

TEXAS A&M UNIVERSITY MAYS BUSINESS SCHOOL AT CITYCENTRE 2020 Annual Security Report



In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f), 34 CFR 668.46)

This Annual Security Report is available on the Texas A&M University Office of Risk, Ethics, and Compliance website at:

<https://orec.tamu.edu/wp-content/uploads/MaysAnnualSecurityReport.pdf>

Email vpfa-urc-compliance-officer@exchange.tamu.edu for assistance if any link does not function.

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Texas A&M University Mays Business School at CityCentre

Preparation of the Annual Security Report and Disclosure of Crime Statistics

Enacted in 1990, The Crime Awareness and Campus Security Act was designed to assist the campus community in making decisions which affect their personal safety by requiring institutions of higher education to provide certain campus security information to current and prospective students and employees. The Higher Education Act of 1998 and the subsequent amendments of the implementing regulations (34 C.F.R.668.46) significantly expanded institutions' obligations under the Act. The Act was also renamed the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (hereafter the Clery Act).

The Mays Business School at CityCentre (MBS CityCentre) Campus Administrator, with input from Midway Property Management and Office of Risk, Ethics, and Compliance (OREC), prepares and distributes the Annual Security Report so that students and members of the immediate community can view the information. The Annual Security Report is published every year by October 1st and contains three years of selected campus crime statistics and certain 2020 – 2021 academic year campus security policy statements for the MBS CityCentre campus¹ in accordance with the Clery Act. Statistics are compiled using campus incident reports and information received from Houston Police Department's representatives, CityCentre Security, Student Affairs, and other campus security authorities. This 2020 Annual Security Report contains crime statistics for calendar years 2019, 2018, and 2017.

Annual Security Report Notifications

Each year, an e-mail notification which provides website access to this report is sent to all current students, faculty, and staff. Upon request, individuals may obtain a written paper copy of the report from the Campus Administrator's office at 842 West Sam Houston Parkway N., Houston, Texas 77024, by calling 281-809-4604, or by emailing jjones@mays.tamu.edu. The report is found at the following website: <https://orec.tamu.edu/wp-content/uploads/MaysAnnualSecurityReport.pdf>.

Prospective employees are notified of the availability of the Annual Security Report through an email distributed when applying for a position. Website access to the Annual Security Report is provided by the Division of Human Resources and Organizational Effectiveness through a link called "Safety and Security Notices" located on the right menu bar of the Texas A&M Job Path website (<https://jobpath.tamu.edu>) and

¹ The MBS CityCentre campus is a facility located in Houston, Texas and leased by Texas A&M University through Midway, a property management company. MBS CityCentre houses the Texas A&M University Mays School of Business Master of Science in Analytics, Professional MBA, and Executive MBA programs.

through a link under the “Safety and Security Notices” heading on the Required Employee Notices & Important Reminders webpage (<http://employees.tamu.edu/employees/required-notices/>).

Prospective students are notified of the availability of the Annual Security Report through an email distributed when applying for admission. Website access to the Annual Security Report is provided by the Office of Admissions through a link titled “Campus Safety” located at the bottom of the Admissions webpage (<http://admissions.tamu.edu/>).

Campus Law Enforcement Policies

Police Department Overview

Campus police are not provided. Security services are provided by CityCentre Security which is a third party security company contracted by Midway. The Midway Property Manager (713-463-4692) should be contacted to answer any questions or address problems related to MBS CityCentre or its operation. The following is a list of some (but not all) of the situations that should be brought to the attention of the Property Manager:

- Bomb threats
- Fire
- Gas Leaks
- Flood/wind/storm/hail damage
- Civil disturbance
- Medical emergency
- Environmental concerns or issues
- Safety hazards
 - Burned-out exterior lighting
 - Potholes in parking lot
 - Broken handrails
 - Broken exterior water lines
 - Broken landscape irrigation heads
 - Roof leaks
- Suspicious situations or persons

In certain of the above situations, it will be necessary to call 911 immediately before contacting the management office. When calling 911, please be prepared to provide the following information:

- Facility name and address
- Lease space and location in the facility

Jurisdiction

MBS CityCentre property is under the primary jurisdiction of the Houston Police Department. They may be reached at 713-884-3131 and are located at 1200 Travis St., Houston, Texas 77002. In an emergency situation the Houston Police Department may be reached by dialing 911 from any campus phone.

