fondling
e. Incest
f. Statutory rape
g. Robbery
h. Aggravated assault
i. Burglary
j. Motor vehicle theft
(Do not include theft from a motor vehicle)
k. Arson
Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."
PREVIOUS
SAVE
NEXT
RESET

Criminal Offenses – Reported by Local and State Police

Information you need to complete this screen:

- "Local and state police" refers to law enforcement agencies (other than your institution's campus police or security department) with responsibility for the jurisdiction in which your institution is located. There may be multiple agencies.
- You must ask the agencies for statistics for all of your school's *Clery Act* geographic areas, not just for public property statistics.
- Use this screen only if the law enforcement agencies provided you with statistics for crimes that occurred somewhere on your *Clery Act* geography, but the agencies could not indicate the exact location, for example, "on campus" or "public property."
- Do not use this screen if:
  - The statistics you obtained from the police are all 0s. The 0s should, in effect, be combined with your school's statistics (i.e., those obtained from your campus security authorities).
  - You made a good faith effort to obtain the statistics from the police but the police (1) did not provide you with the statistics or (2) provided you with statistics for too large an area (e.g., their entire jurisdiction or the entire city) and you cannot determine which statistics are for your *Clery Act* geographic areas.

  If you need to change your response to Screening Question 3, return to that screen by selecting the **Screening Questions** link on the vertical menu on the left side of the screen.
- *Clery Act* regulations specify that institutions must classify crimes using definitions from the FBI's Uniform Crime Reporting Program's *Summary Reporting System (SRS) User Manual* for murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, arson, weapons: carrying, possessing, etc. law violations, drug abuse violations, and liquor law violations. Institutions must use definitions from the FBI's *National Incident-Based Reporting System (NIBRS) Data Collection Guidelines* edition of the *UCR* for fondling, incest and statutory rape. Institutions must use definitions from the *Violence Against Women Act of 1994* and repeated in the *Clery Act* regulations for domestic violence, dating violence and stalking.
- Additional information:
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**
  - To read the definition of a specific criminal offense, select the underlined offense on the screen.
  - Do not differentiate between attempted and completed crimes. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than murders.

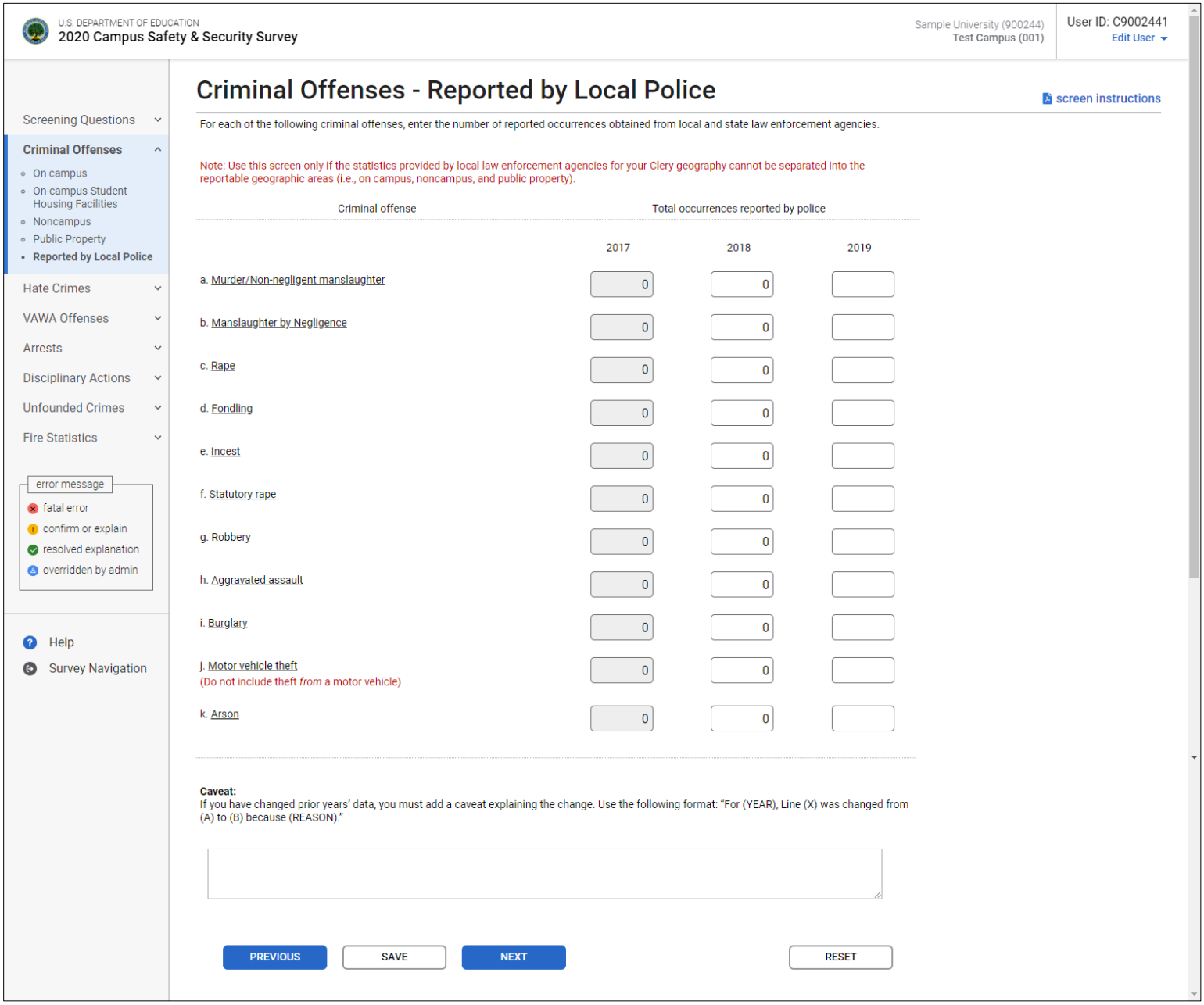
- *Clery Act* crimes must be disclosed by the year in which the crimes was reported.

Screen Instruction:

For each of the following criminal offenses, indicate the number of reported occurrences obtained from local and state police.

Directions:

1. Enter the number of reported Murder/Non-negligent Manslaughters.
2. Enter the number of reported Negligent Manslaughters.
3. Enter the number of reported sexual assaults that were Rape.
4. Enter the number of reported sexual assaults that were Fondling.
5. Enter the number of reported sexual assaults that were Incest.
6. Enter the number of reported sexual assaults that were Statutory Rape.
7. Enter the number of reported Robberies.
8. Enter the number of reported Aggravated Assaults.
9. Enter the number of reported Burglaries.
10. Enter the number of reported Motor Vehicle Thefts.
11. Enter the number of reported Arsons.
12. Select **SAVE** at the bottom of the screen to record your data.


U.S. DEPARTMENT OF EDUCATION
2020 Campus Safety & Security Survey
Sample University (900244)
Test Campus (001)
User ID: C9002441
Edit User
Screening Questions
Criminal Offenses
On campus
On-campus Student Housing Facilities
Noncampus
Public Property
Reported by Local Police
Hate Crimes
VAWA Offenses
Arrests
Disciplinary Actions
Unfounded Crimes
Fire Statistics
error message
fatal error
confirm or explain
resolved explanation
overridden by admin
Help
Survey Navigation
Criminal Offenses - Reported by Local Police
screen instructions
For each of the following criminal offenses, enter the number of reported occurrences obtained from local and state law enforcement agencies.
Note: Use this screen only if the statistics provided by local law enforcement agencies for your Clery geography cannot be separated into the reportable geographic areas (i.e., on campus, noncampus, and public property).
Criminal offense
Total occurrences reported by police
2017
2018
2019
a. Murder/Non-negligent manslaughter 0 0
b. Manslaughter by Negligence 0 0
c. Rape 0 0
d. Fondling 0 0
e. Incest 0 0
f. Statutory rape 0 0
g. Robbery 0 0
h. Aggravated assault 0 0
i. Burglary 0 0
j. Motor vehicle theft
(Do not include theft from a motor vehicle) 0 0
k. Arson 0 0
Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."
PREVIOUS
SAVE
NEXT
RESET

Hate Crimes

Hate Crimes – On Campus

Information you need to complete this screen:

- **On Campus** means *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*

  Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor or other retail vendor).

- A **hate crime** is *a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.* Under the *Clery Act*, only the following eight categories of bias are reported: race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

- If a single hate crime was motivated by multiple biases, select one bias in the data table and note the additional bias(es) in the caveat box.

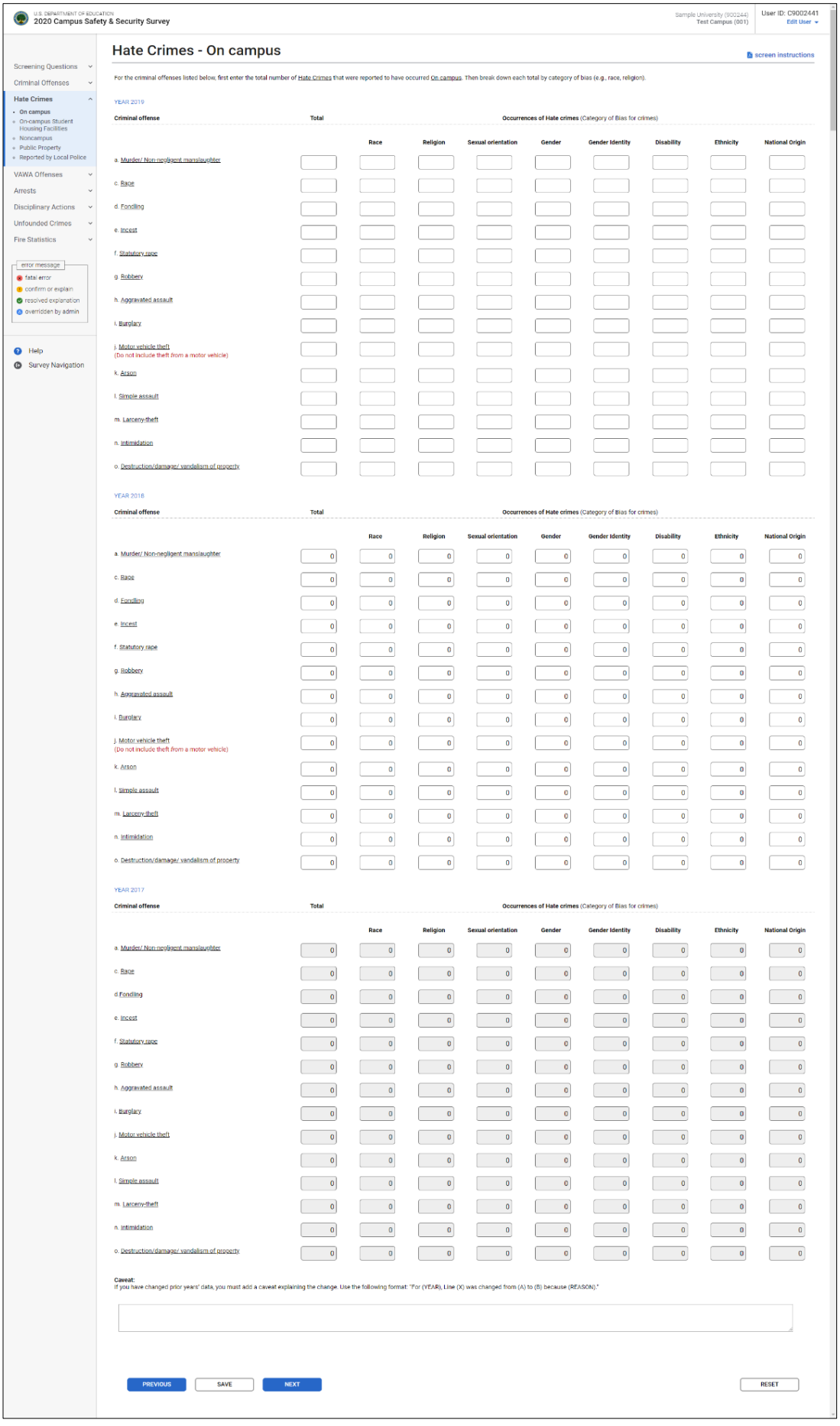
- Additional information:
  - You will need to scroll down to access your 2017 and 2018 data or to enter a caveat.
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**
  - To read the definition of a specific criminal offense, select the underlined offense on the screen.
  - Do not differentiate between attempted and completed crimes. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than murders.
  - *Clery Act* crimes must be disclosed by the year in which the crimes was reported.

Screen instruction:

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On Campus. Then break down each total by category of bias (e.g., race, religion).

Directions:

1. Indicate the number of Murder/Non-negligent manslaughters that were hate crimes.
2. Indicate the number of Rapes that were hate crimes.
3. Indicate the number of Fondling incidents that were hate crimes.
4. Indicate the number of Incest incidents that were hate crimes.
5. Indicate the number of Statutory Rapes that were hate crimes.
6. Indicate the number of Robberies that were hate crimes.
7. Indicate the number of Aggravated Assaults that were hate crimes.
8. Indicate the number of Burglaries that were hate crimes.
9. Indicate the number of Motor Vehicle Thefts that were hate crimes.
10. Indicate the number of Arsons that were hate crimes.
11. Indicate the number of Simple assaults that were hate crimes.
12. Indicate the number of Larceny-Thefts that were hate crimes.
13. Indicate the number of Intimidation incidents that were hate crimes.
14. Indicate the number of Destruction/damage/vandalism of property incidents that were hate crimes.
15. Select **SAVE** at the bottom of the screen to record your data.



U.S. DEPARTMENT OF EDUCATION
2020 Campus Safety & Security Survey

Sample University (900244)
Test Campus (001)

User ID: C9002441
Edit User

Screening Questions
Criminal Offenses
Hate Crimes
- On campus
- On-campus Student Housing Facilities
- Noncampus
- Public Property
- Reported by Local Police

VAWA Offenses
Arrests
Disciplinary Actions
Unfounded Crimes
Fire Statistics

error message
- fatal error
- confirm or explain
- resolved explanation
- overridden by admin

Help
Survey Navigation

Hate Crimes - On campus

screen instructions

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

YEAR 2019

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter									
c. Rape									
d. Fondling									
e. Incest									
f. Statutory rape									
g. Robbery									
h. Aggravated assault									
i. Burglary									
j. Motor vehicle theft (Do not include theft from a motor vehicle)									
k. Arson									
l. Simple assault									
m. Larceny-theft									
n. Intimidation									
o. Destruction/damage/ vandalism of property									

YEAR 2018

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

YEAR 2017

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

PREVIOUS SAVE NEXT RESET

Hate Crimes – On-campus Student Housing Facilities

Note: Instructions in this user's guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property *Clery Act* geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

Information you need to complete this screen:

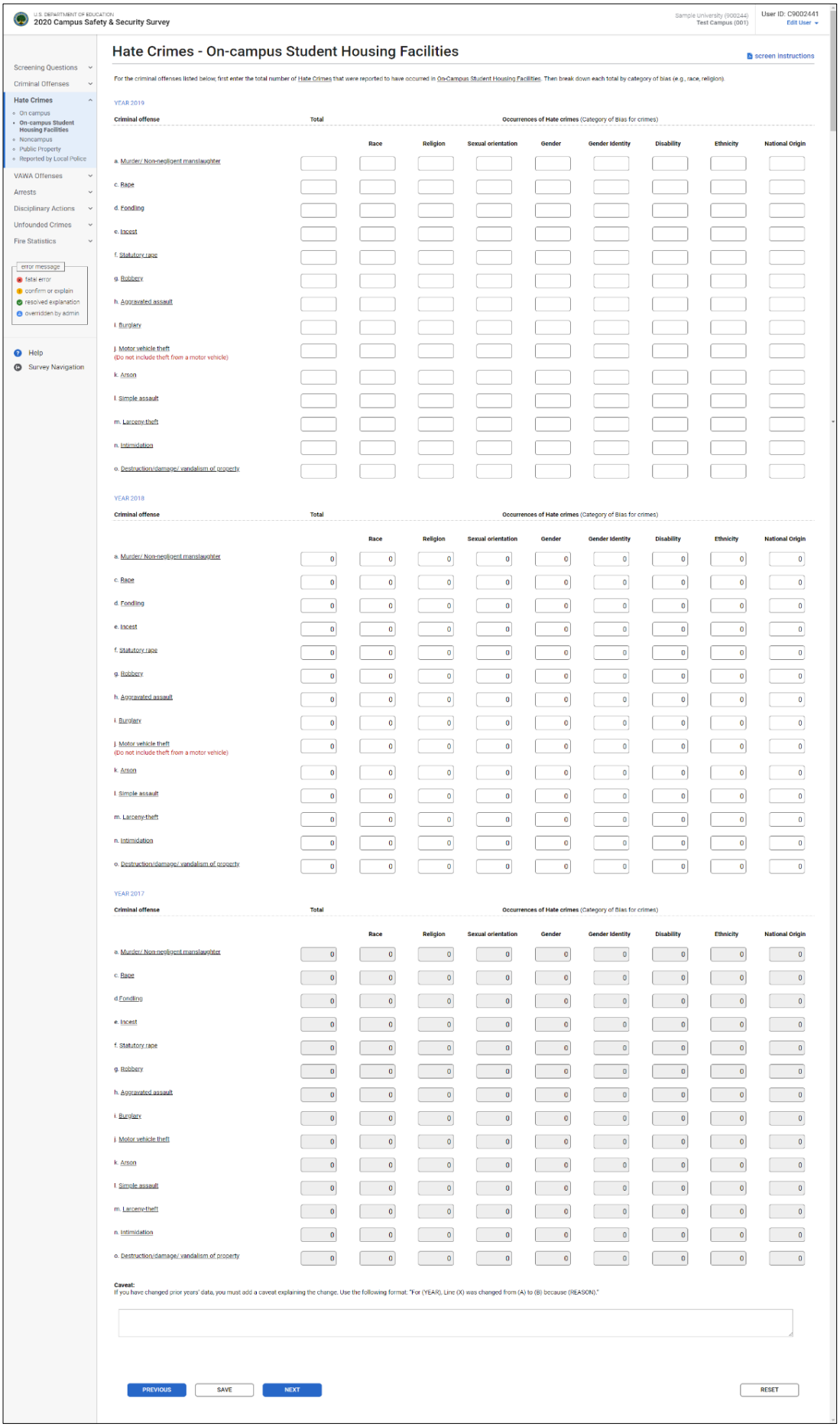
- An **on-campus student housing facility** is *any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.*
- "On-campus student housing facilities" is a subset of the on-campus category. The statistics you enter on this screen should also be included on the hate crimes on-campus screen.
- The number of crimes reported on this screen must be equal to or less than the number reported on the hate crimes on-campus screen.
- A **hate crime** is *a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.* Under the *Clery Act*, only the following eight categories of bias are reported: race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
- If a single hate crime was motivated by multiple biases, select one bias in the data table and note the additional bias(es) in the caveat box.
- Additional information:
  - You will need to scroll down to access your 2017 and 2018 data or to enter a caveat.
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**
  - To read the definition of a specific criminal offense, select the underlined offense on the screen.
  - Do not differentiate between attempted and completed crimes. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than murders.
  - *Clery Act* crimes must be disclosed by the year in which the crimes were reported.

Screen instruction:

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in On-campus Student Housing Facilities. Then break down each total by category of bias (e.g., race, religion).

Directions:

1. Indicate the number of Murder/Non-negligent manslaughters that were hate crimes.
2. Indicate the number of Rapes that were hate crimes.
3. Indicate the number of Fondling incidents that were hate crimes.
4. Indicate the number of Incest incidents that were hate crimes.
5. Indicate the number of Statutory Rapes that were hate crimes.
6. Indicate the number of Robberies that were hate crimes.
7. Indicate the number of Aggravated Assaults that were hate crimes.
8. Indicate the number of Burglaries that were hate crimes.
9. Indicate the number of Motor Vehicle Thefts that were hate crimes.
10. Indicate the number of Arsons that were hate crimes.
11. Indicate the number of Simple Assaults that were hate crimes.
12. Indicate the number of Larceny-Thefts that were hate crimes.
13. Indicate the number of Intimidation incidents that were hate crimes.
14. Indicate the number of Destruction/damage/vandalism of property incidents that were hate crimes.
15. Select **SAVE** at the bottom of the screen to record your data.


U.S. DEPARTMENT OF EDUCATION
2020 Campus Safety & Security Survey
Sample University (900244)
Test Campus (001)
User ID: C9002441
Edit User
Hate Crimes - On-campus Student Housing Facilities
screen instructions
Screening Questions
Criminal Offenses
Hate Crimes
On campus
On-campus Student Housing Facilities
Noncampus
Public Property
Reported by Local Police
VAWA Offenses
Arrests
Disciplinary Actions
Unfounded Crimes
Fire Statistics
error message
fatal error
confirm or explain
resolved explanation
overridden by admin
Help
Survey Navigation
For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in On-Campus Student Housing Facilities. Then break down each total by category of bias (e.g., race, religion).
YEAR 2019
Criminal offense
Total
Occurrences of Hate crimes (Category of Bias for crimes)
Race
Religion
Sexual orientation
Gender
Gender Identity
Disability
Ethnicity
National Origin
a. Murder/ Non-negligent manslaughter
c. Rape
d. Fondling
e. Incest
f. Statutory rape
g. Robbery
h. Aggravated assault
i. Burglary
j. Motor vehicle theft
(Do not include theft from a motor vehicle)
k. Arson
l. Simple assault
m. Larceny-theft
n. Intimidation
o. Destruction/damage/ vandalism of property
YEAR 2018
YEAR 2017
Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."
PREVIOUS
SAVE
NEXT
RESET

Hate Crimes – Noncampus

Note: Instructions in this user's guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property *Clery Act* geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

Information you need to complete this screen:

- **Noncampus** means *any building or property owned or controlled by a student organization that is officially recognized by the institution;* or

  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.