Arrest Authority

Midway is responsible for campus security through CityCentre Security. Security officers are comprised of contracted security officers assigned through a third party contract. They are not commissioned officers and have no arrest powers.

Enforcement Authority

All reports to CityCentre Security are investigated and are referred to law enforcement authorities when appropriate. Criminal matters involving university students or employees may also be referred to university administration for disciplinary action.

Working Relationships and Agreements

CityCentre Security remains in contact with the Houston Police Department, the Harris County Sheriff's Office, Harris County Precinct 5 Constable's Office, and the Houston Metro Police Department to report criminal or suspicious activity which may warrant an emergency response or timely warning notification. No written memorandum of understanding is in place with state or local law enforcement agencies including for investigation of alleged criminal offenses. CityCentre Security, in cooperation with Houston Police, may maintain working relationships with state and federal agencies on an as needed basis.

A request is distributed to local law enforcement agencies annually to solicit cooperation in informing the institution about crimes. The request is specific to informing the CityCentre Campus Administrator about situations reported to the given local law enforcement agency that may warrant an emergency response or timely warning notification.

Monitoring Non-Campus Locations

The MBS CityCentre campus does not sponsor officially recognized student organizations, however, MBS CityCentre students may participate in student organizations recognized by the main Texas A&M University campus. MBS CityCentre does not operate non-campus housing or non-campus student organization facilities. Institutional sponsored travel (individually or as part of a student organizations officially recognized by the main campus) may result in the location meeting the criteria for Clery non-campus property. If this situation occurs, CityCentre Security does not provide security at these non-campus locations. The local law enforcement agency with jurisdiction at the location monitors criminal activity at the non-campus property and responds when police services are requested.

Professional Standards

CityCentre Security's relationship with its students is vital to achieving the overall mission of a safe and secure facility along with providing excellent service. All members of the MS Analytics, Executive MBA, and Professional MBA community can expect to be treated in a courteous and professional manner by members of the CityCentre Security team. The Security Department will not tolerate an employee who acts unprofessionally or who does not provide an appropriate level of service.

The quality of the service provided is dependent in part on feedback from the Mays Business School Community. Please help improve interaction with CityCentre Security by bringing complaints and compliments to the attention of any of the following individuals in a timely manner, Campus Administrator (281-631-5428), CityCentre Security (713-461-0758), or Midway Property Manager (713-463-4692).

Campus Law Enforcement Telephone Directory

Area Code – 713 (for all numbers listed below)

Emergencies- Police/Fire/Medical	911	CityCentre Security	461-0758
Houston Police Department	884-3131		

Reporting Crimes

Incident Reporting and Response

Students, faculty, staff, community members, and guests are encouraged to report all crimes and public safety related incidents to CityCentre Security, Houston Police, and the appropriate police agencies in an accurate and prompt manner when the victim of such crimes elects or is unable to make such a report. In the event of a criminal act, suspicious person, or any other emergency, students, and others are to immediately call 911 or contact the Houston Police Department at 713-884-3131. All incidents may be reported to the MBS CityCentre Campus Administrator (281-631-5428), CityCentre Security (713-461-0758), and the Midway Property Manager (713-463-4692).

Once reported, the Campus Administrator, Program Directors, CityCentre Security, and Midway Property Management will respond as quickly and safely as possible to any request for assistance. Response includes dispatching a safety officer to attend to the needs of the victim and secure the scene and, as situations warrant, contact outside services such as local law enforcement, the fire department, or emergency personnel to respond to the incident.

Reporting Criminal Offenses to University Officials: Campus Security Authorities

As an option to reporting immediate emergencies to 911 and the parties listed above, crimes may be reported to the following offices/individuals: the Associate Dean of Graduate Programs 979-845-4876, the Mays Executive MBA Program Director 979-458-1832, the Mays Professional MBA Program Director 979-845-4714, Human Resources Employee Relations 979-862-4027, Office of the Dean of Faculties & Associate Provost 979-845-4274, the Assistant Vice President and Title IX Coordinator 979-458-8407, or the Chief Risk, Ethics, and Compliance Officer 979-458-0308. Crime reports provided to these and other campus security authorities are used by the school to fulfill its responsibility to annually disclose accurate crime statistics and to issue or facilitate the issuance emergency notifications and timely warnings. Campus security authority crime reports should include sufficient detail such as dates and locations, and where appropriate, personally identifying information, including name and contact information, if available. For additional information on the duties and responsibilities of the individuals and offices listed above, see the following: <https://upd.tamu.edu/CSA%20Reporting/CSA%20Slides.pdf>.

Confidential and Anonymous Reporting of Crimes

If you are the victim of a crime you are encouraged to report the crime to the Houston Police Department. If you do not want to pursue action within the university or the criminal justice system, you may still want to consider making an anonymous or confidential report. Faculty, staff and students may anonymously report criminal or unethical behavior through Houston Police Department Crime Stoppers at 713-222-TIPS (8477) or online at <https://crime-stoppers.org/> website. In Texas, victims of certain offenses are eligible for a pseudonym in which the victim's true identity will not be released.

The MBS CityCentre campus security authorities listed above will generally accept voluntary, confidential reports of crime from victims, witnesses, and others for inclusion in the crime statistics disclosure of the annual security report and crime log. Annual crime statistics and the crime log are confidential in that personally identifiable information is not included in the disclosure. Campus security authority crime reports should include sufficient detail such as dates and locations, and where appropriate, personally identifying information, if available.

The MBS CityCentre campus has no pastoral or professionally licensed counselors on-site who are exempt from reporting requirements under the Clery Act. Therefore, no procedures are in place at MBS CityCentre to encourage counselors (if and when they deem appropriate) to refer persons they are counseling to report

crimes on a voluntary, confidential basis for inclusion in the annual statistics or crime log. At the main Texas A&M University campus, counselors available to MBS CityCentre students are provided a written reminder each year to review reporting options with student clients. Contracted counseling personnel available to employees are not provided the written reminder as they are referred using a network of local providers.

Timely Warning Policy

The circumstances in which a Timely Warning (Crime Alert) will be generated include, but are not limited to, the receipt of a report by a campus security authority of a crime reportable under the Clery Act that poses a serious or continuing threat to the campus community. The Director of the program in session, Associate Dean of Graduate Programs, or the MBS CityCentre Campus Administrator is responsible for determining if a Crime Alert will be issued. An internal review among two or more of these authorized personnel may occur if time allows. Crimes reportable under the Clery Act that may warrant a Crime Alert include, but are not limited to, major incidents of arson, murder/non-negligent manslaughter, robbery, aggravated assault, sex offenses, or other crimes as determined necessary by the Director of the program in session, Associate Dean of Graduate Programs, and the MBS CityCentre Campus Administrator. The determination will be made on a case by case basis after due consideration of all available facts of the crime, such as the nature of the crime and whether or not a continuing danger to the campus community exists. If CityCentre Security or other campus security authorities are not notified of the crime in a manner that would allow timely notice a Crime Alert may not be issued, depending on the circumstances. All situations will be evaluated on a case by case basis.

Anyone with information warranting a Crime Alert should report the circumstances immediately to MBS CityCentre Campus Administrator (281-631-5428) or CityCentre Security (713-461-0758). Reports can be made in person at MBS CityCentre (842 West Sam Houston Parkway N., Houston, Texas 77024).