- A **hate crime** is *a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.* Under the *Clery Act*, only the following eight categories of bias are reported: race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

- If a single hate crime was motivated by multiple biases, select one bias in the data table and note the additional bias(es) in the caveat box.

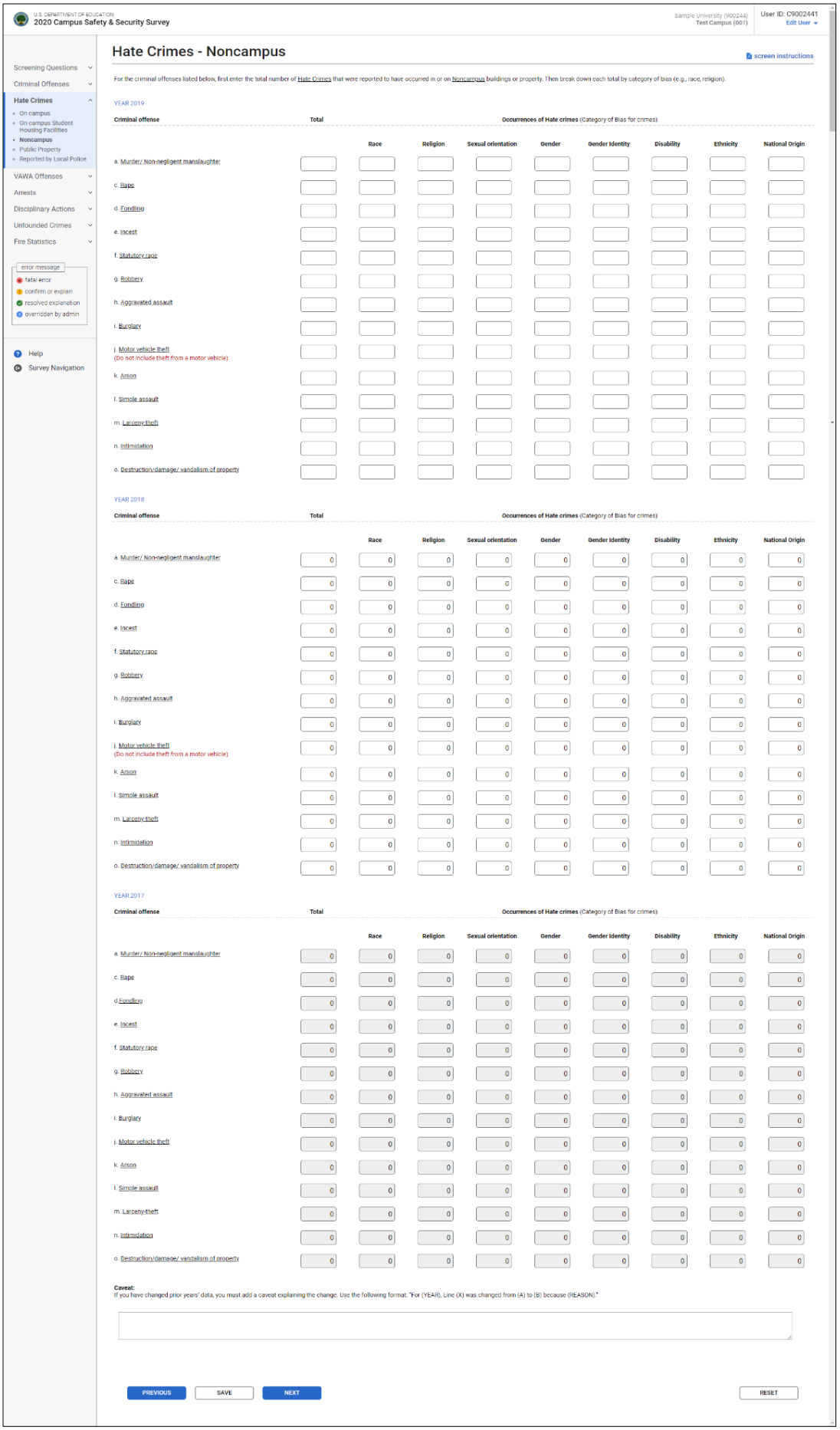
- Additional information:
  - You will need to scroll down to access your 2017 and 2018 data or to enter a caveat.
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**
  - To read the definition of a specific criminal offense, select the underlined offense on the screen.
  - Do not differentiate between attempted and completed crimes. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than murders.
  - *Clery Act* crimes must be disclosed by the year in which the crimes were reported.

Screen instruction:

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in or on Noncampus buildings or property. Then break down each total by category of bias (e.g., race, religion).

Directions:

1. Indicate the number of Murder/Non-negligent manslaughters that were hate crimes.
2. Indicate the number of Rapes that were hate crimes.
3. Indicate the number of Fondling incidents that were hate crimes.
4. Indicate the number of Incest incidents that were hate crimes.
5. Indicate the number of Statutory Rapes that were hate crimes.
6. Indicate the number of Robberies that were hate crimes.
7. Indicate the number of Aggravated Assaults that were hate crimes.
8. Indicate the number of Burglaries that were hate crimes.
9. Indicate the number of Motor Vehicle Thefts that were hate crimes.
10. Indicate the number of Arsons that were hate crimes.
11. Indicate the number of Simple Assaults that were hate crimes.
12. Indicate the number of Larceny-Thefts that were hate crimes.
13. Indicate the number of Intimidation incidents that were hate crimes.
14. Indicate the number of Destruction/damage/vandalism of property incidents that were hate crimes.
15. Select **SAVE** at the bottom of the screen to record your data.


U.S. DEPARTMENT OF EDUCATION
2020 Campus Safety & Security Survey
Sample University (900244)
Test Campus (001)
User ID: C9002441
Edit User
Screening Questions
Criminal Offenses
Hate Crimes
On campus
On campus Student Housing Facilities
Noncampus
Public Property
Reported by Local Police
VAWA Offenses
Arrests
Disciplinary Actions
Unfounded Crimes
Fire Statistics
error message
fatal error
confirm or explain
resolved explanation
overridden by admin
Help
Survey Navigation
Hate Crimes - Noncampus
screen instructions
For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred in or on Noncampus buildings or property. Then break down each total by category of bias (e.g., race, religion).
YEAR 2019
Criminal offense
Total
Occurrences of Hate crimes (Category of Bias for crimes)
Race
Religion
Sexual orientation
Gender
Gender Identity
Disability
Ethnicity
National Origin
a. Murder/ Non-negligent manslaughter
c. Rape
d. Fondling
e. Incest
f. Statutory rape
g. Robbery
h. Aggravated assault
i. Burglary
j. Motor vehicle theft
(Do not include theft from a motor vehicle)
k. Arson
l. Simple assault
m. Larceny-theft
n. Intimidation
o. Destruction/damage/ vandalism of property
YEAR 2018
Criminal offense
Total
Occurrences of Hate crimes (Category of Bias for crimes)
Race
Religion
Sexual orientation
Gender
Gender Identity
Disability
Ethnicity
National Origin
a. Murder/ Non-negligent manslaughter
c. Rape
d. Fondling
e. Incest
f. Statutory rape
g. Robbery
h. Aggravated assault
i. Burglary
j. Motor vehicle theft
(Do not include theft from a motor vehicle)
k. Arson
l. Simple assault
m. Larceny-theft
n. Intimidation
o. Destruction/damage/ vandalism of property
YEAR 2017
Criminal offense
Total
Occurrences of Hate crimes (Category of Bias for crimes)
Race
Religion
Sexual orientation
Gender
Gender Identity
Disability
Ethnicity
National Origin
a. Murder/ Non-negligent manslaughter
c. Rape
d. Fondling
e. Incest
f. Statutory rape
g. Robbery
h. Aggravated assault
i. Burglary
j. Motor vehicle theft
k. Arson
l. Simple assault
m. Larceny-theft
n. Intimidation
o. Destruction/damage/ vandalism of property
Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."
PREVIOUS
SAVE
NEXT
RESET

Hate Crimes – Public Property

Information you need to complete this screen:

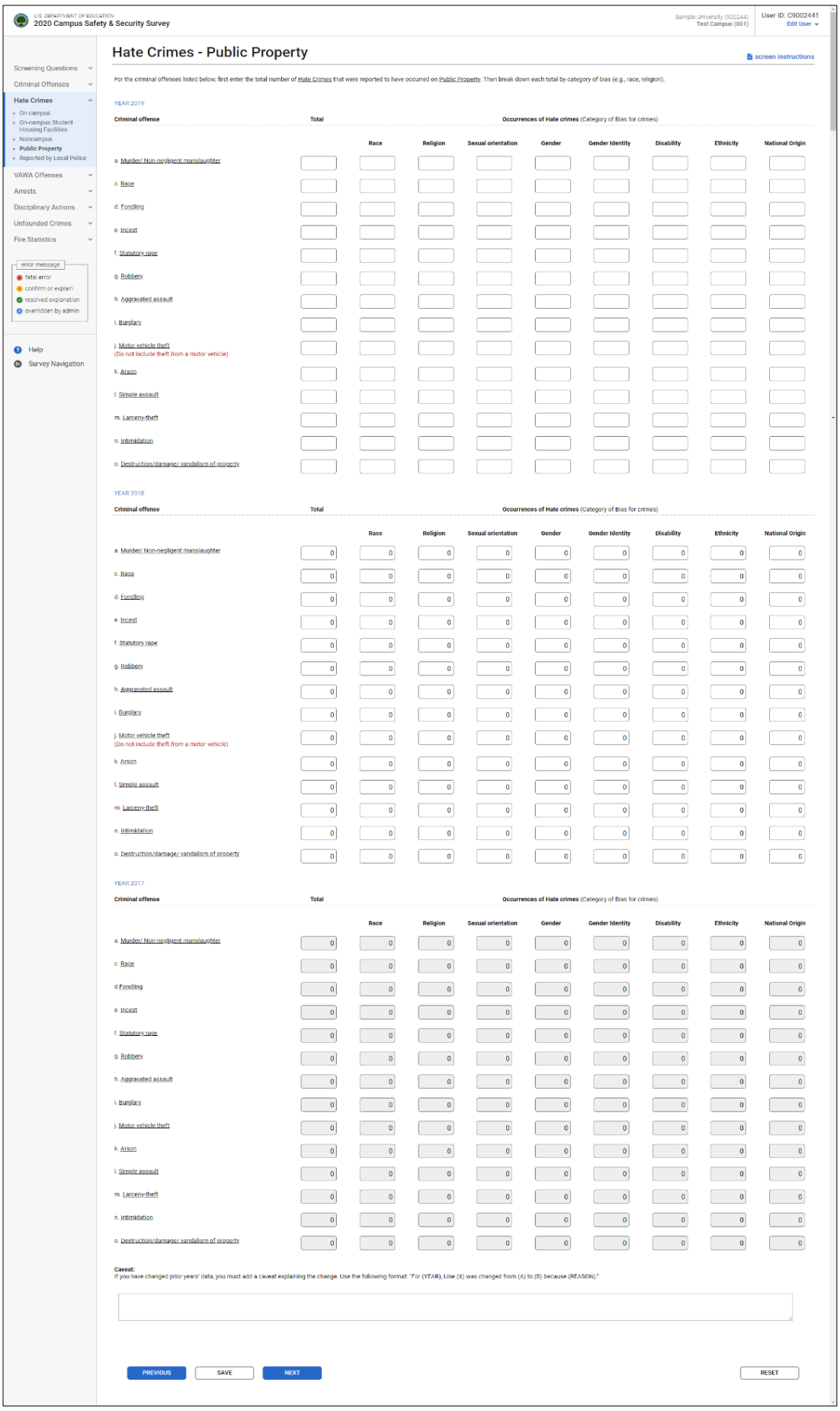
- **Public property** means *all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*
- A **hate crime** is *a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.* Under the *Clery Act*, only the following eight categories of bias are reported: race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
- If a single hate crime was motivated by multiple biases, select one bias in the data table and note the additional bias(es) in the caveat box.
- Additional information:
  - You will need to scroll down to access your 2017 and 2018 data or to enter a caveat.
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**
  - To read the definition of a specific criminal offense, select the underlined offense on the screen.
  - Do not differentiate between attempted and completed crimes. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than murders.
  - *Clery Act* crimes must be disclosed by the year in which the crimes were reported.

Screen instruction:

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias.

Directions:

1. Indicate the number of Murder/Non-negligent manslaughters that were hate crimes.
2. Indicate the number of Rapes that were hate crimes.
3. Indicate the number of Fondling incidents that were hate crimes.
4. Indicate the number of Incest incidents that were hate crimes.
5. Indicate the number of Statutory Rapes that were hate crimes.
6. Indicate the number of Robberies that were hate crimes.
7. Indicate the number of Aggravated Assaults that were hate crimes.
8. Indicate the number of Burglaries that were hate crimes.
9. Indicate the number of Motor Vehicle Thefts that were hate crimes.
10. Indicate the number of Arsons that were hate crimes.
11. Indicate the number of Simple Assaults that were hate crimes.
12. Indicate the number of Larceny-Thefts that were hate crimes.
13. Indicate the number of Intimidation incidents that were hate crimes.
14. Indicate the number of Destruction/damage/vandalism of property incidents that were hate crimes.
15. Select **SAVE** at the bottom of the screen to record your data.



U.S. DEPARTMENT OF EDUCATION
2020 Campus Safety & Security Survey

Sample University (900244)
Test Campus (001)

User ID: C9002441
Edit User

Screening Questions
Criminal Offenses
Hate Crimes
- On campus
- On-campus Student Housing Facilities
- Noncampus
- Public Property
- Reported by Local Police

VAWA Offenses
Arrests
Disciplinary Actions
Unfounded Crimes
Fire Statistics

error message
- fatal error
- confirm or explain
- resolved explanation
- overridden by admin

Help
Survey Navigation

Hate Crimes - Public Property

screen instructions

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

YEAR 2019

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter									
c. Rape									
d. Fondling									
e. Incest									
f. Statutory rape									
g. Robbery									
h. Aggravated assault									
i. Burglary									
j. Motor vehicle theft (Do not include theft from a motor vehicle)									
k. Arson									
l. Simple assault									
m. Larceny-theft									
n. Intimidation									
o. Destruction/damage/ vandalism of property									

YEAR 2018

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft (Do not include theft from a motor vehicle)	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

YEAR 2017

Criminal offense	Total	Occurrences of Hate crimes (Category of Bias for crimes)							
		Race	Religion	Sexual orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
a. Murder/ Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

PREVIOUS SAVE NEXT RESET

Hate Crimes – Reported by Local and State Police

Information you need to complete this screen:

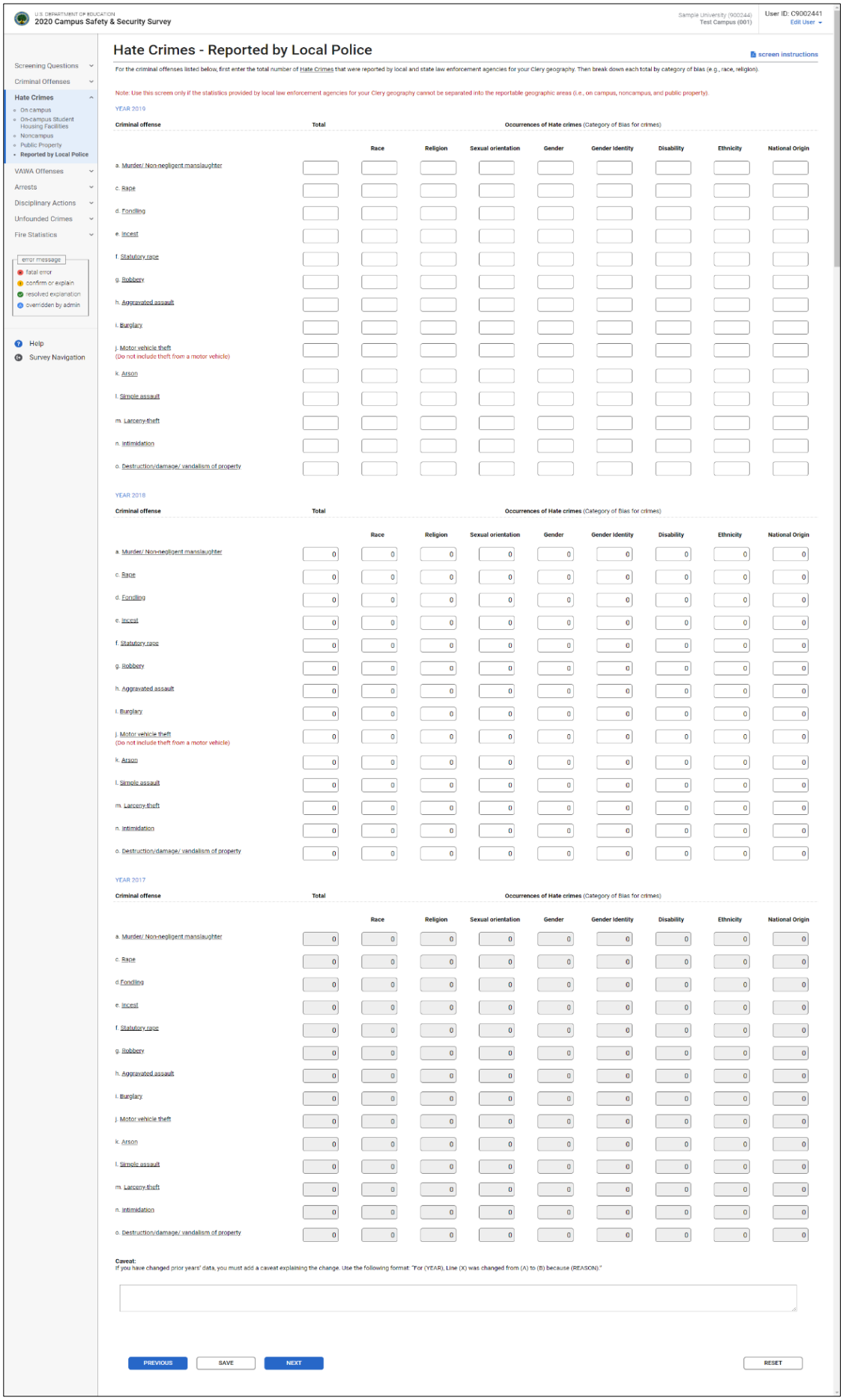
- "Local and state police" refers to law enforcement agencies (other than your institution's campus police or security department) with responsibility for the jurisdiction in which your institution is located. There may be multiple agencies.
- Use this screen only if the law enforcement agencies provided you with statistics for crimes that occurred somewhere on your *Clery Act* geography, but the agencies could not indicate the exact location, for example, "on campus" or "public property."
- Do not use this screen if:
  - The statistics you obtained from the police are all 0s. The 0s should, in effect, be combined with your institution's statistics.
  - You made a good faith effort to obtain the statistics from the police but the police (1) did not provide you with the statistics or (2) provided you with statistics for too large an area (e.g., their entire jurisdiction or the entire city) and you cannot determine which statistics are for your *Clery Act* geographic areas.
- A **hate crime** is *a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.* Under the *Clery Act*, only the following eight categories of bias are reported: race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.
- If a single hate crime was motivated by multiple biases, select one bias in the data table and note the additional bias(es) in the caveat box.
- Additional information:
  - You will need to scroll down to access your 2017 and 2018 data or to enter a caveat.
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**
  - To read the definition of a specific criminal offense, select the underlined offense on the screen.
  - Do not differentiate between attempted and completed crimes. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than murders.
  - *Clery Act* crimes must be disclosed by the year in which the crimes were reported.

Screen instruction:

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported by local and state law enforcement agencies. Then break down each total by category of bias (e.g., race, religion).

Directions:

1. Indicate the number of Murder/Non-negligent manslaughters that were hate crimes.
2. Indicate the number of Rapes that were hate crimes.
3. Indicate the number of Fondling incidents that were hate crimes.
4. Indicate the number of Incest incidents that were hate crimes.
5. Indicate the number of Statutory rapes that were hate crimes.
6. Indicate the number of Robberies that were hate crimes.
7. Indicate the number of Aggravated Assaults that were hate crimes.
8. Indicate the number of Burglaries that were hate crimes.
9. Indicate the number of Motor Vehicle Thefts that were hate crimes.
10. Indicate the number of Arsons that were hate crimes.
11. Indicate the number of Simple Assaults that were hate crimes.
12. Indicate the number of Larceny-Thefts that were hate crimes.
13. Indicate the number of Intimidation incidents that were hate crimes.
14. Indicate the number of Destruction/damage/vandalism of property incidents that were hate crimes.
15. Select **SAVE** at the bottom of the screen to record your data.