Crime Alerts contain sufficient information about the nature of an identified threat to assist members of the campus community in taking appropriate action to protect themselves or their property. The MBS CityCentre Campus Administrator or designee is authorized to write and issue (send) Crime Alerts. Crime Alerts are issued through an email to faculty, staff, and students in a manner that is timely, that withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences. Crime Alerts generally include:

- A readily understandable description of the type of crime or occurrence.
- The general location, date and time of the offense.
- A physical description of the suspect(s), if available, when there is sufficient detail that would reasonably help identify a specific individual suspect or group of suspects.
- Possible connection to other incidents.
- Date and time the alert was issued.
- Suggested measures which members of the university community can take to help protect themselves.

It is important to note that in some cases administrators may need to withhold some facts if releasing the information would compromise an ongoing investigation or the identity of the victim. Victim names and other identifying information of victims are never included in Crime Alerts. An institution is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

Emergency Response and Evacuation Policy

The procedures disclosed in this section apply to significant emergencies and dangerous situations occurring on the campus MBS CityCentre, i.e. on-campus property. The institution does not have separate procedures for non-campus property.

Emergency Notification System

It is the policy of MBS CityCentre to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Notification of a significant emergency or a dangerous situation at the MBS CityCentre facility is provided via text message or email from MBS CityCentre to its students and employees. Personnel from the MBS CityCentre (including the Director of the program in session and/or the MBS CityCentre Campus Administrator, or their designees) confirm whether a significant emergency or dangerous situation exists by evaluating information received from entities which may include, but are not limited to: Midway (typically communicated through an email blast to tenants including the MBS CityCentre Campus Administrator), law enforcement, fire department, National Weather Service, and other campus officials.

MBS CityCentre emergency notifications do not replace the Crime Alert requirement. They differ in that the Crime Alert requirement applies to Clery reportable crimes, while emergency notifications address a much wider range of threats (i.e. gas leaks, tornadoes, active shooter, etc.). If an emergency notification is issued, the university is not required to issue a Crime Alert based on the same circumstances.

Upon confirming the emergency or dangerous situation, MBS CityCentre will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system; unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. Once the Director of the program in session and/or the MBS CityCentre Campus Administrator, or their designees make the decision to declare the emergency or dangerous situation, the MBS CityCentre Campus Administrator (or designee) determines the content of the emergency notification and sends it to MBS CityCentre students and employees. The emergency notification may include instructions to evacuate the class in session or refrain from arriving for the session. Victim names and other identifying information of victims are never included in emergency notifications. Individuals receiving the emergency notification will also be advised with updated information, as needed, using the same method(s) as the original notification.

The emergency notification is sent to faculty, staff, and students of MBS CityCentre through one or both of the following mechanisms: text message or email as documented in the Texas A&M University MBA Program Emergency Communication Plan. MBS CityCentre programs serve three types of students which include students not in class at the space, students in class at the space, and students studying at the space. These cohorts are only present in the facility at specific times and the studying is done by reservation only. All cohorts receive the emergency notification, rather than specific segments of the campus population.

If the class is in session, communications will direct those in attendance to evacuate according to the Midway issued evacuation route. Otherwise, if the cohort has not arrived, the Emergency Communication Plan will be activated giving instructions not to arrive at MBS CityCentre for class or study due to an emergency.

Central Texas A&M University administration (the Texas A&M University Associate Vice President for Safety and Security in the Office of Safety and Security and/or designee) will confirm an emergency or dangerous situation and generate and issue an emergency notification on behalf of the MBS CityCentre campus in special

cases. These cases include: if campus operations are altered (closures), if the emergency prevents the local campus from issuing the alert, or if a centralized global message is determined to be necessary by the Office of Safety and Security.

Registering for Emergency Notifications

Students enrolled in programs at MBS CityCentre and employees are registered in a class remind app emergency notification that allows students, faculty and staff to receive text message alerts. Emergency alerts are automatically sent to all enrolled student and MBS CityCentre employee cell numbers. The public does not have access to register for emergency notifications sent through the remind app. The remind app is tested in each of the fall and spring semesters.

Disseminating Information to the Larger Community

The Associate Dean of Graduate Programs, working with the Marketing and Communications team, will release a statement in accordance with state law and Texas A&M University policy to disseminate emergency information to individuals and/or organizations outside the campus community.

Emergency Preparedness

Midway and the Campus Administrator have responsibility for implementing emergency preparedness procedures, including evacuation procedures, and testing emergency response procedures at MBS CityCentre. Emergency Communication Plan and Evacuation Options material for MBS CityCentre has been documented for emergency guidance and instruction. The Campus Administrator publicizes the communications plan by distributing it annually to all Mays Business School at MBS CityCentre students and employees for evaluation and feedback. The distribution occurs early in the fall semester in conjunction with a campus fire drill.

In conjunction with Midway, MBS CityCentre conducts biannual announced and unannounced emergency drills. Midway documents the type of exercise, the date and time it was held, the length of the drill, and whether it was announced or unannounced. These drills, exercises, and follow-through activities are designed for assessment and evaluation of emergency plans and capabilities. The MBS CityCentre Campus Administrator evaluates the exercise documenting efficiency and improvements noted by participants.

The Daily Crime Log

The MBS CityCentre campus is exempt from providing a Daily Crime Log as security personnel are contracted by the property management company from whom classroom space is leased.

Security of and Access to Campus Facilities

General Provisions

The MBS CityCentre facility is equipped with an Access Control System which restricts entry to the building via card key only, outside of the normal building operating hours. Normal building operating hours are Monday through Friday 7:00 AM to 10:00 PM, Saturdays from 8:00 AM to 6:00 PM and closed on Sunday.

Parking Garages

MBS CityCentre parking garages are under limited video surveillance and may or may not be monitored. Garages are equipped with emergency phones on each level and are readily visible and identifiable by the bright blue lights located on top of the phone cabinets. Students may request security escorts to their cars.

Academic and Administrative Buildings

The MBS CityCentre lobby entrance is equipped with the same system as the entire MBS CityCentre facility. Students and faculty are provided with access cards. Access cards for students are programmed to work only during specified student hours. The MBS CityCentre areas specific to TAMU programs are equipped with a video surveillance system.

Maintenance of Campus Facilities

Building maintenance is provided by the Midway. Midway provides a building engineer to conduct daily inspections of the property along with quarterly and annual inspections. Midway also provides a trouble ticket reporting system for tenants to report issues to be resolved by property management. Once the trouble ticket placed by the tenant is addressed, the tenant is notified of the repair.

Alcoholic Beverages, Illegal Drugs, and Weapons

Education Programs

Texas A&M University provides drug/alcohol counseling, treatment and rehabilitation programs for students and employees. For more information, employees should review [Texas A&M University Rule 34.02.01.M1](#) and students should visit <http://studentlife.tamu.edu/hp/>.

Additionally, in accordance with the Drug-Free Schools and Communities Act, Texas A&M University, including MBS CityCentre, reviews its programs, services, and policies to prevent unlawful possession, use, or distribution of alcohol and illicit drugs. The results of the biennial review are published at:

<https://nokwv2p4iir3h3frsml79d3t-wpengine.netdna-ssl.com/wp-content/uploads/2019/10/dfsca.pdf>

Alcohol Policy

The following alcohol policy applies to MBS CityCentre as the property is leased by Texas A&M University.

As an institution interested in the intellectual, physical and psychological well-being of the campus community, Texas A&M University deems it important to curtail the abusive or illegal use of alcoholic beverages. The Texas A&M University System strictly prohibits the unlawful manufacture, distribution (including sales), possession, or use of alcohol on Texas A&M University System property, while on official duty, and/or as part of any Texas A&M University System activities ([System Policy 34.02, Drug and Alcohol Abuse](#)). Possession or consumption of alcoholic beverages on property under control of the Texas A&M University System will not be permitted except in special use buildings and facilities that may be designated by the chief executive officer of the member, approved by the chancellor, and subsequently reported to the board on an annual basis ([System Policy 34.03, Alcoholic Beverages](#)).