U.S. DEPARTMENT OF EDUCATION
2020 Campus Safety & Security Survey
Sample University (900244)
Test Campus (001)
User ID: C9002441
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Screening Questions
Criminal Offenses
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Noncampus
Public Property
Reported by Local Police
VAWA Offenses
Arrests
Disciplinary Actions
Unfounded Crimes
Fire Statistics
error message
fatal error
confirm or explain
resolved explanation
overridden by admin
Help
Survey Navigation
Hate Crimes - Reported by Local Police
screen instructions
For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported by local and state law enforcement agencies for your Clery geography. Then break down each total by category of bias (e.g., race, religion).
Note: Use this screen only if the statistics provided by local law enforcement agencies for your Clery geography cannot be separated into the reportable geographic areas (i.e., on campus, noncampus, and public property).
YEAR 2019
Criminal offense
Total
Occurrences of Hate crimes (Category of Bias for crimes)
Race
Religion
Sexual orientation
Gender
Gender identity
Disability
Ethnicity
National Origin
a. Murder/ Non-negligent manslaughter
c. Rape
d. Fondling
e. Incest
f. Statutory rape
g. Robbery
h. Aggravated assault
i. Burglary
j. Motor vehicle theft
(Do not include theft from a motor vehicle)
k. Arson
l. Simple assault
m. Larceny-theft
n. Intimidation
o. Destruction/damage/ vandalism of property
YEAR 2018
YEAR 2017
Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."
PREVIOUS
SAVE
NEXT
RESET

VAWA Offenses

VAWA Offenses – On Campus

Information you need to complete this screen:

- **On Campus** means *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

  Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor or other retail vendor).
- Statistics for crimes reported to have occurred in on-campus student housing facilities should be included on this screen. They must also be reported separately on the VAWA Offenses – On-campus Student Housing facilities screen.
- The *Violence Against Women Act of 1994* and the Department's *Clery Act* regulations specify the definitions to be used for domestic violence, dating violence and stalking.
- **Dating Violence** is defined as *violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.*
- **Domestic Violence** is defined as a *felony or misdemeanor crime of violence committed —*
  - *By a current or former spouse or intimate partner of the victim;*
  - *By a person with whom the victim shares a child in common;*
  - *By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;*
  - *By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;*
  - *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.*
- **Stalking** is defined as *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.*

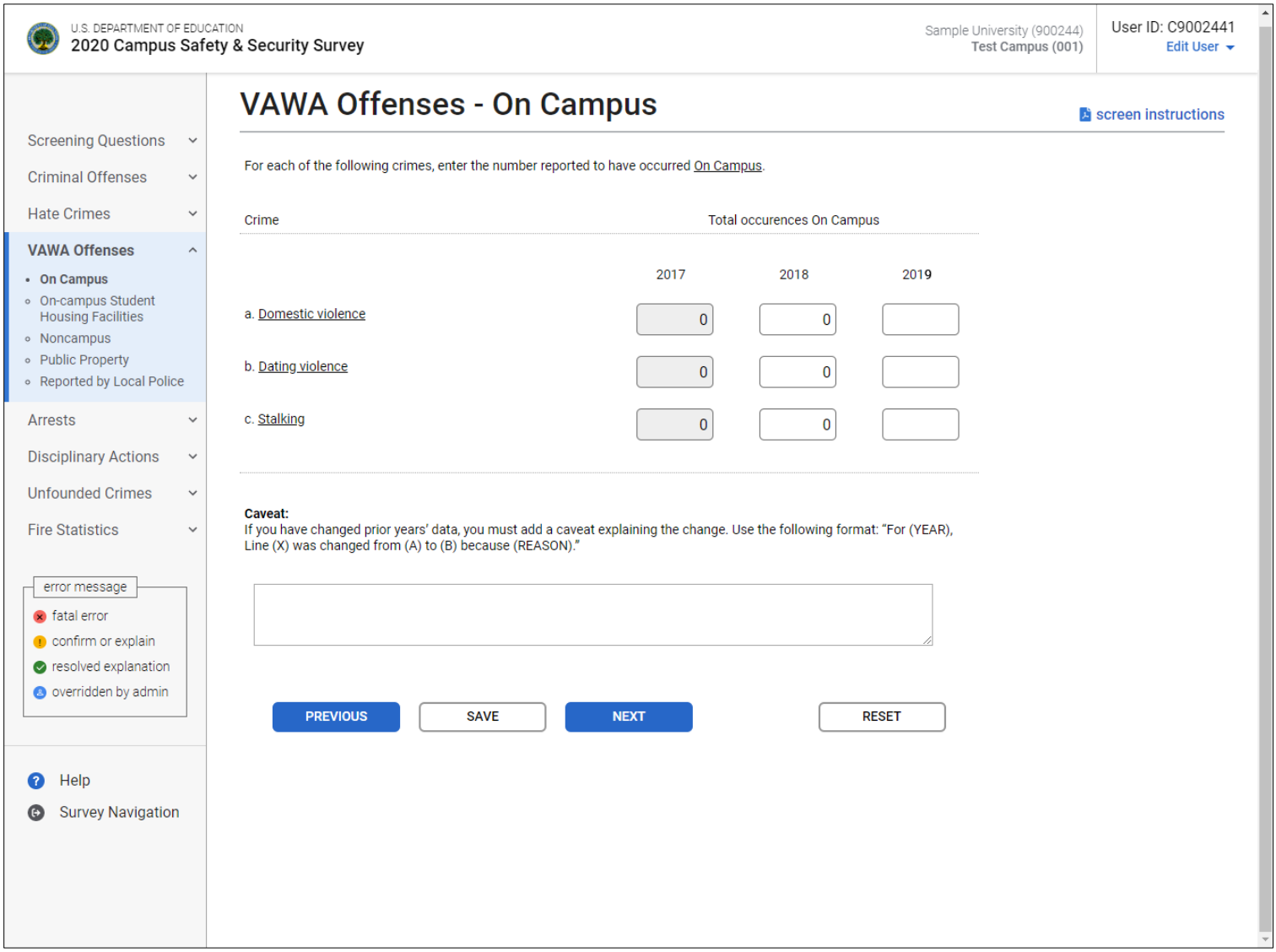
- Additional information:
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**
  - To read the definition of a specific crime, select the underlined crime on the screen.
  - Do not differentiate between attempted and completed crimes. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than murders.
  - *Clery Act* crimes must be disclosed by the year in which the crimes were reported.

Screen instruction:

For each of the following crimes, enter the number reported to have occurred On Campus.

Directions:

1. Enter the number of reported Domestic violence incidents.
2. Enter the number of reported Dating violence incidents.
3. Enter the number of reported Stalking incidents.
4. Select **SAVE** at the bottom of the screen to record your data.



VAWA Offenses – On-campus Student Housing Facilities

Note: Instructions in this user's guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property *Clery Act* geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

Information you need to complete this screen:

- An **on-campus student housing facility** is *any 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 the campus.*
- "On-campus student housing facilities" is a subset of the on-campus category. The number of crimes reported on this screen must be equal to or less than the number reported on the VAWA Offenses - On Campus screen. The statistics you enter on this screen should also be included on the VAWA Offenses - On Campus screen.
- The *Violence Against Women Act of 1994* and the Department's *Clery Act* regulations specify the definitions to be used for domestic violence, dating violence and stalking.
- **Dating Violence** is defined as *violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.*
- **Domestic Violence** is defined as a *felony or misdemeanor crime of violence committed —*
  - *By a current or former spouse or intimate partner of the victim;*
  - *By a person with whom the victim shares a child in common;*
  - *By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;*
  - *By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;*
  - *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.*
- **Stalking** is defined as *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.*
- Additional information:
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box

to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**

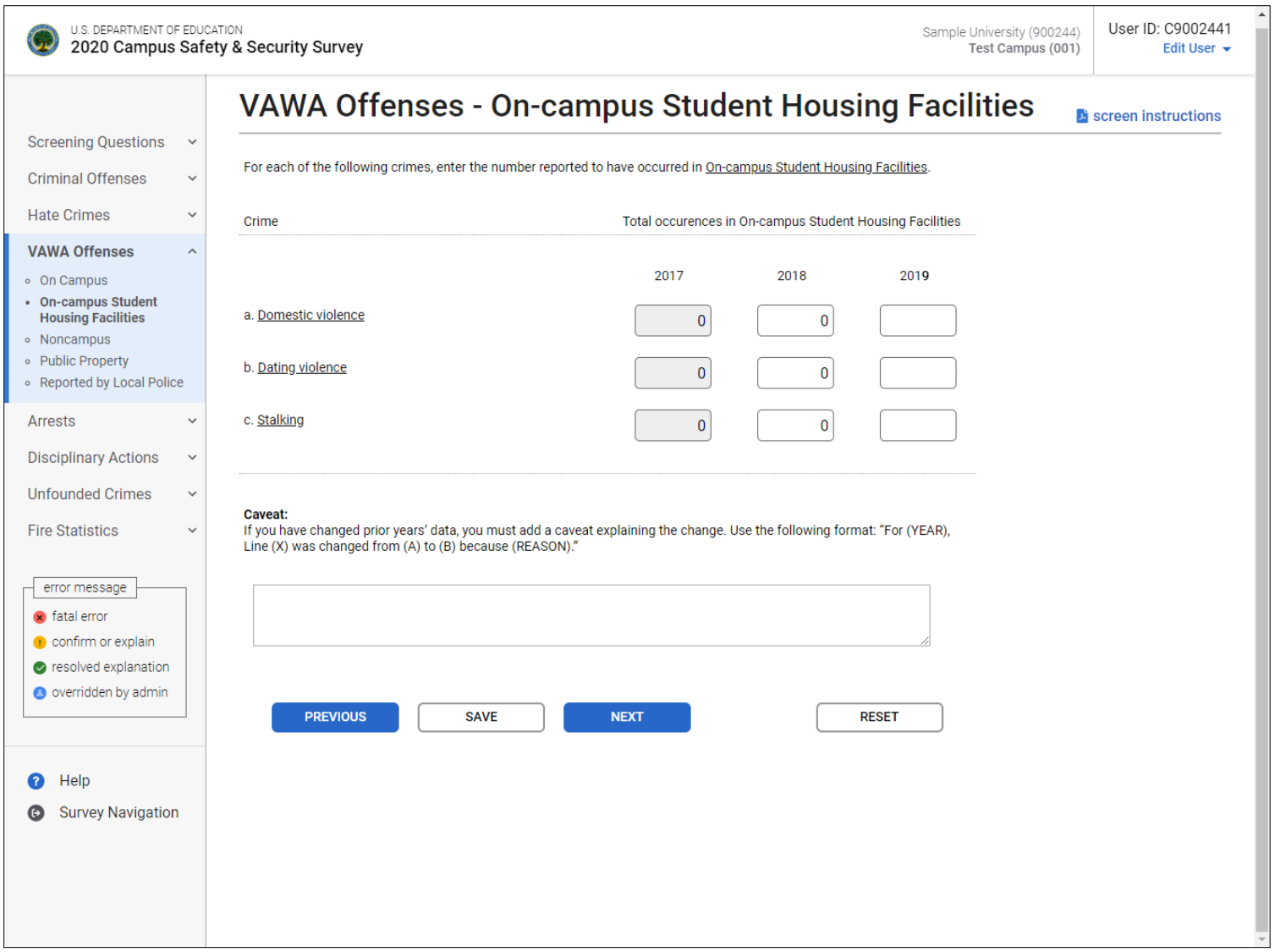
- To read the definition of a specific crime, select the underlined crime on the screen.
- Do not differentiate between attempted and completed crimes. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than murders.
- *Clery Act* crimes must be disclosed by the year in which the crimes were reported.

Screen instruction:

For each of the following crimes, enter the number reported to have occurred in On-Campus Student Housing Facilities.

Directions:

1. Enter the number of reported Domestic violence incidents.
2. Enter the number of reported Dating violence incidents.
3. Enter the number of reported Stalking incidents.
4. Select **SAVE** at the bottom of the screen to record your data.



VAWA Offenses – Noncampus

Note: Instructions in this user's guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property *Clery Act* geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

Information you need to complete this screen:

- **Noncampus** means *Any building or property owned or controlled by a student organization that is officially recognized by the institution;* or

  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.

- The *Violence Against Women Act of 1994* and the Department's *Clery Act* regulations specify the definitions to be used for domestic violence, dating violence and stalking.
- **Dating Violence** is defined as *violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.*
- **Domestic Violence** is defined as a *felony or misdemeanor crime of violence committed —*
  - *By a current or former spouse or intimate partner of the victim;*
  - *By a person with whom the victim shares a child in common;*
  - *By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;*
  - *By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;*
  - *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.*
- **Stalking** is defined as *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.*

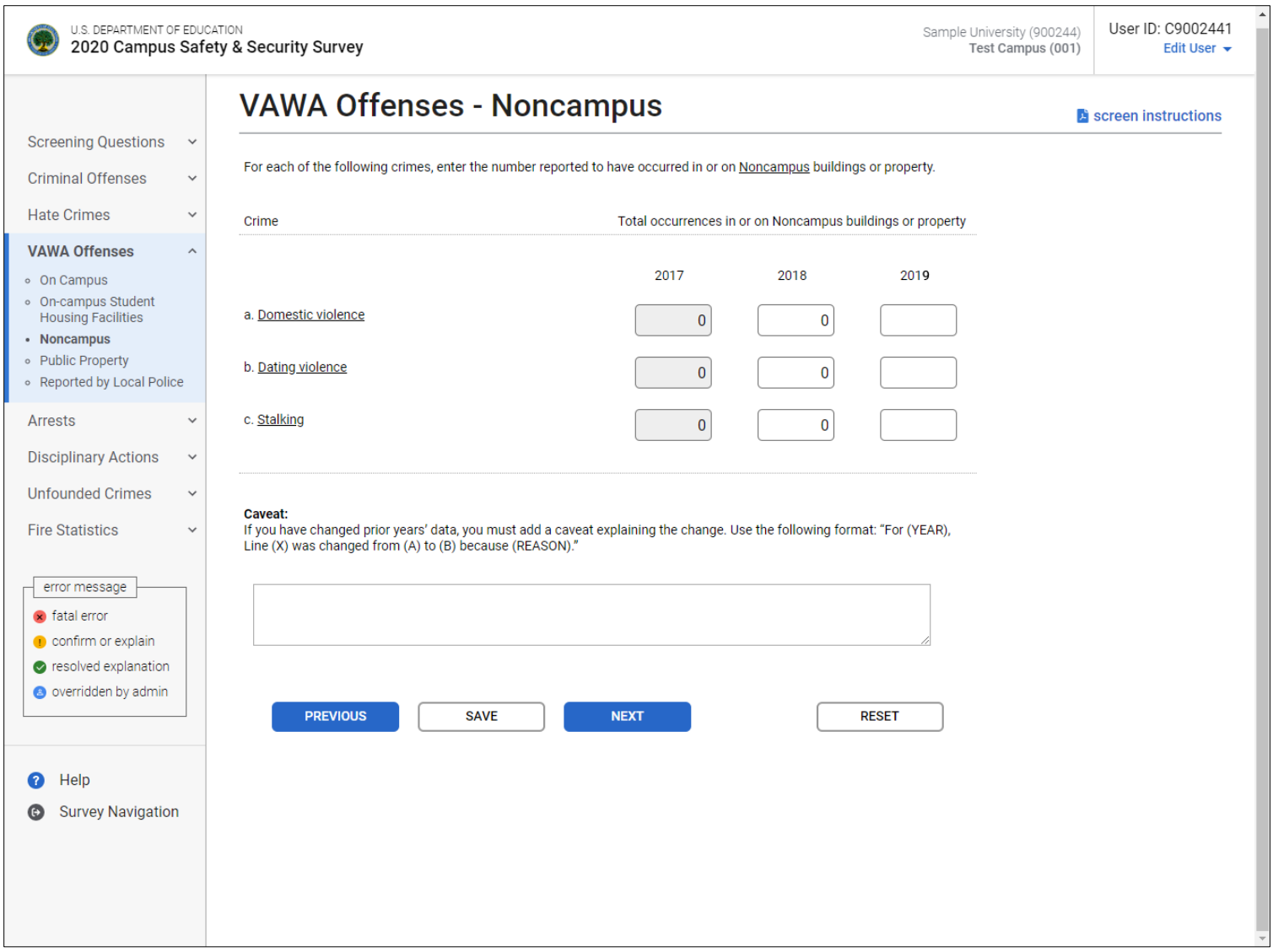
- Additional information:
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**
  - To read the definition of a specific crime, select the underlined crime on the screen.
  - Do not differentiate between attempted and completed crimes. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than murders.
  - *Clery Act* crimes must be disclosed by the year in which the crimes were reported.

Screen instruction:

For each of the following crimes, enter the number reported to have occurred in or on Noncampus buildings or property.

Directions:

1. Enter the number of reported Domestic violence incidents.
2. Enter the number of reported Dating violence incidents.
3. Enter the number of reported Stalking incidents.
4. Select **SAVE** at the bottom of the screen to record your data.



VAWA Offenses – Public Property

Information you need to complete this screen:

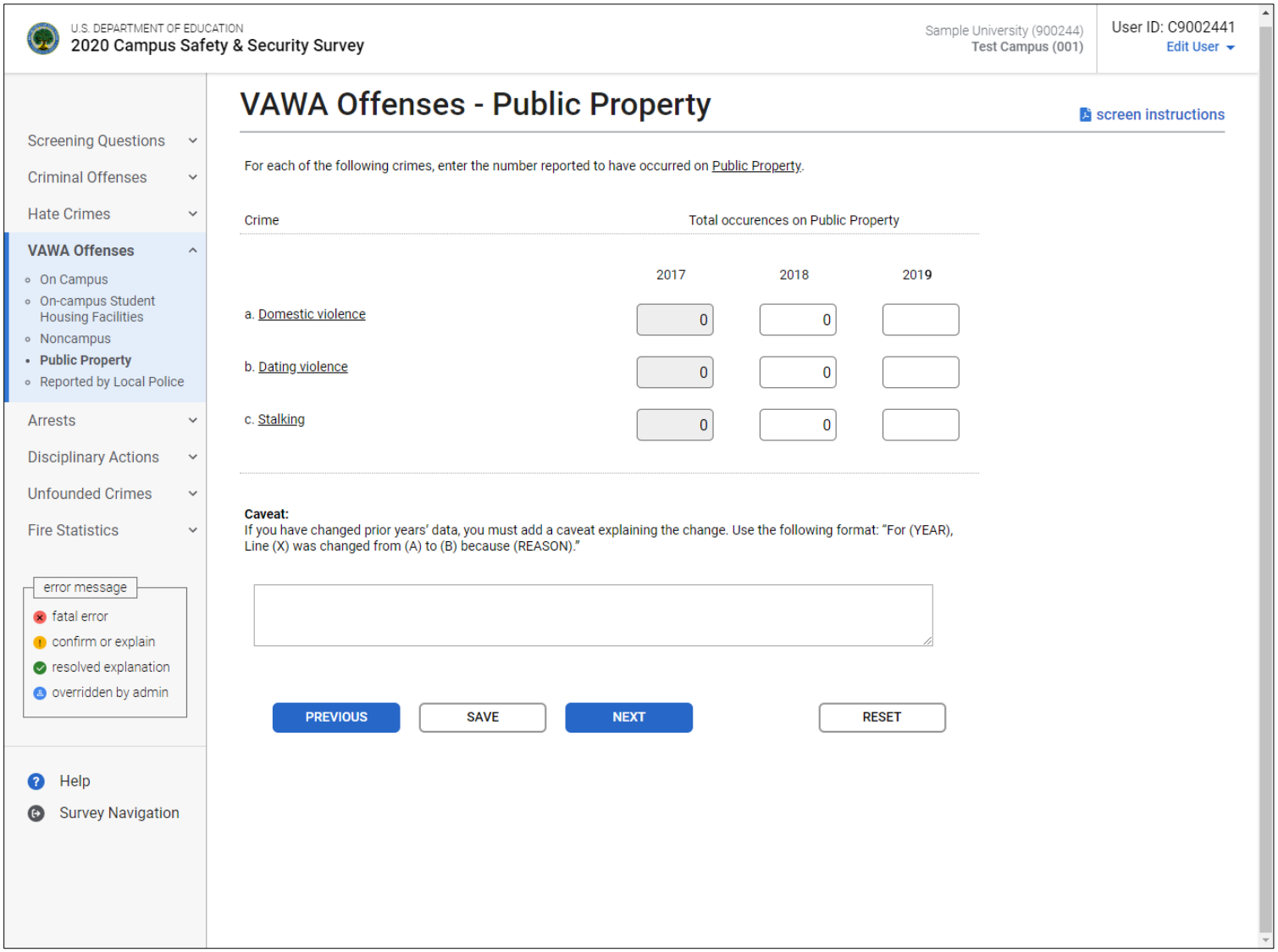
- **Public property** means *all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*
- The *Violence Against Women Act of 1994* and the Department's *Clery Act* regulations specify the definitions to be used for domestic violence, dating violence and stalking.
- **Dating Violence** is defined as *violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.*
- **Domestic Violence** is defined as a *felony or misdemeanor crime of violence committed —*
  - *By a current or former spouse or intimate partner of the victim;*
  - *By a person with whom the victim shares a child in common;*
  - *By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;*
  - *By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;*
  - *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.*
- **Stalking** is defined as *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.*
- Additional information:
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**
  - To read the definition of a specific crime, select the underlined crime on the screen.
  - Do not differentiate between attempted and completed crimes. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than murders.
  - *Clery Act* crimes must be disclosed by the year in which the crimes were reported.

Screen instruction:

For each of the following crimes, enter the number reported to have occurred on Public Property.

Directions:

1. Enter the number of reported Domestic violence incidents.
2. Enter the number of reported Dating violence incidents.
3. Enter the number of reported Stalking incidents.
4. Select **SAVE** at the bottom of the screen to record your data.