A listing of locations at Texas A&M University that are approved for possession or use of alcohol can be found at https://rules-saps.tamu.edu/wp-content/uploads/2020/08/Approved_Sites.pdf as authorized in [University Standard Administrative Procedure \(SAP\) 34.03.99.M0.01, Alcoholic Beverages](#). Locations approved for possession, consumption, and/or use of alcoholic beverages in University SAP 34.03.99.M0.01 include University Apartments and residence hall rooms where all occupants are at least 21 years of age (alcohol is not permitted in dormitories housing students who are members of the Corps of Cadets, even if the occupants are 21 years of age or older).

A licensed contracted vendor must be used to serve (sell) alcohol at events held in these approved locations. [Texas A&M University Student Rules, Student Conduct Code, 24.4.13, Alcohol](#) also prohibits alcohol use, possession, manufacturing, or distribution (including sales) of alcoholic beverages on Texas A&M University premises and at university sponsored events, except as expressly authorized by university policies.

The purchase, service (including sales), possession, and consumption of alcohol beverages in facilities under the control of the Texas A&M University System shall in all respects comply with state law ([System Policy 34.03, Alcoholic Beverages](#)). Texas A&M University prohibits the use or possession of alcoholic beverages on campus by any individual under the age of 21, including within on-campus housing facilities ([University SAP 34.03.99.M0.01 Alcoholic Beverages](#) and [Texas A&M University Student Rules, Student Conduct Code, 24.4.13, Alcohol](#)).

All purchases of alcoholic beverages by any member must comply with guidelines as established in [System Policy 34.03, Alcoholic Beverages](#) regarding the purchase's source of funds, purpose, and required documentation.

Consequences for policy violations could result in sanctions by the university and/or criminal charges/arrest by local law enforcement agencies for state law violations.

Health Promotion (979-845-0280), in the Offices of the Dean of Student Life (979-845-3111), is committed to promoting responsible decision making regarding alcohol and other drugs through educational programming, resources, and referrals. The Work/Life Solutions Program by GuidanceResources (1-866-301-9623) manages the alcohol & drug abuse and rehabilitation program for employees and provides licensed counseling and referral services.

Illegal Drugs Policy

The following illegal drugs policy applies to MBS CityCentre as the property is leased by Texas A&M University.

Federal law prohibits the unlawful possession, use, sale, or distribution of drugs. Texas state law prohibits the possession, use, sale, manufacture, or delivery of a controlled substance without legal authorization. A controlled substance includes any drug, substance or immediate precursor covered under the Texas Controlled Substances Act, including but not limited to opiates, barbiturates, amphetamines, marijuana, and hallucinogens. The possession of drug paraphernalia is also prohibited under Texas state law. Drug paraphernalia includes all equipment, products and material of any kind that are used to facilitate, or intended or designed to facilitate, violations of the Texas Controlled Substances Act. According to [System Policy 34.02, Drugs and Alcohol Abuse](#), all students and employees are expected to abide by federal and state laws pertaining to controlled substances and illicit drugs. More specifically, Texas A&M University Student Rules prohibit using, possessing, being under the influence of, manufacturing, or distributing illegal drugs or illegally obtained/possessed controlled substances ([Texas A&M University Student Rules, Student Conduct Code, 24.4.12, Drugs](#)). Alleged violations of federal and state laws may result in criminal charges. University conduct charges may be pursued against those alleged to have violated university policies and/or state/federal laws concerning controlled substances.

Health Promotion (979-845-0280), in the Offices of the Dean of Student Life (979-845-3111), is committed to promoting responsible decision making regarding alcohol and other drugs through educational programming, resources, and referrals. The Work/Life Solutions Program by GuidanceResources (1-866-301-9623) manages the alcohol & drug abuse and rehabilitation program for employees and provides licensed counseling and referral services.