VAWA Offenses – Reported by Local and State Police

Information you need to complete this screen:

- "Local and state police" refers to law enforcement agencies (other than your institution's campus police or security department) with responsibility for the jurisdiction in which your institution is located. There may be multiple agencies.
- Use this screen only if the law enforcement agencies provided you with statistics for crimes that occurred somewhere on your *Clery Act* geography, but the agencies could not indicate the exact location, for example, "on campus" or "public property."
- Do not use this screen if:
  - The statistics you obtained from the police are all 0s. The 0s should, in effect, be combined with your institution's statistics.
  - You made a good faith effort to obtain the statistics from the police but the police (1) did not provide you with the statistics or (2) provided you with statistics for too large an area (e.g., their entire jurisdiction or the entire city) and you cannot determine which statistics are for your *Clery Act* geographic areas.
- If you need to change your response to screening question 3, return to that screen by selecting the **Screening Questions** link on the vertical menu on the left side of the screen.
- The *Violence Against Women Act of 1994* and the Department's *Clery Act* regulations specify the definitions to be used for domestic violence, dating violence and stalking.
- **Dating Violence** is defined as *violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.*
- **Domestic Violence** is defined as a *felony or misdemeanor crime of violence committed —*
  - *By a current or former spouse or intimate partner of the victim;*
  - *By a person with whom the victim shares a child in common;*
  - *By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;*
  - *By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;*
  - *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.*
- **Stalking** is defined as *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.*

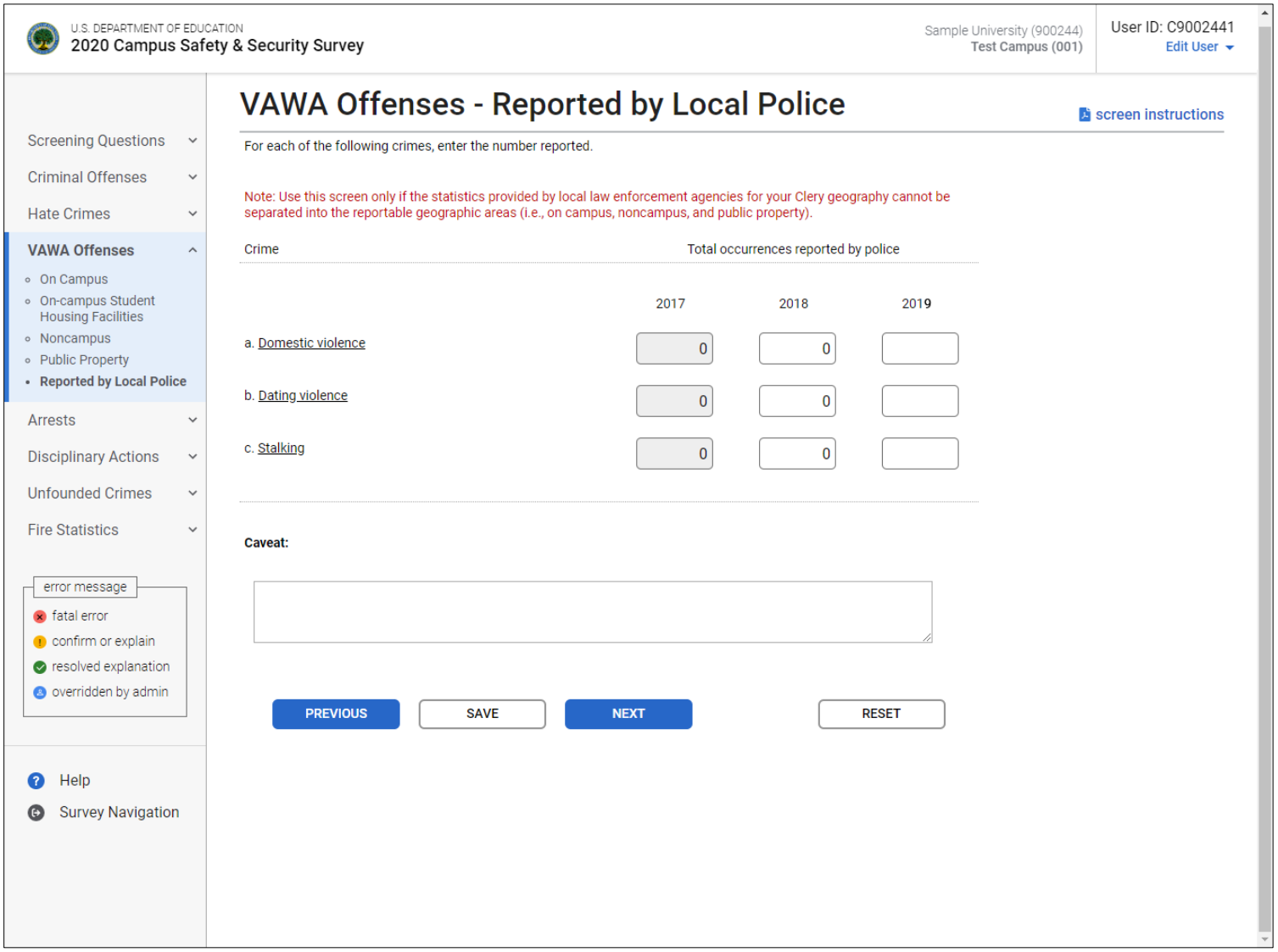
- Additional information:
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**
  - To read the definition of a specific crime, select the underlined offense on the screen.
  - Do not differentiate between attempted and completed crimes. The only exception to this rule applies to attempts or assaults to murder when the victim does not die. Classify these incidents as Aggravated Assaults rather than murders.
  - *Clery Act* crimes must be disclosed by the year in which the crimes were reported.

Screen instruction:

For each of the following crimes, enter the number reported.

Directions:

1. Enter the number of reported Domestic violence incidents.
2. Enter the number of reported Dating violence incidents.
3. Enter the number of reported Stalking incidents.
4. Select **SAVE** at the bottom of the screen to record your data.



Arrests

Arrests – On Campus

Information you need to complete this screen:

- **On Campus** means *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

  Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor or other retail vendor).

- **Arrest** for *Clery Act* purposes is defined as *persons processed by arrest, citation, or summons.*
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *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. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*
- **Liquor Law Violation** is defined as *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. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*

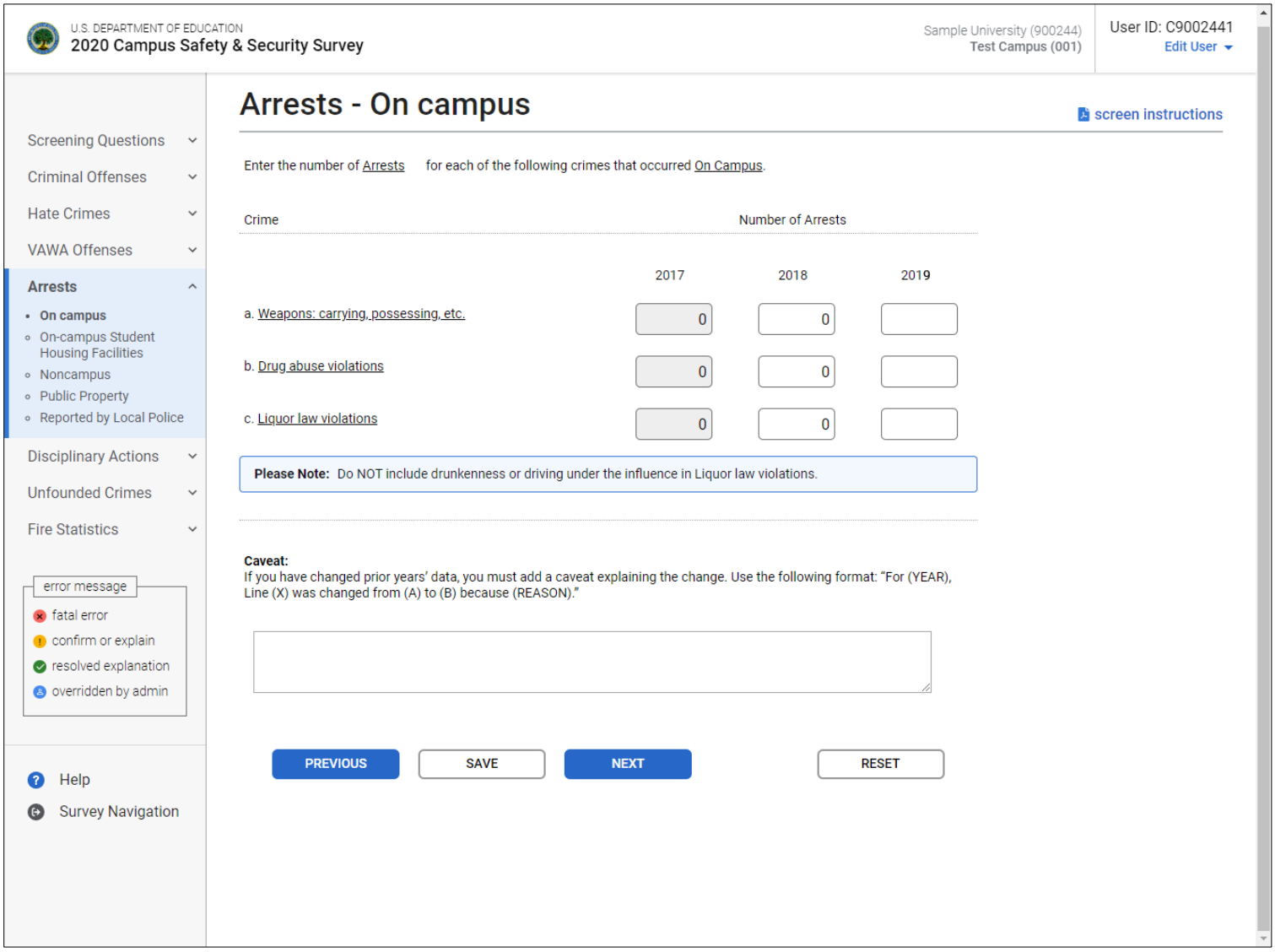
- Additional information:
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**

Screen instruction:

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Directions:

1. Enter the number of arrests for Weapons: carrying, possessing, etc.
2. Enter the number of arrests for Drug abuse violations.
3. Enter the number of arrests for Liquor law violations.
4. Select **SAVE** at the bottom of the screen to record your data.



Arrests – On-campus Student Housing Facilities

Note: Instructions in this user's guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property *Clery Act* geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

Information you need to complete this screen:

- An **on-campus student housing facility** is *any 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 the campus.*
- "On-campus student housing facilities" is a subset of the on-campus category. The number of arrests reported on this screen must be equal to or less than the number reported on the Arrests - On Campus screen. The statistics you enter on this screen should also be included on the Arrests - On Campus screen.
- **Arrest** for *Clery Act* purposes is defined as *persons processed by arrest, citation, or summons.*
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *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. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*
- **Liquor Law Violation** is defined as *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. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*

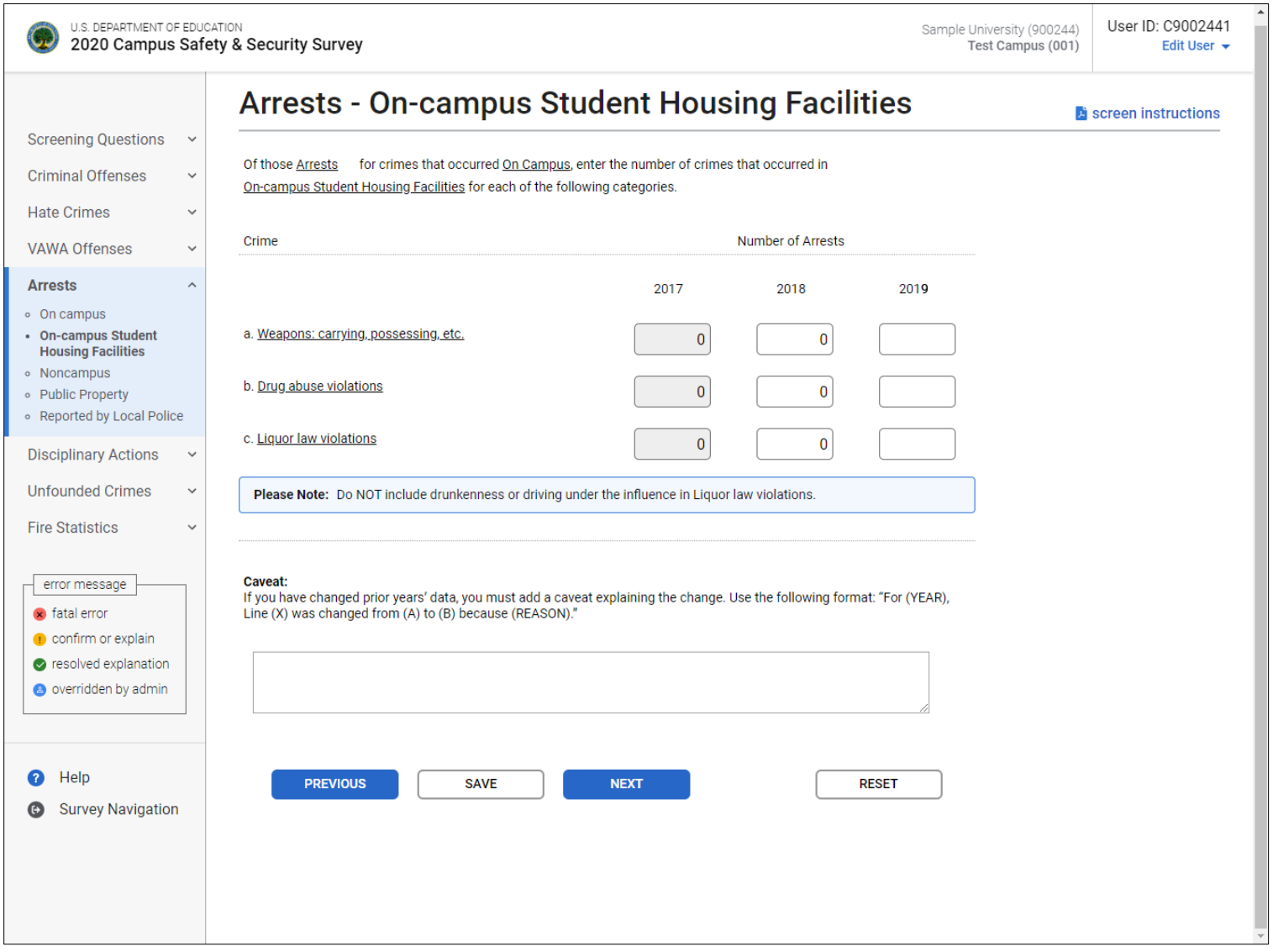
- Additional information:
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**

Screen instruction:

Of those arrests for crimes that occurred On Campus, enter the number for crimes that occurred in On-campus Student Housing Facilities for each of the following categories.

Directions:

1. Enter the number of arrests for Weapons: carrying, possessing, etc.
2. Enter the number of arrests for Drug abuse violations.
3. Enter the number of arrests for Liquor law violations.
4. Select **SAVE** at the bottom of the screen to record your data.



Arrests – Noncampus

Note: Instructions in this user's guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property *Clery Act* geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

Information you need to complete this screen:

- **Noncampus** means *Any building or property owned or controlled by a student organization that is officially recognized by the institution;* or

  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.

- **Arrest** for *Clery Act* purposes is defined as *persons processed by arrest, citation, or summons.*

- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*

- **Drug Abuse Violation** is defined as *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. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*

- **Liquor Law Violation** is defined as *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. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*

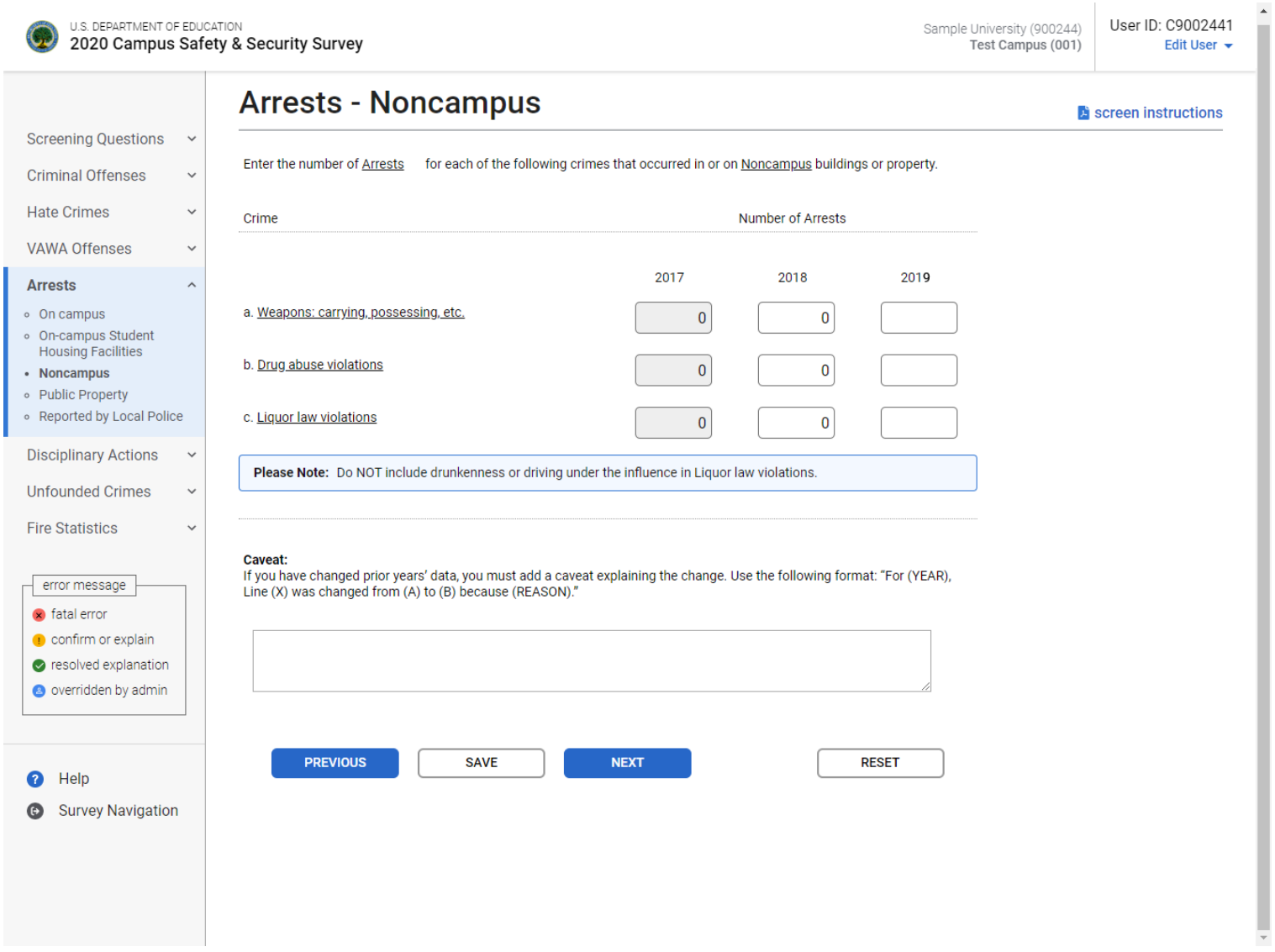
- Additional information:
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**

Screen instruction:

Enter the number of Arrests for each of the following crimes that occurred in or on Noncampus buildings or property.

Directions:

1. Enter the number of arrests for Weapons: carrying, possessing, etc.
2. Enter the number of arrests for Drug abuse violations.
3. Enter the number of arrests for Liquor law violations.
4. Select **SAVE** at the bottom of the screen to record your data.



Arrests – Public Property

Information you need to complete this screen:

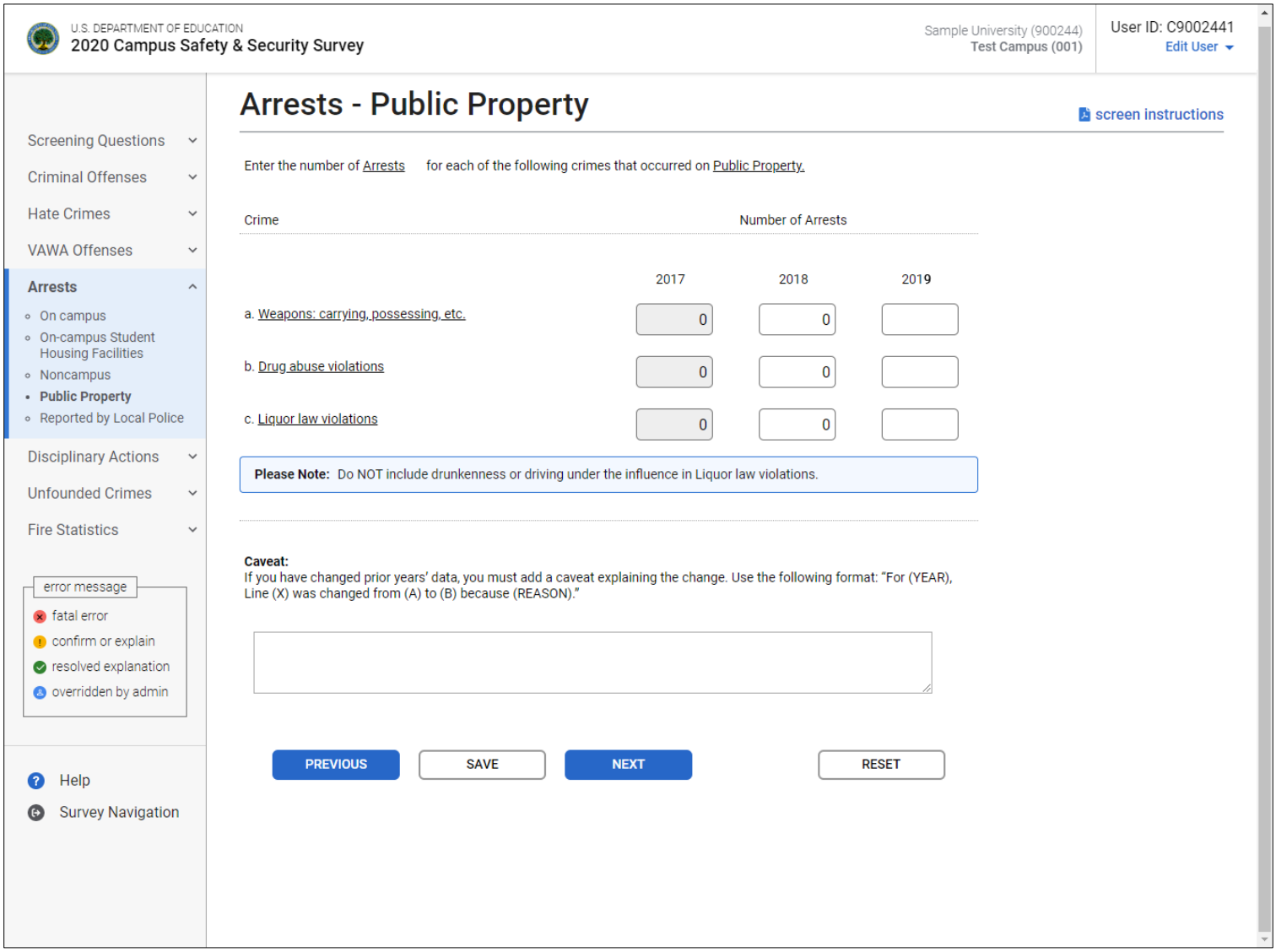
- **Public property** means *all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*
- **Arrest** for *Clery Act* purposes is defined as *persons processed by arrest, citation, or summons.*
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *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. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*
- **Liquor Law Violation** is defined as *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. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*
- Additional information:
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**

Screen instruction:

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Directions:

1. Enter the number of arrests for Weapons: carrying, possessing, etc.
2. Enter the number of arrests for Drug abuse violations.
3. Enter the number of arrests for Liquor law violations.
4. Select **SAVE** at the bottom of the screen to record your data.



Arrests – Reported by Local and State Police

Information you need to complete this screen:

- "Local and state police" refers to law enforcement agencies (other than your institution's campus police or security department) with responsibility for the jurisdiction in which your institution is located. There may be multiple agencies.
- Use this screen only if the law enforcement agencies provided you with statistics for crimes that occurred somewhere on your *Clery Act* geography, but the agencies could not indicate the exact location, for example, "on campus" or "public property."
- Do not use this screen if:
  - The statistics you obtained from the police are all 0s. The 0s should, in effect, be combined with your institution's statistics.
  - You made a good faith effort to obtain the statistics from the police but the police (1) did not provide you with the statistics or (2) provided you with statistics for too large an area (e.g., their entire jurisdiction or the entire city) and you cannot determine which statistics are for your *Clery Act* geographic areas.
- If you need to change your response to screening question 3, return to that screen by selecting the **Screening Questions** link on the vertical menu on the left side of the screen.
- **Arrest** for *Clery Act* purposes is defined as *persons processed by arrest, citation, or summons.*
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *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. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*

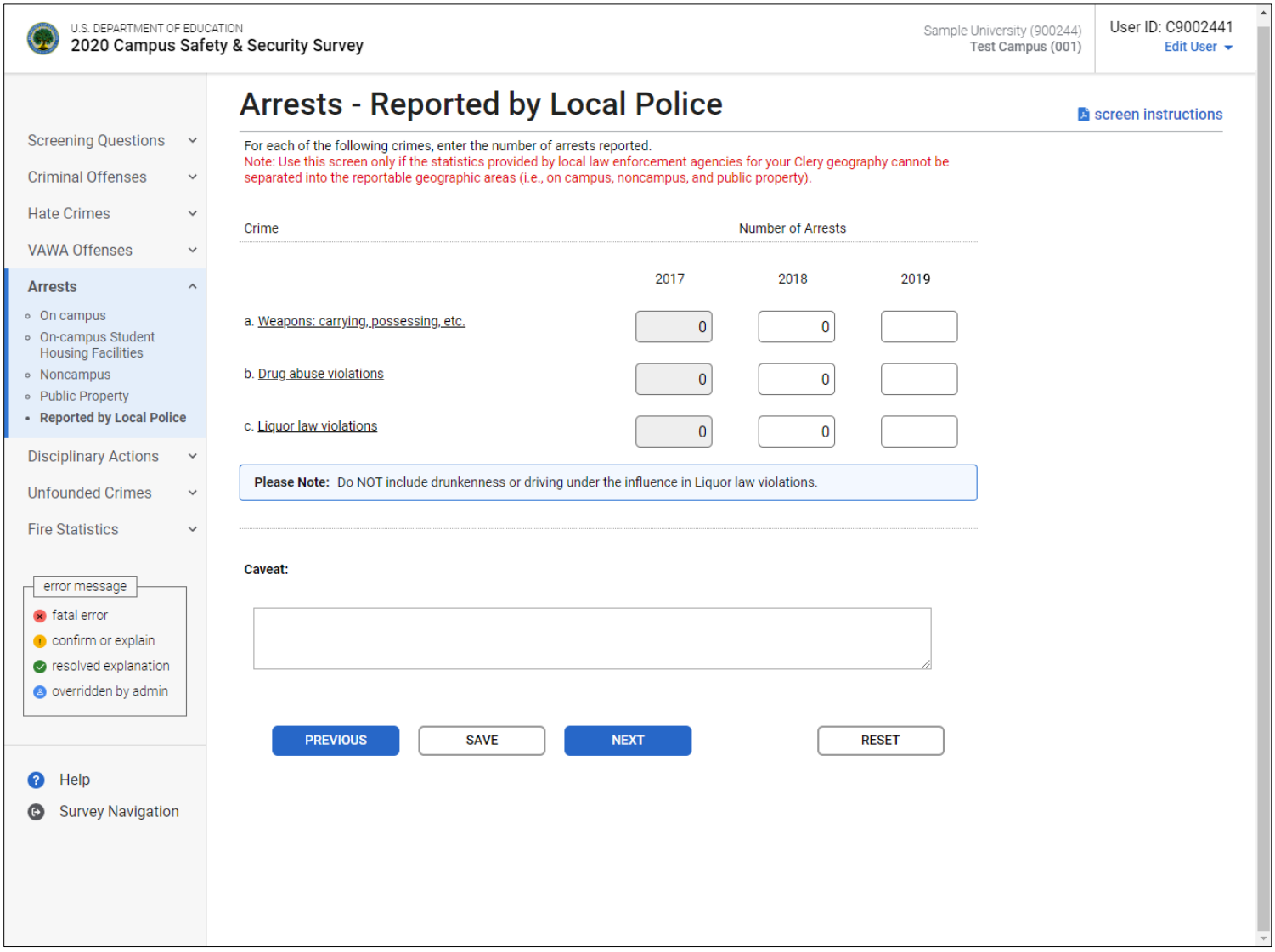
- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*
- Additional information:
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**

Screen instruction:

For each of the following crimes, enter the number of Arrests reported.

Directions:

1. Enter the number of arrests for Weapons: carrying, possessing, etc.
2. Enter the number of arrests for Drug abuse violations.
3. Enter the number of arrests for Liquor law violations.
4. Select **SAVE** at the bottom of the screen to record your data.



Disciplinary Actions

Disciplinary Actions – On Campus

Information you need to complete this screen:

- **On Campus** means *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

  Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food vendor or other retail vendor).
- **Referred for disciplinary action** is defined for *Clery Act* purposes as *the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.*
- If your institution calls this process "mediation" or a similar term, as long as the process fits the above definition, it is considered referred for disciplinary action.
- Do not include referrals for violations of your school policies unless they are also violations of law.
- If an individual is both arrested and referred for disciplinary action for a single incident, count the arrest only.
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *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. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*

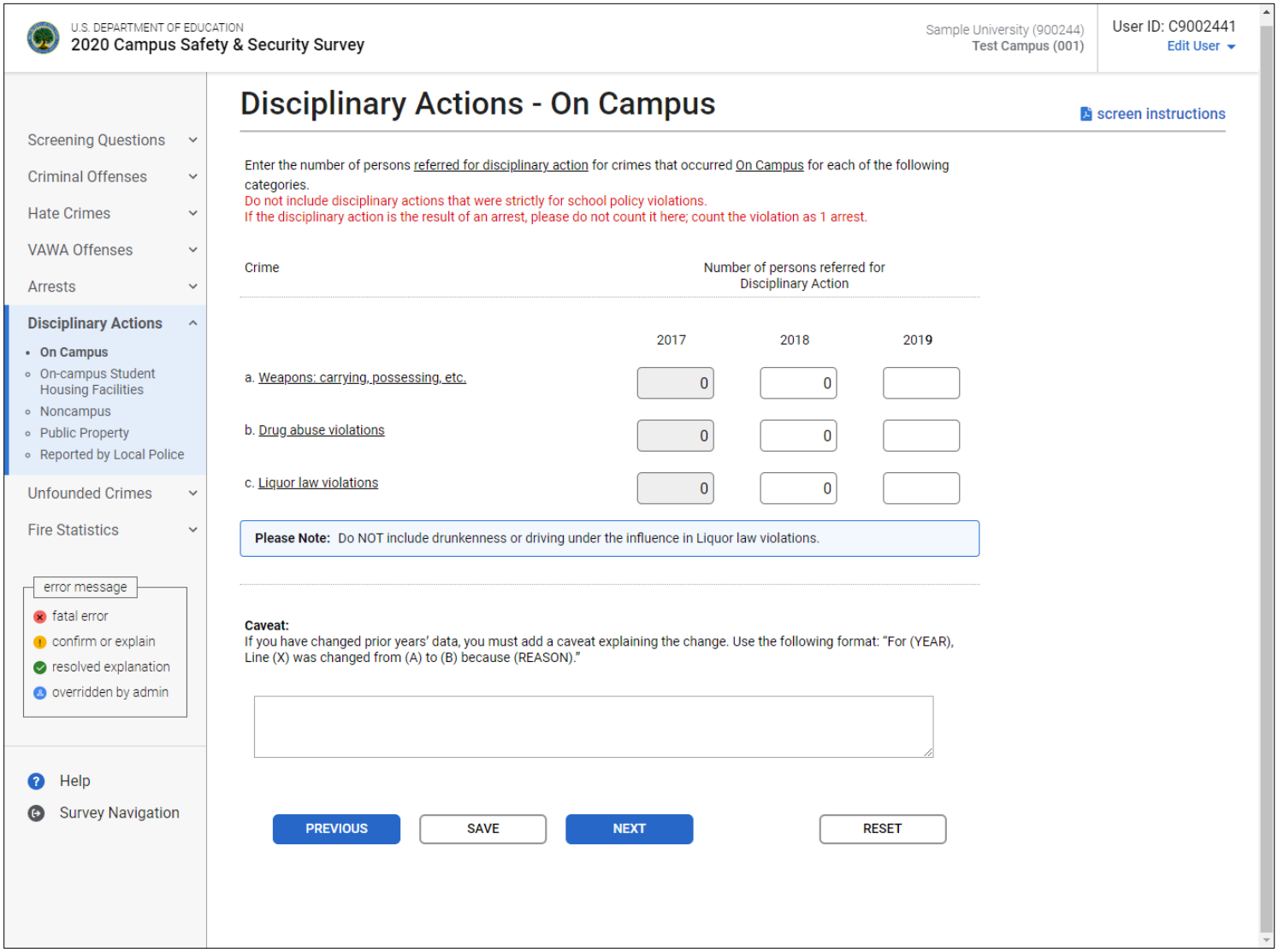
- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*
- Additional information:
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**

Screen instruction:

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Directions:

1. Enter the number of persons referred for disciplinary action for Weapons: carrying, possessing, etc.
2. Enter the number of persons referred for disciplinary action for Drug abuse violations.
3. Enter the number of persons referred for disciplinary action for Liquor law violations.
4. Select **SAVE** at the bottom of the screen to record your data.


U.S. DEPARTMENT OF EDUCATION
2020 Campus Safety & Security Survey
Sample University (900244)
Test Campus (001)
User ID: C9002441
Edit User
Screening Questions
Criminal Offenses
Hate Crimes
VAWA Offenses
Arrests
Disciplinary Actions
On Campus
On-campus Student Housing Facilities
Noncampus
Public Property
Reported by Local Police
Unfounded Crimes
Fire Statistics
error message
fatal error
confirm or explain
resolved explanation
overridden by admin
Help
Survey Navigation
Disciplinary Actions - On Campus
screen instructions
Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.
Crime
Number of persons referred for Disciplinary Action
2017
2018
2019
a. Weapons: carrying, possessing, etc.
0
0
b. Drug abuse violations
0
0
c. Liquor law violations
0
0
Please Note: Do NOT include drunkenness or driving under the influence in Liquor law violations.
Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."
PREVIOUS
SAVE
NEXT
RESET

Disciplinary Actions – On-campus Student Housing Facilities

Note: Instructions in this user's guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property *Clery Act* geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

Information you need to complete this screen:

- An **on-campus student housing facility** is *any 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 the campus.*
- "On-campus student housing facilities" is a subset of the on-campus category. The statistics you enter on this screen should also be included on the Disciplinary Actions - On Campus screen.
- The number of referrals for disciplinary action reported on this screen must be equal to or less than the number reported on the Disciplinary Actions - On Campus screen.
- **Referred for disciplinary action** for *Clery Act* purposes is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.*
- If your institution calls this process "mediation" or a similar term, as long as the process fits the above definition, it is considered referred for disciplinary action.
- Do not include referrals for violations of your school policies unless they are also violations of law.
- If an individual is both arrested and referred for disciplinary action for a single incident, count the arrest only.
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *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. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*

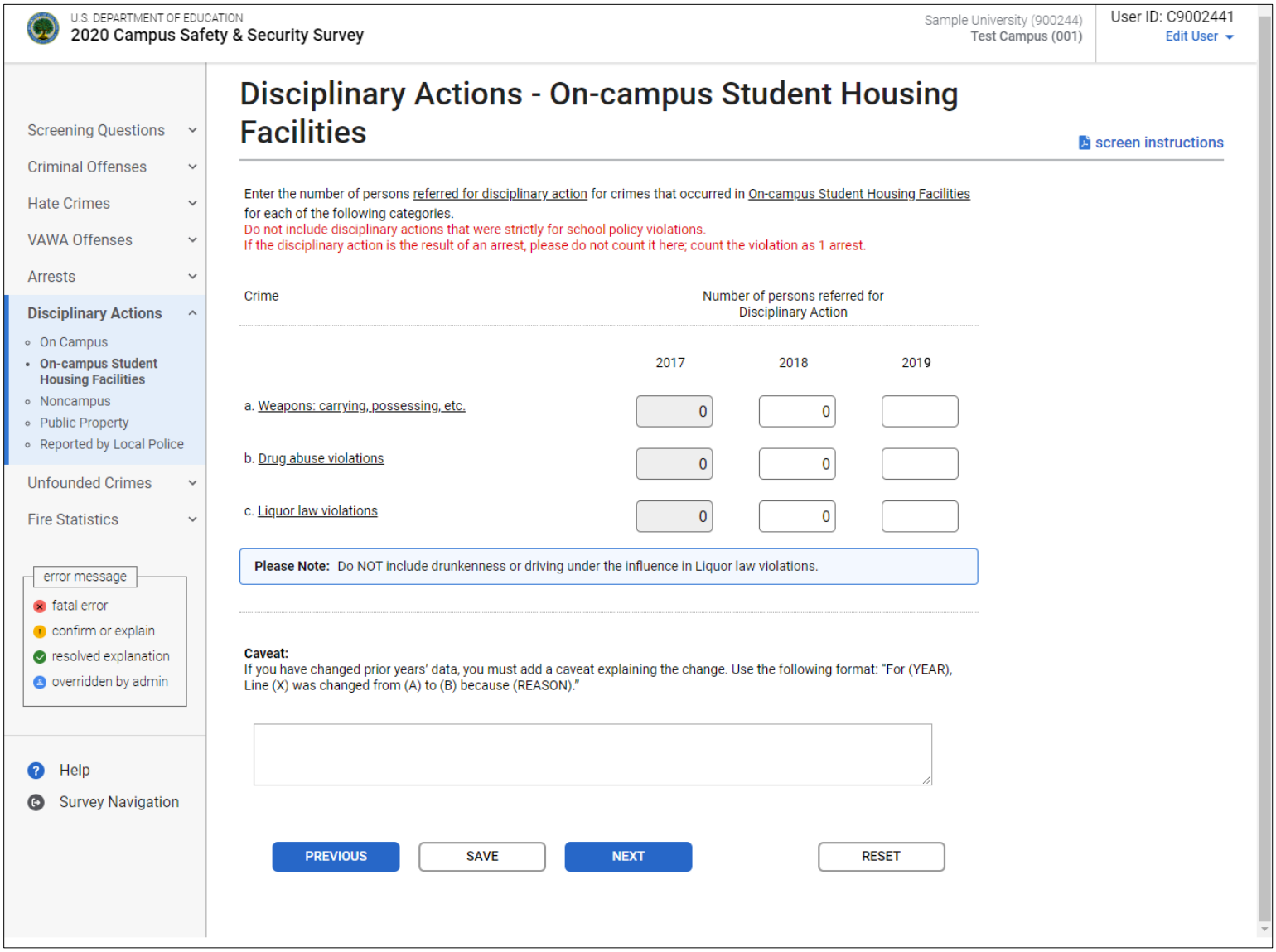
- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*
- Additional information:
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**

Screen instruction:

Enter the number of persons referred for disciplinary action for crimes that occurred in On-campus Student Housing Facilities for each of the following categories. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Directions:

1. Enter the number of persons referred for disciplinary action for Weapons: carrying, possessing, etc.
2. Enter the number of persons referred for disciplinary action for Drug abuse violations.
3. Enter the number of persons referred for disciplinary action for Liquor law violations.
4. Select **SAVE** at the bottom of the screen to record your data.


U.S. DEPARTMENT OF EDUCATION
2020 Campus Safety & Security Survey
Sample University (900244)
Test Campus (001)
User ID: C9002441
Edit User
Screening Questions
Criminal Offenses
Hate Crimes
VAWA Offenses
Arrests
Disciplinary Actions
On Campus
On-campus Student Housing Facilities
Noncampus
Public Property
Reported by Local Police
Unfounded Crimes
Fire Statistics
error message
fatal error
confirm or explain
resolved explanation
overridden by admin
Help
Survey Navigation
Disciplinary Actions - On-campus Student Housing Facilities
screen instructions
Enter the number of persons referred for disciplinary action for crimes that occurred in On-campus Student Housing Facilities for each of the following categories.
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.
Crime
Number of persons referred for Disciplinary Action
2017
2018
2019
a. Weapons: carrying, possessing, etc.
0
0
b. Drug abuse violations
0
0
c. Liquor law violations
0
0
Please Note: Do NOT include drunkenness or driving under the influence in Liquor law violations.
Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."
PREVIOUS
SAVE
NEXT
RESET

Disciplinary Actions – Noncampus

Note: Instructions in this user's guide address institutions with on-campus student housing facilities and noncampus buildings or property. Please apply the information as appropriate for your institution. For example, if you have on-campus and public property *Clery Act* geographic areas only, follow the instructions that apply to on-campus and public property categories and ignore the instructions that apply to the on-campus student housing facilities and noncampus categories.

- **Noncampus** means *any building or property owned or controlled by a student organization that is officially recognized by the institution;* or

  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.

- **Referred for disciplinary action** is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.*
- If your institution calls this process "mediation" or a similar term, as long as the process fits the above definition, it is considered referred for disciplinary action.
- Do not include referrals for violations of your school policies unless they are also violations of law.
- If an individual is both arrested and referred for disciplinary action for a single incident, count the arrest only.
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the* ***above.***
- **Drug Abuse Violation** is defined as *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. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*

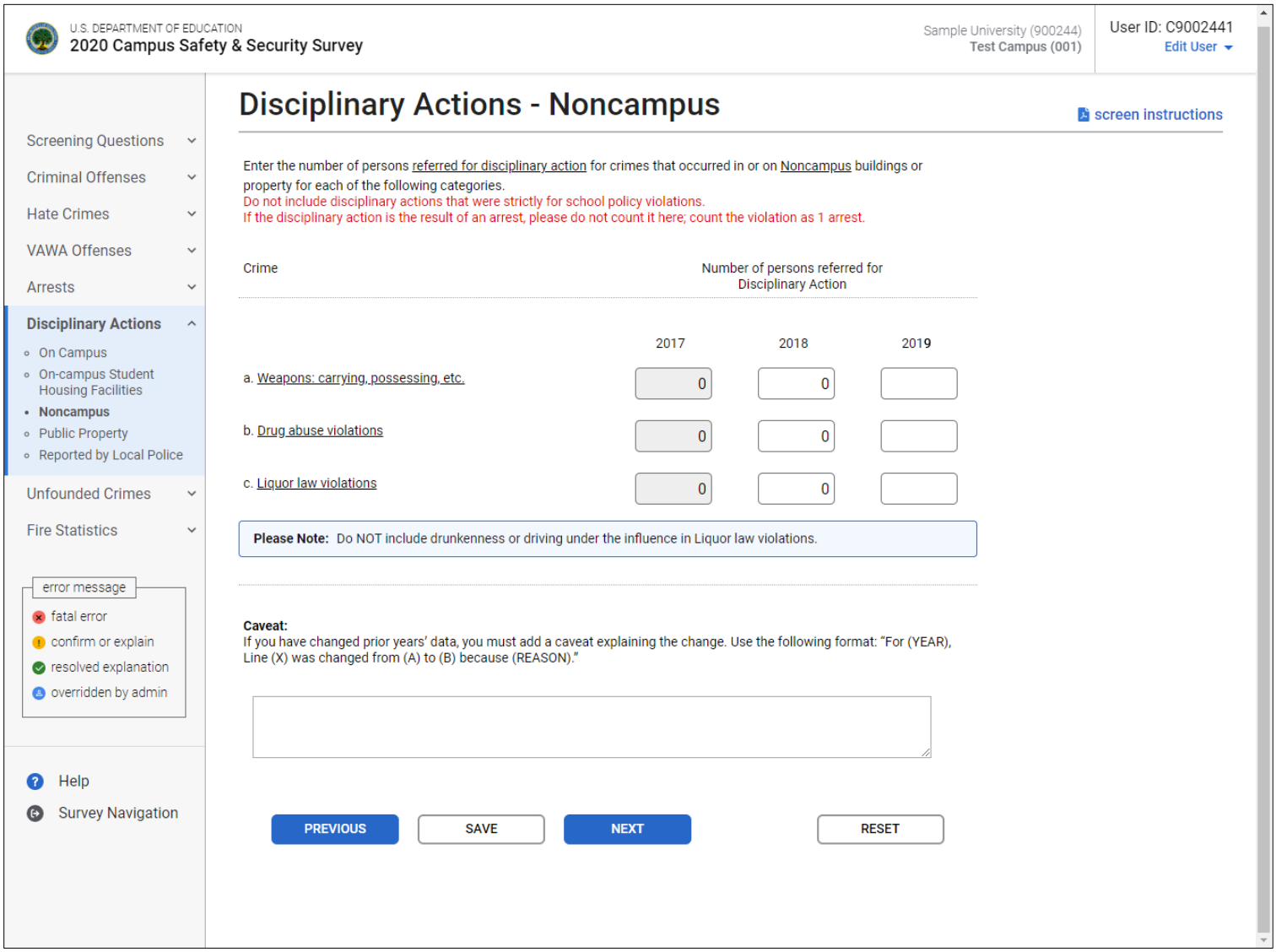
- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*
- Additional information:
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**

Screen instruction:

Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property for each of the following categories. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Directions:

1. Enter the number of persons referred for disciplinary action for Weapons: carrying, possessing, etc.
2. Enter the number of persons referred for disciplinary action for Drug abuse violations.
3. Enter the number of persons referred for disciplinary action for Liquor law violations.
4. Select **SAVE** at the bottom of the screen to record your data.


U.S. DEPARTMENT OF EDUCATION
2020 Campus Safety & Security Survey
Sample University (900244)
Test Campus (001)
User ID: C9002441
Edit User
Screening Questions
Criminal Offenses
Hate Crimes
VAWA Offenses
Arrests
Disciplinary Actions
On Campus
On-campus Student Housing Facilities
Noncampus
Public Property
Reported by Local Police
Unfounded Crimes
Fire Statistics
error message
fatal error
confirm or explain
resolved explanation
overridden by admin
Help
Survey Navigation
Disciplinary Actions - Noncampus
screen instructions
Enter the number of persons referred for disciplinary action for crimes that occurred in or on Noncampus buildings or property for each of the following categories.
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.
Crime
Number of persons referred for Disciplinary Action
2017
2018
2019
a. Weapons: carrying, possessing, etc.
0
0
b. Drug abuse violations
0
0
c. Liquor law violations
0
0
Please Note: Do NOT include drunkenness or driving under the influence in Liquor law violations.
Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."
PREVIOUS
SAVE
NEXT
RESET

Disciplinary Actions – Public Property

Information you need to complete this screen:

- **Public property** means *all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.*
- **Referred for disciplinary action** is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.*
- If your institution calls this process "mediation" or a similar term, as long as the process fits the above definition, it is considered referred for disciplinary action.
- Do not include referrals for violations of your school policies unless they are also violations of law.
- If an individual is both arrested and referred for disciplinary action for a single incident, count the arrest only.
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *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. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*
- **Liquor Law Violation** is defined as *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. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*

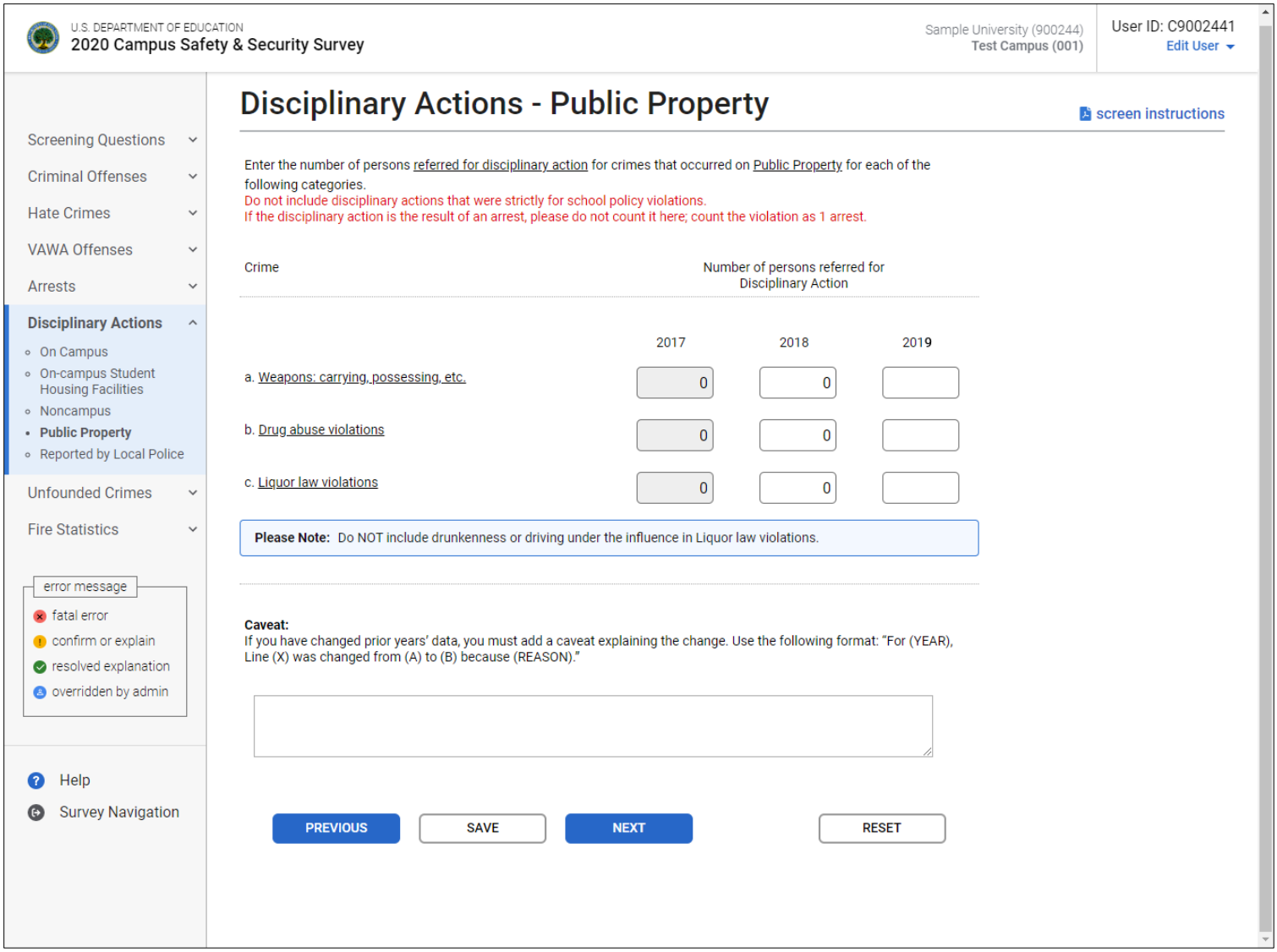
- Additional information:
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**

Screen instruction:

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action was the result of an arrest, please do not count it here; count the violation as 1 arrest.

Directions:

1. Enter the number of persons referred for disciplinary action for Weapons: carrying, possessing, etc.
2. Enter the number of persons referred for disciplinary action for Drug abuse violations.
3. Enter the number of persons referred for disciplinary action for Liquor law violations.
4. Select **SAVE** at the bottom of the screen to record your data.


U.S. DEPARTMENT OF EDUCATION
2020 Campus Safety & Security Survey
Sample University (900244)
Test Campus (001)
User ID: C9002441
Edit User
Screening Questions
Criminal Offenses
Hate Crimes
VAWA Offenses
Arrests
Disciplinary Actions
On Campus
On-campus Student Housing Facilities
Noncampus
Public Property
Reported by Local Police
Unfounded Crimes
Fire Statistics
error message
fatal error
confirm or explain
resolved explanation
overridden by admin
Help
Survey Navigation
Disciplinary Actions - Public Property
screen instructions
Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.
Crime
Number of persons referred for Disciplinary Action
2017
2018
2019
a. Weapons: carrying, possessing, etc.
0
0
b. Drug abuse violations
0
0
c. Liquor law violations
0
0
Please Note: Do NOT include drunkenness or driving under the influence in Liquor law violations.
Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."
PREVIOUS
SAVE
NEXT
RESET

Disciplinary Actions – Reported by Local and State Police

Information you need to complete this screen:

- "Local and state police" refers to law enforcement agencies (other than your institution's campus police or security department) with responsibility for the jurisdiction in which your institution is located. There may be multiple agencies.
- Use this screen only if the law enforcement agencies provided you with statistics for crimes that occurred somewhere on your *Clery Act* geography, but the agencies could not indicate the exact location, for example, "on campus" or "public property."
- Do not use this screen if:
  - The statistics you obtained from the police are all 0s. The 0s should, in effect, be combined with your institution's statistics.
  - You made a good faith effort to obtain the statistics from the police but the police (1) did not provide you with the statistics or (2) provided you with statistics for too large an area (e.g., their entire jurisdiction or the entire city) and you cannot determine which statistics are for your *Clery Act* geographic areas.
- **Referred for disciplinary action** is defined as *the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.*
- If your institution calls this process "mediation" or a similar term, as long as the process fits the above definition, it is considered referred for disciplinary action.
- Do not include referrals for violations of your school policies unless they are also violations of law.
- If an individual is both arrested and referred for disciplinary action for a single incident, count the arrest only.
- **Weapons: Carrying, Possessing, Etc.** is defined as *the violation of laws or ordinances prohibiting the manufacture, sale, purchasing, transportation, possession, concealment, or use of firearms, or deadly weapons; cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.*
- **Drug Abuse Violation** is defined as *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. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics—manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).*

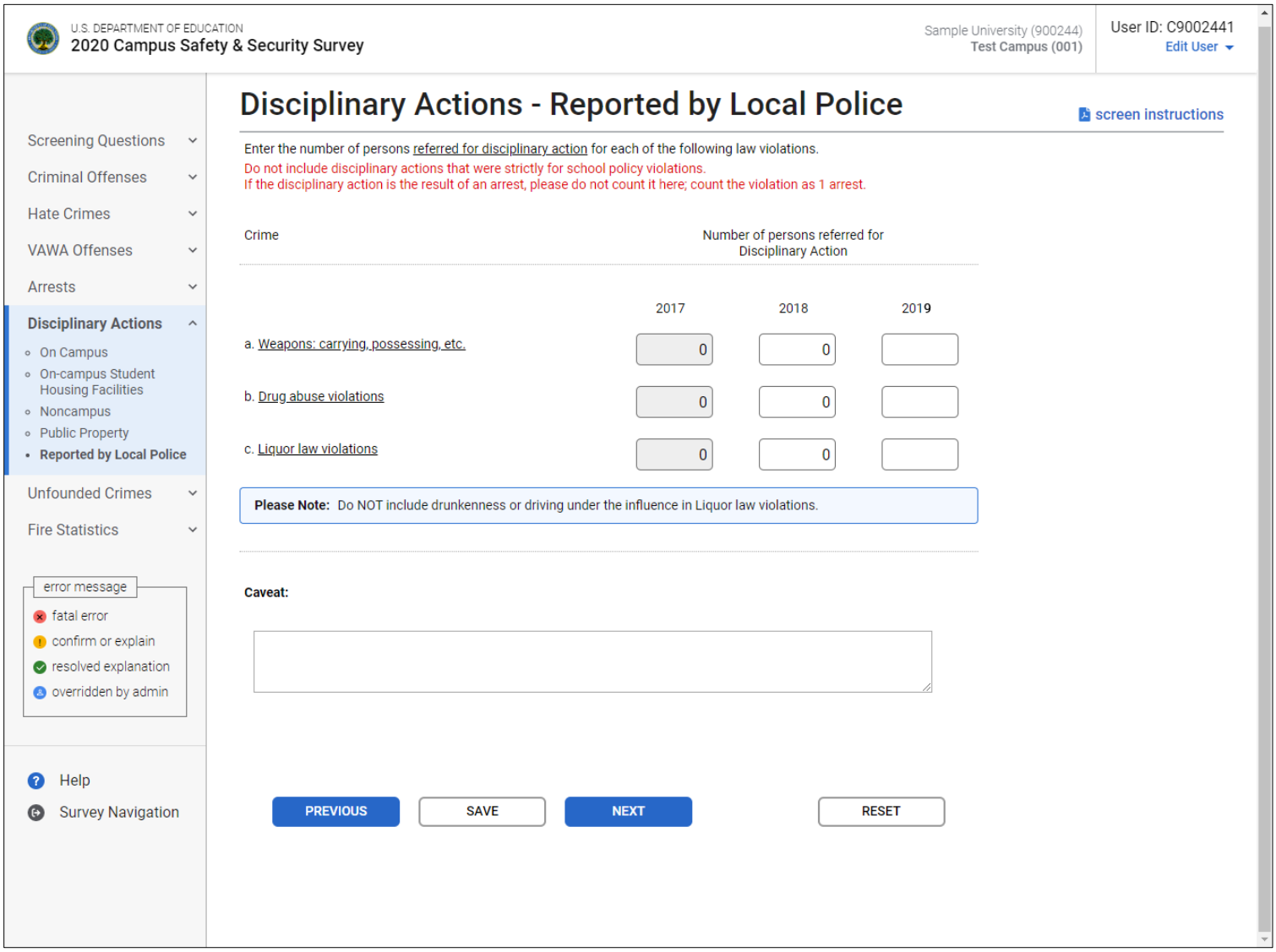
- **Liquor Law Violation** is defined as *the violation of State or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and attempts to commit any of the above.*
- Additional information:
  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**

Screen instruction:

Enter the number of persons referred for disciplinary action for each of the following law violations. Do not include disciplinary actions that were strictly for school policy violations. If the disciplinary action was the result of an arrest, please do not count it here; count the violation as 1 arrest.

Directions:

1. Enter the number of persons referred for disciplinary action for Weapons: Carrying, Possessing, Etc.
2. Enter the number of persons referred for disciplinary action for Drug Abuse Violations.
3. Enter the number of persons referred for disciplinary action for Liquor Law Violations.
4. Select **SAVE** at the bottom of the screen to record your data.


U.S. DEPARTMENT OF EDUCATION
2020 Campus Safety & Security Survey
Sample University (900244)
Test Campus (001)
User ID: C9002441
Edit User
Screening Questions
Criminal Offenses
Hate Crimes
VAWA Offenses
Arrests
Disciplinary Actions
On Campus
On-campus Student Housing Facilities
Noncampus
Public Property
Reported by Local Police
Unfounded Crimes
Fire Statistics
error message
fatal error
confirm or explain
resolved explanation
overridden by admin
Help
Survey Navigation
Disciplinary Actions - Reported by Local Police
screen instructions
Enter the number of persons referred for disciplinary action for each of the following law violations.
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.
Crime
Number of persons referred for Disciplinary Action
2017
2018
2019
a. Weapons: carrying, possessing, etc.
0
0
b. Drug abuse violations
0
0
c. Liquor law violations
0
0
Please Note: Do NOT include drunkenness or driving under the influence in Liquor law violations.
Caveat:
PREVIOUS
SAVE
NEXT
RESET

Unfounded Crimes

Information you need to complete this screen:

- Of those *Clery Act* crimes that were reported to have occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the total number of *Clery Act* crimes that were unfounded.

  The total number of unfounded crimes should include all criminal offenses, hate crimes, and domestic violence, dating violence, or stalking incidents that have been unfounded.

  Arrests and disciplinary referrals cannot be unfounded.

- If a reported crime is investigated by law enforcement authorities and found to be false or baseless, meaning that **the crime did not occur or was never attempted**, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

- Count unfounded crimes in the year in which they were originally reported.

- Additional information:

  - Data for 2017 and 2018 are pre-filled. If you need to correct data for 2018, change it in the table and then explain in the caveat what data were changed and why they were changed. You cannot correct 2017 data in the table. Instead, use the caveat box to specify the changes and the reason for the changes. **Use the following format to explain the change: "For (YEAR), line (X) was changed from (A) to (B) because (REASON)."**

Screen instruction:

Enter the number of crimes that were unfounded.

Directions:

1. Enter the Total number of unfounded crimes.
2. Select **SAVE** at the bottom of the screen to record your data.

Screening Questions
- Screening Questions

Criminal Offenses
Hate Crimes
VAWA Offenses
Arrests
Disciplinary Actions
Unfounded Crimes
Fire Statistics

error message
- fatal error
- confirm or explain
- resolved explanation
- overridden by admin

Help
Survey Navigation

Unfounded Crimes

screen instructions

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.
The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

	Number		
	2017	2018	2019
a. Total unfounded crimes	3	0	0

Please Note: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

PREVIOUS SAVE NEXT RESET

Fires

Fires – On-campus Student Housing Facilities

Information you need to complete this screen:

- An **on-campus student housing facility** is *any 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 the campus.*

- **Fire** is defined as *any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.*

  The applicable **categories** of fire for this screen are:

  - **Unintentional:** *A fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be.*
  - **Intentional:** *A fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire.* You must provide a brief description for each intentional fire. Do not simply write "arson." The total number of intentional fires that you report must be equal to or less than the number of arsons you report on the Criminal Offenses-On-campus-Student Housing Facilities screen. (This is because attempted arsons are included on the Criminal Offenses-On-campus-Student Housing Facilities screen.)
  - **Undetermined:** *A fire in which the cause cannot be determined.*

- The applicable **causes** of fire for unintentional fires on this screen include:
  - Cooking
  - Smoking materials
  - Open flames
  - Electrical
  - Heating equipment
  - Hazardous products
  - Machinery/Industrial
  - Natural
  - Other

- **Fire-related injury** is defined as *any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term "person" may include students, employees, visitors, firefighters, or any other individuals.*

  – Include:

    - Individuals who are transported to a medical facility (even if they refuse treatment at the facility).
    - Individuals who are treated at a temporary medical facility that is set up at the fire site.

- **Fire-related death** is defined as *any instance in which a person -*

  (1) Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or

  (2) Dies within one year of injuries sustained as a result of the fire.

- **Value of property damage** is defined as *the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.*

  Include the value of all property damage, even to property not owned or controlled by your institution. Your estimate for structural damage should be based on replacement value, not market value. Do not include any indirect losses. In addition to business interruption, indirect losses include the cost of emergency housing, personnel costs associated with subsequent cleanup and restoration, and lost tuition.

  The applicable ranges to use are:

$0 – 99	$50, 000 – 99,999
$100 – 999	$100,000 – 249,999
$1,000 – 9,999	$250,000 – 499,999
$10,000 – 24,999	$500,000 – 999,999
$25,000 – 49, 999	>$1,000,000

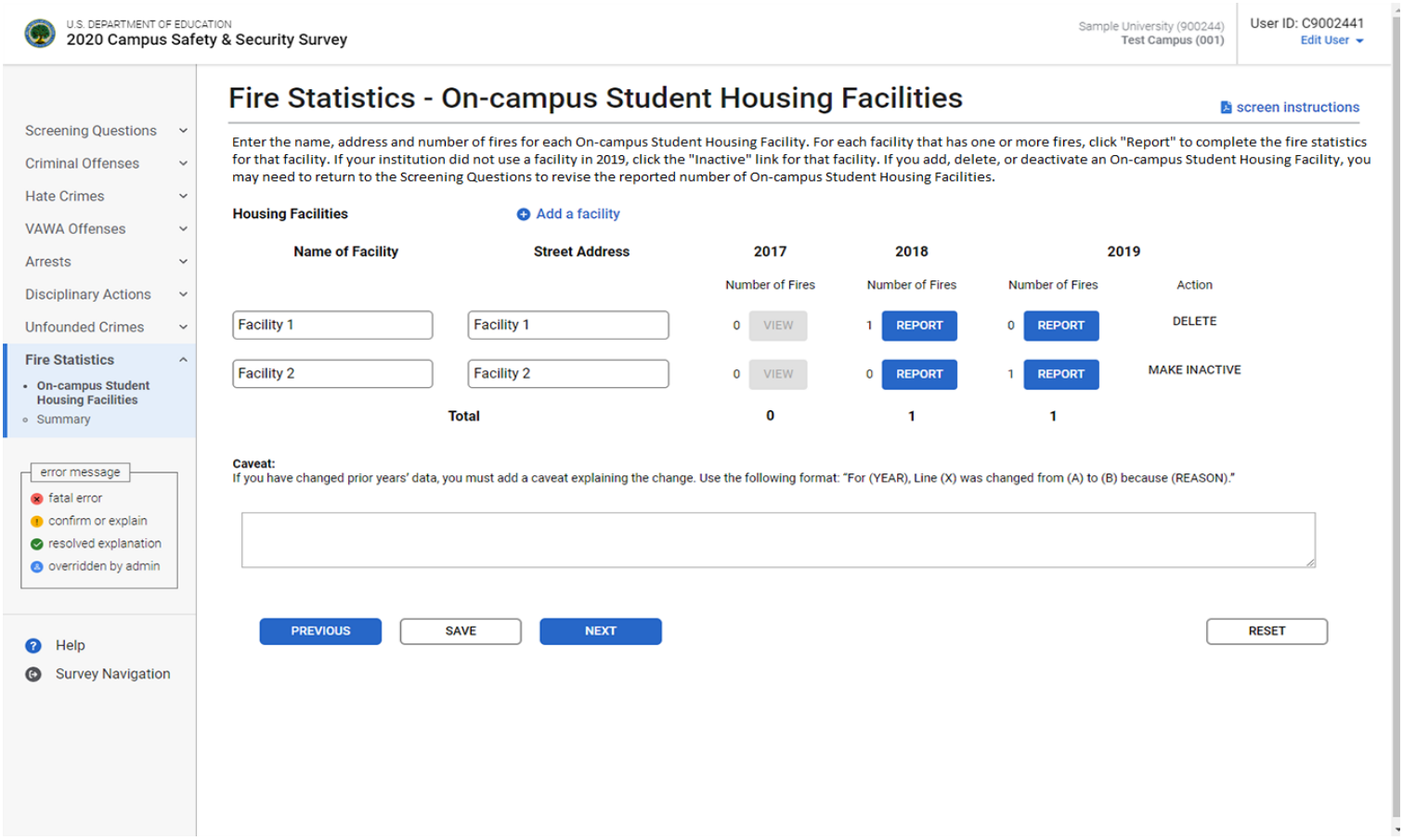
Screen Instructions:

Enter the name, address and number of fires for each On-campus Student Housing Facility. After you select **SAVE**, there will be a **REPORT** button across from each facility that has 1 or more fires. For each of these facilities, select **REPORT** to complete the fire statistics for that facility.

If your institution did not use a facility in 2019, click the **MAKE INACTIVE** link for that facility.

Directions:

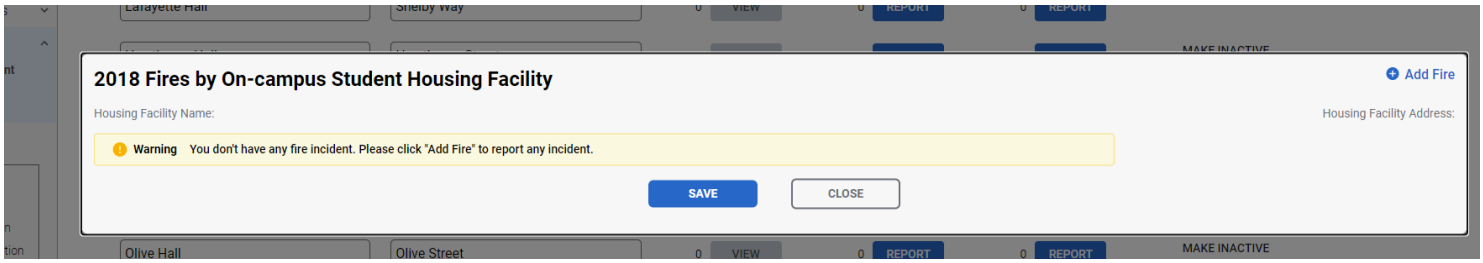
1. **If you are entering fire statistics for the first time**, enter the name and street address of each on-campus student housing facility. Be sure to include every facility whether or not there were any reported fires for the facility. The number of available fields matches the number of on-campus student housing facilities that you indicated for Screening Question 1. If you need to add a facility, select the **Add a facility** button on this screen. (If you have more than 20 facilities, the button will be located on the last page of your facilities list.) If you need to delete a facility, select the **DELETE** link in the "Action" column on the applicable line. If you add or delete facilities, be sure to adjust the number in Screening Question 1 if necessary.



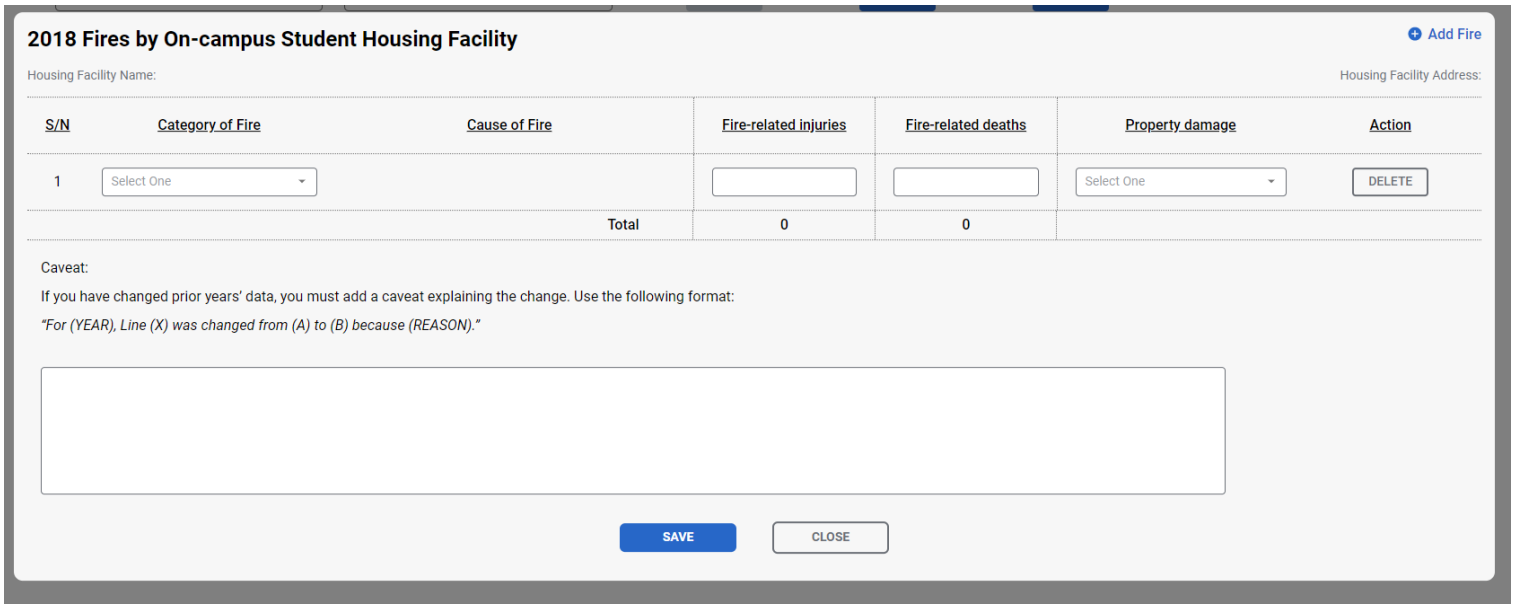
2. **If you previously entered fire statistics**, the names and addresses of your on-campus student housing facilities will be pre-filled. If you need to add a facility, select the **Add a facility** button. If a facility has since closed or is no longer being used for student housing, select the **MAKE INACTIVE** link.

3. After you enter the above information, select the **SAVE** button at the bottom of the screen.

4. Select **REPORT** to start to enter the number of fires reported for each facility for the previous calendar year. A pop-up will appear that states "You don't have any fire incident.



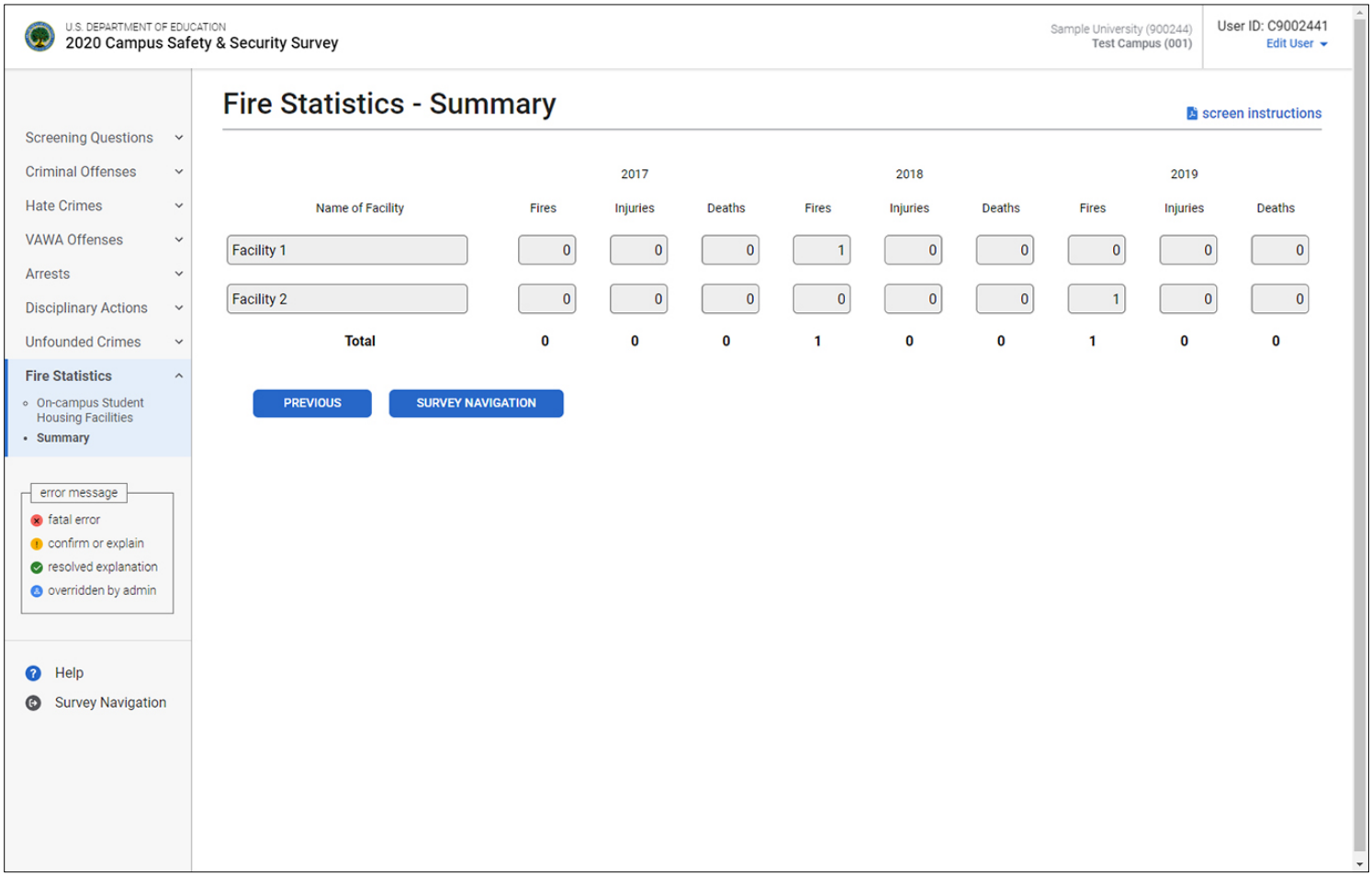
Please click "Add Fire" to report any incident." Select "Add Fire" in the top right of the pop-up warning. This will bring you to the fire detail screen for the selected On-campus Student Housing Facility.



5. Select the category of fire. If you select "Unintentional" there will be a drop-down box under the Cause of Fire heading. Select the appropriate cause. If you select "Intentional" write a brief description of the fire in the field under Cause of Fire. If you select "Undetermined" you will not be asked for the cause of the fire.
6. Next, enter the number of persons with fire-related injuries in the Fire-related injuries field.
7. Next, enter the number of fire-related deaths in the Fire-related deaths field.
8. Next, use the drop-down box to indicate the estimated amount of property damage.
9. When you have completed steps 5 – 8, select the **SAVE** button on the bottom of the screen.

Fires – Summary

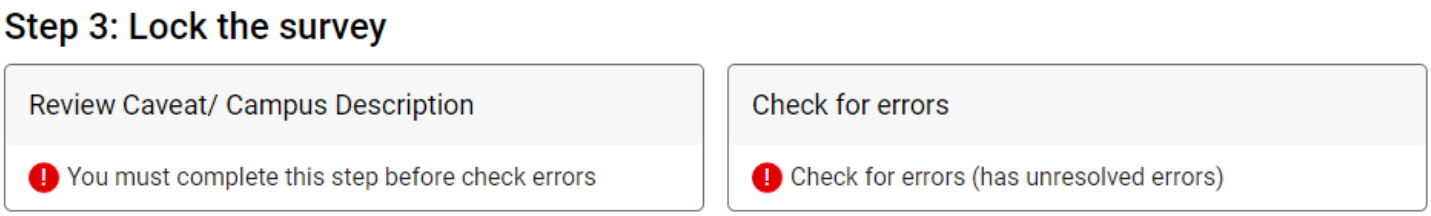
This is a read-only screen. It is designed to allow you to review your fire data without having to return to each individual data entry screen. If the data on this screen are correct, select the **SURVEY NAVIGATION** button. If the data are not correct, select the **PREVIOUS** button or the **On-campus Student Housing Facilities** link in the Navigation menu on the left side of the screen. On the "On-campus Student Housing Facilities" screen, select the applicable **REPORT** button to make revisions for a particular facility.



Reviewing and Submitting Your Survey

Before you can lock and submit your survey, you must review it for possible errors. Depending on your survey data, there are two possible screens to review:

Caveat Review/Campus Description



If you have entered any caveats, they will be migrated to the public website along with your data. For this reason, the caveats cannot contain the names of individuals or messages to the help desk. Please also review them for clarity, grammar, and spelling. If you have changed data for prior years, please make sure your caveat conforms to the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

You must also review any intentional fire descriptions before you can lock your survey as they will also be migrated to the public site along with your data. An example of an acceptable description is "A student used a cigarette lighter to set fire to a poster on a hallway bulletin board." An example of an unacceptable description is "Arson."

Next, click on the "Update and/or Confirm" button to save your changes or to confirm that no changes are needed.

Note that if you have not entered any caveats or intentional fire descriptions, you will not have a link to the Caveat Review/Campus Description screen.

Navigation Menu > Review Caveats

Review Caveats

All caveats must be reviewed before the survey can be locked.

*The caveats below will be migrated to the public website along with your data. Please review them for clarity, grammar, and spelling.

*If you have changed data for prior years, please make sure your caveat conforms to the following format: For (YEAR), Line (X) was changed from (A) to (B) because (REASON).

*Next, click on the "Update and/or confirm" button to save your changes or to confirm that no changes are needed.

Criminal Offenses> On campus

For 2017, line j should be 1 to correct data entry error.
For 2018, line h was changed from 1 to 0 because incident of simple assault was misclassified.

Fire Statistics > On Campus Student Housing Facilities

Couch set on fire.

UPDATE AND/OR CONFIRM | GO BACK TO SURVEY NAVIGATION

Help

(800) 435-5985
campussafetyhelp@westat.com

Clery Act Appendix
User's Guide (Survey Instructions)
Glossary of Terms
Chief Executive Letter
CSSA Letter
Privacy Statement

Printable Forms

Institution Information
Blank Survey Forms
Crime Data
2017 Fire Data
2018 Fire Data
2019 Fire Data
Fire Data Summary

Check for Errors/Error Report

Regardless of whether you entered any caveats or intentional fire descriptions, you must check for errors (and correct any that exist) before you can lock the survey. To do this, go to the **Survey Navigation** screen. It will show the **Check for Errors** link. Follow these steps:

1. Select the **Check for Errors** link. You will be taken to an **Error Report**. This report displays a list of any errors and includes links to screens requiring updates.

2. If there are no errors, you will get the message, "The survey for (institution ID) is ready for locking."

3. If the system has detected any errors, you must correct them before you can lock the survey. To correct an error, select the "Error Screen" link adjacent to the error under the Options column. If you have an error that affects only one screen, the link will read, "Go to screen with error." If you have a Global error, or an error that affects more than one screen, select the "Back to Survey Navigation" button at the bottom of the screen to return to the Survey Navigation screen. When you correct an error, save the screen with the corrected error. The **Error Report** will be updated and the associated line under the "Resolved" column will read "Yes" when you return to the report.

Error Report

All errors must be resolved before the survey can be locked.

Global Errors

You did not complete all of the required survey items.

SEVERITY	ERROR DESCRIPTION	RESOLVED	OPTIONS
Fatal	**You did not complete all of the required survey items. The following screens have missing information:** Arrests - On campus Arrests - On-Campus Student Housing Facilities Arrests - Public Property Criminal Offenses - On campus Disciplinary Actions - On campus Disciplinary Actions - On-Campus Student Housing Facilities Disciplinary Actions - Public Property Fires - On-campus Student Housing Facilities Hate Crimes - On campus Hate Crimes - On-Campus Student Housing Facilities Hate Crimes - Public Property Unfounded Crimes VAWA Offenses - On Campus VAWA Offenses - On-campus Student Housing Facilities VAWA Offenses - Public Property **No other error checks can be made until the missing information is provided.**	No	

Criminal Offenses - On-campus Student Housing Facilities

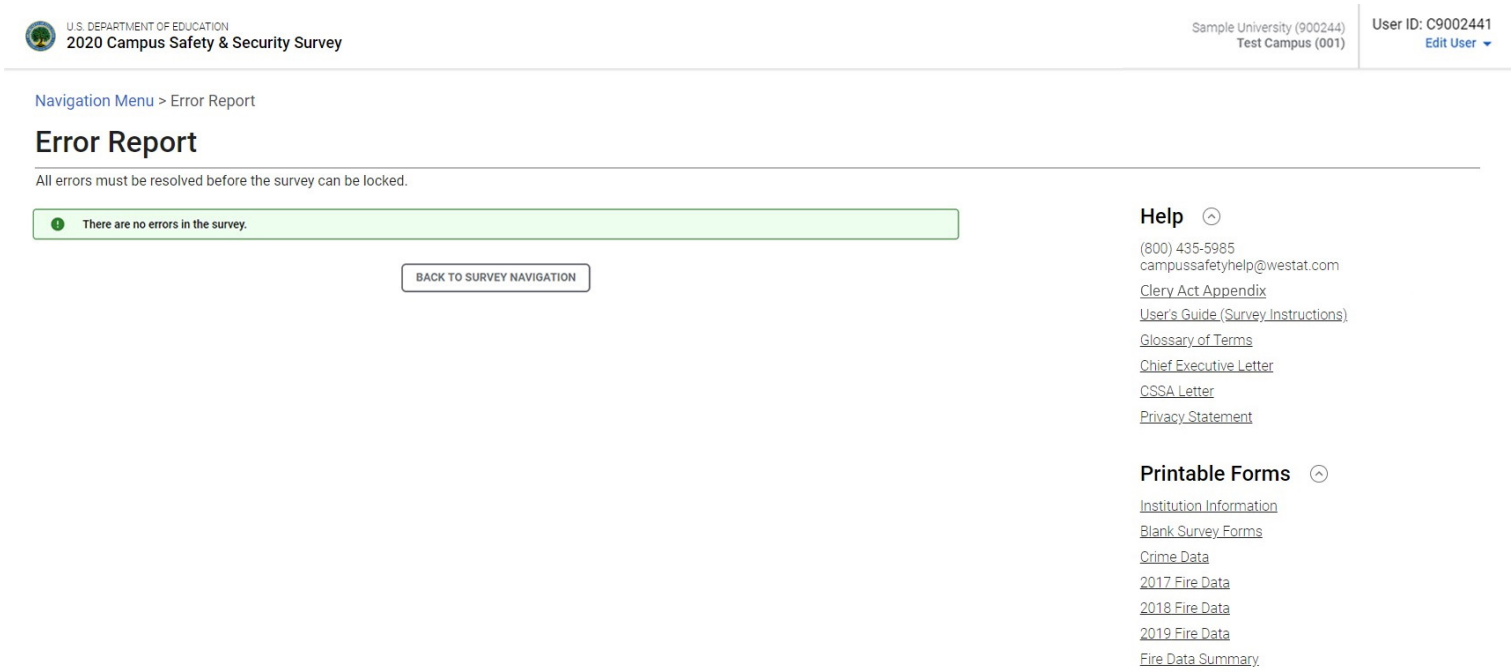
SEVERITY	ERROR DESCRIPTION	RESOLVED	OPTIONS
Fatal	This category only includes motor vehicle thefts from parking garages that are physically attached to On-campus Student Housing Facilities and are directly accessible from those facilities. This category does not include motor vehicle theft from on-campus parking lots that are simply associated with On-Campus Student Housing Facilities. If the number entered is correct, please call the help desk toll-free at (800) 435-5985.	No	ERROR SCREEN

Criminal Offenses - Public Property

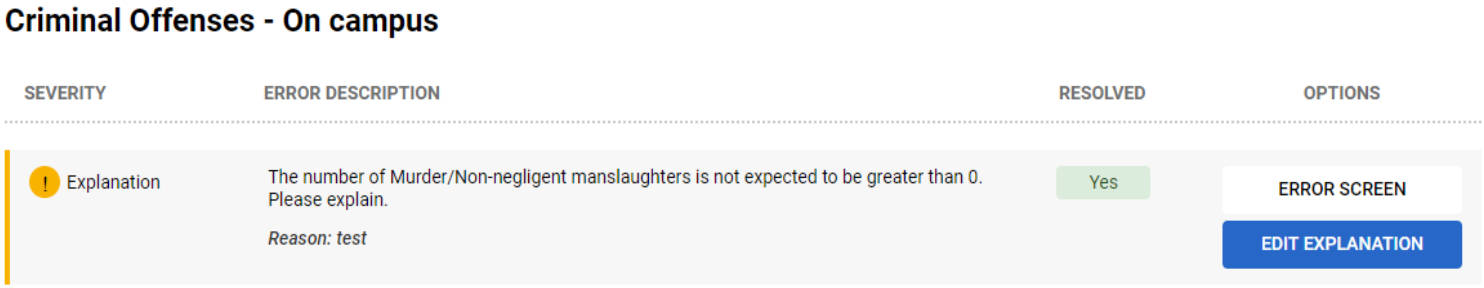
SEVERITY	ERROR DESCRIPTION	RESOLVED	OPTIONS
Fatal	Do not include burglaries from private residences or businesses. Do not include thefts from motor vehicles. If the number entered is correct, please call the help desk toll-free at (800) 435-5985.	No	ERROR SCREEN

BACK TO SURVEY NAVIGATION

4. Continue fixing your data until all errors have been resolved.



Note: If there are resolved errors on your survey, the Error Report page will show it as Resolved.



Locking Your Survey

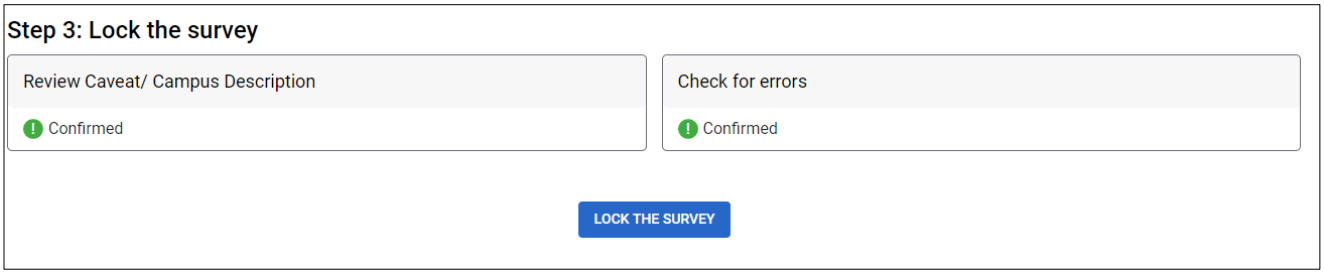
A survey must be locked before it is considered complete. After you conduct the error check and there are no errors detected by the survey system, you are ready to lock your survey. The **Survey Navigation** screen will be updated to **Clean** and you will be able to lock your survey by clicking **Lock the Survey**. The Campus Safety Survey Administrator (CSSA) is the only person who can lock the survey.

Locking the survey creates a read-only file and prevents additional updates. It is advisable to lock the survey only AFTER the data inputs have been thoroughly verified and deemed final.

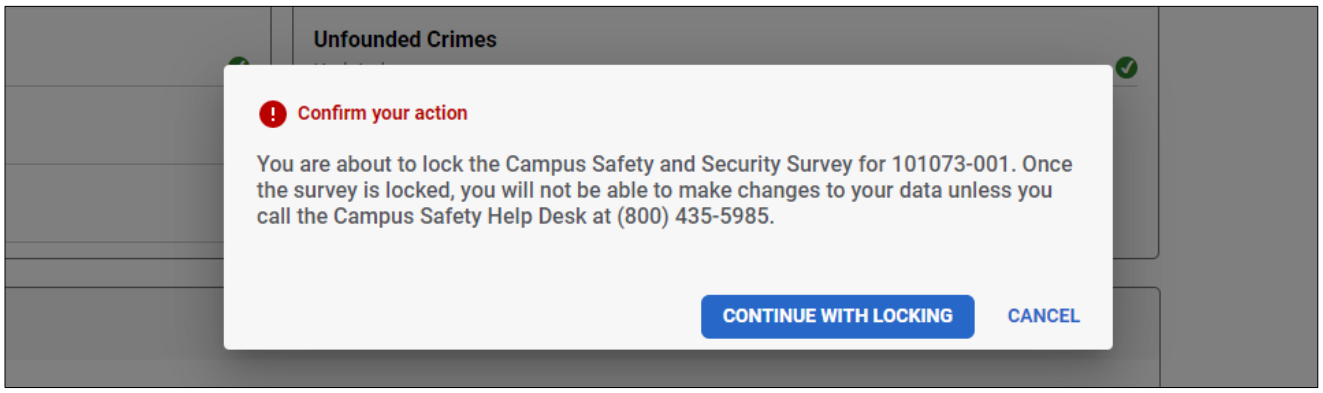
1. Select **LOCK THE SURVEY**.
2. Select **CONTINUE WITH LOCKING**.

If you subsequently discover an error in your data and need to make changes, contact the Campus Safety Help Desk.

Note: We strongly recommend that you keep a copy of your completed survey form for your records.

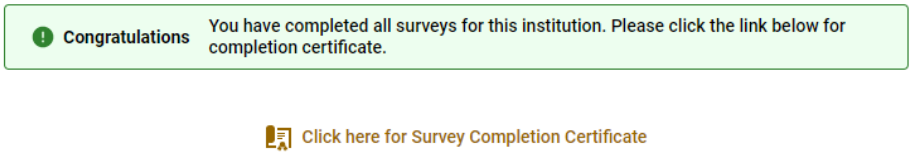


When you click on the Continue with Locking button, you will see the following instruction screen.

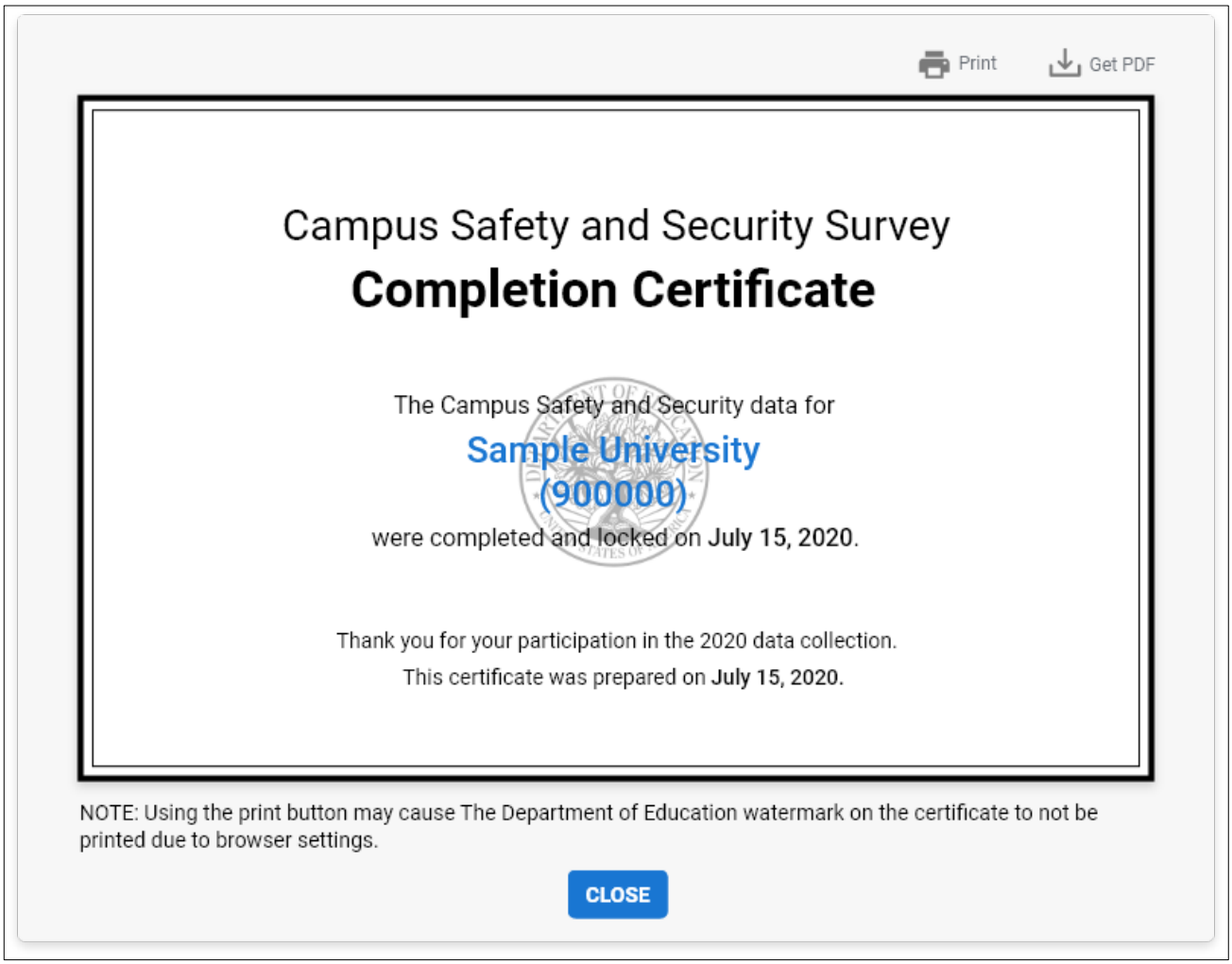


Print Campus Safety and Security Survey Completion Certificate

After you lock your survey data, go to the Survey Navigation screen to get confirmation of completion. The survey system will not automatically send an e-mail. At the bottom of the Survey Navigation screen is the **"Click here for Survey Completion Certificate"** link.

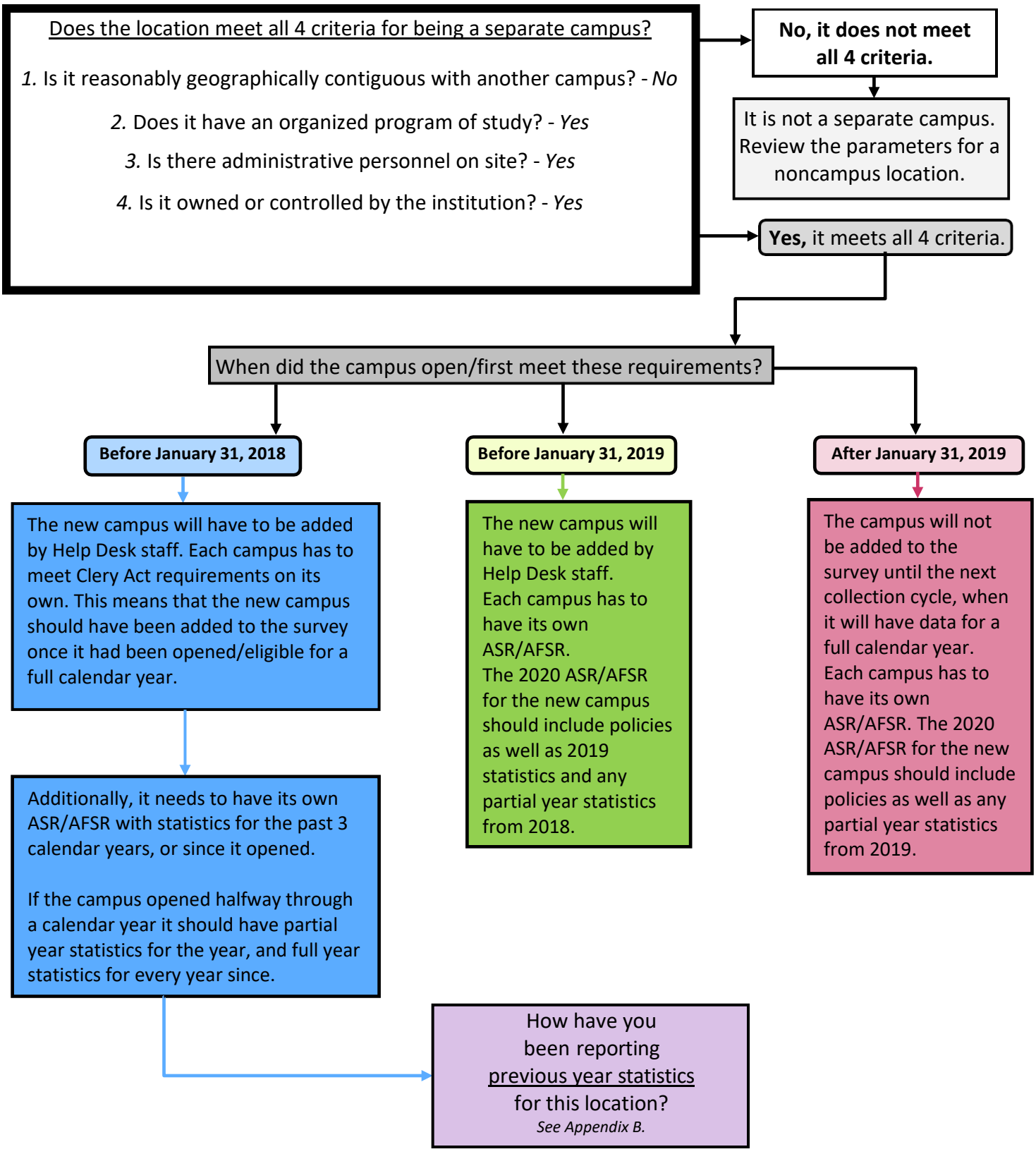


Select this link to print or save a PDF of the survey completion certificate.

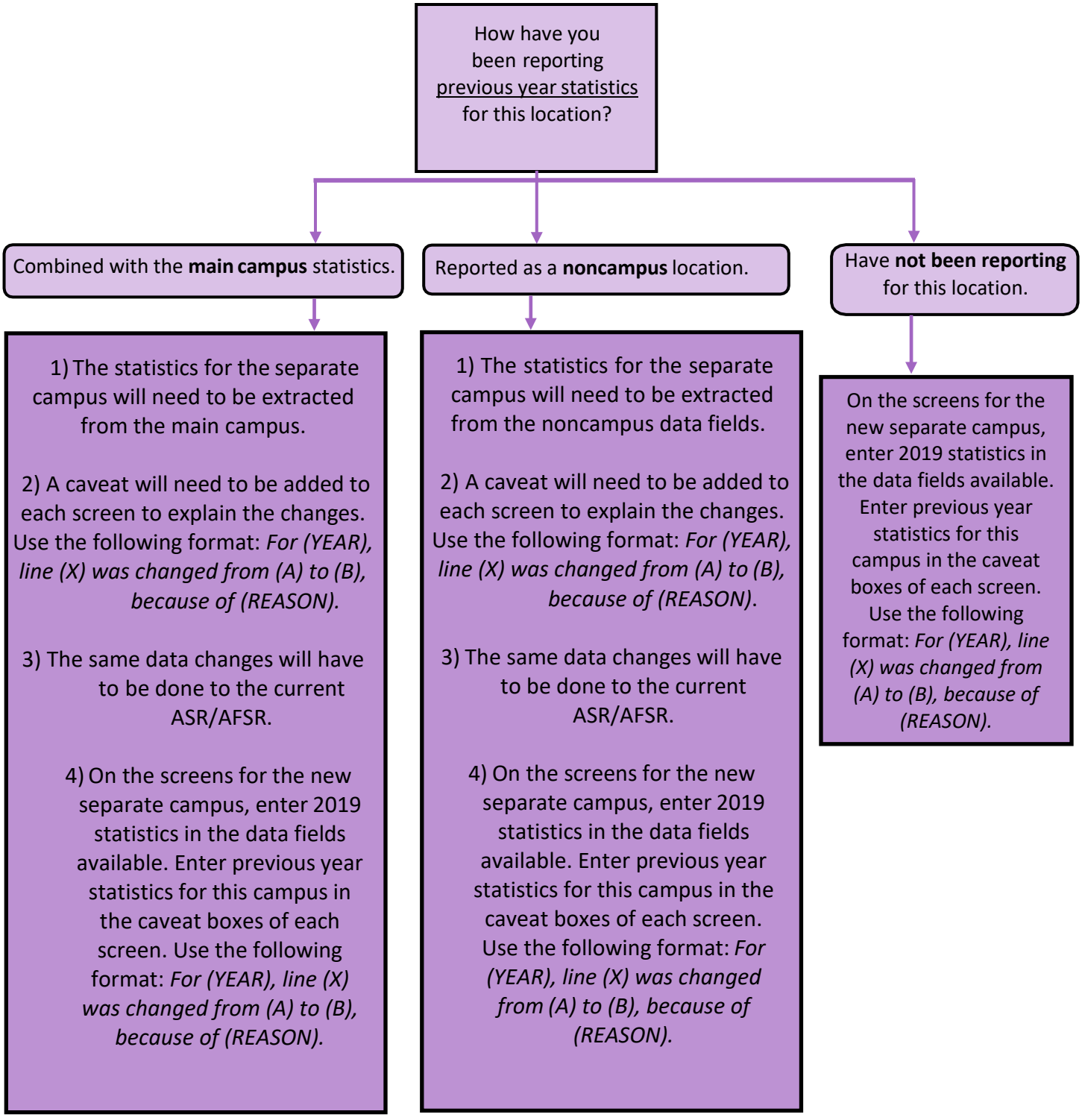


Appendix A
Adding a Campus

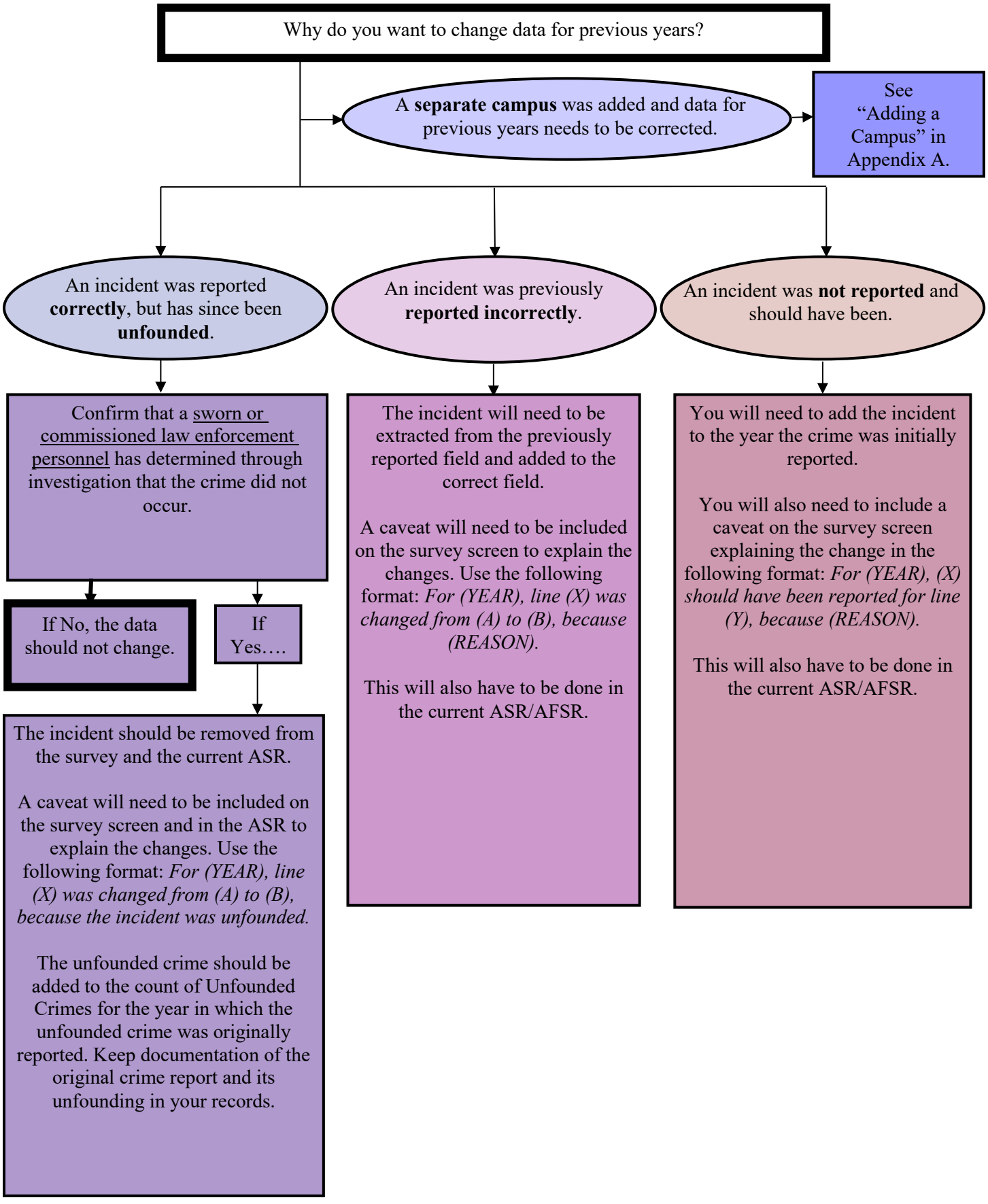
Adding a Campus



Adding a Campus
(Part 2)



You can have one ASR for multiple campuses, but you have to distinguish each campus' statistics and applicable policies.

Appendix B
Changing Previous Year's Data

Changing Previous Year's Data