Weapons Policy

The following weapons policy applies to MBS CityCentre as the property is leased by Texas A&M University.

In accordance with [Texas Penal Code Ch. 46.03](#), it is a felony to intentionally, knowingly, or recklessly possess a firearm, location restricted knife, club, or prohibited weapon on the physical premises of a school or educational institution, to include any grounds or buildings on which an activity sponsored by a school or educational institution is being conducted, or a passenger transportation vehicle of a school or educational institution. The following exception applies. A license to carry holder under Chapter 411, Texas Government Code, may carry a concealed handgun on or about the license holder's person while the license holder is on the campus of Texas A&M (all land and buildings owned or leased by Texas A&M) or in a university vehicle, unless prohibited by state law, federal law, or [University Rule 34.06.02.M1](#), *Carrying Concealed Handguns on Campus*.

Currently license to carry holders may carry a concealed handgun in the MBS CityCentre facility. Per University Rule 34.06.02.M1, prohibited areas on the Texas A&M campus include but are not limited to campus daycares, counseling centers, health care facilities, collegiate interscholastic events, collegiate sporting events if effective notice under 30.06 is provided, specific premises where formal administrative hearings/investigations are conducted, locations with official Texas Penal Code 30.06 signage, and certain high hazard research areas/laboratories as approved by the president. The open carry of handguns is prohibited everywhere on campus including all land and buildings owned or leased by Texas A&M University. Licensed peace officers are authorized by law to carry firearms at all times. [University SAP 34.06.02.M1.01](#) and [Student Conduct Code 24.4.14](#) contain additional weapons policy information.

Sexual Assault, Dating Violence, Domestic Violence, and Stalking

In accordance with federal law and [Texas A&M University System Regulation 08.01.01 Civil Rights Compliance](#) (System Regulation 08.01.01), Texas A&M University prohibits discrimination and harassment including sexual assault, dating violence, domestic violence, stalking, (as those terms are defined for the purposes of the Clery Act) and/or related retaliation. The following are statements of policy that address discrimination, harassment (including, but not limited to, sexual harassment² and sex-based misconduct³), complicity, and retaliation. The policies apply whether this conduct occurs on or off campus and when it is reported to the university.

² Sexual harassment is a form of sex discrimination. Unwelcome conduct on the basis of sex (of a sexual nature or otherwise): (1) by an employee of the university who conditions the provision of an aid, benefit, or service of the university on an individual's participation in that unwelcome sexual conduct; (2) determined by a reasonable person to be so severe and pervasive and objectively offensive that it effectively denies a person equal access to the university's education program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking based on sex. For the purposes of defining sexual harassment specified in (2): severe means of sufficient seriousness to interfere with the rights, privileges, and legal activities of an individual, as well as actions that would be deemed by a reasonable person to be extreme or life-threatening; pervasive means conduct existing in or spreading over a large area of an activity or program over a period of time; and objectively offensive means behavior determined by a reasonable person to be offensive (actions that cause unreasonable harm or distress to another individual or group of people). Includes complaints based on sex, sexual orientation, and/or gender identity.

³ Sex-based misconduct is unwelcome conduct on the basis of sex that is severe, persistent, or pervasive enough to create a work, educational, or campus living environment that a reasonable person would consider intimidating, abusive, or offensive. Sex-based misconduct is explicitly prohibited under System Regulation 08.01.01. Aiding another in the commission of sex-based misconduct is also prohibited by System Regulation 08.01.01. Sex-based includes, but is not limited to, sexual assault, sexual exploitation, dating violence, domestic violence, and stalking based on sex. Sexual exploitation is defined as a situation in which an individual(s) takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited. For example, sexual exploitation could include such actions as secretly videotaping sexual activity, voyeurism, invasion of sexual privacy, exposing one's genitals or causing another to expose one's genitals, and knowingly exposing another person to a sexually transmitted infection or disease. Sexual exploitation is a form of sex-based misconduct. Includes complaints based on sex, sexual orientation, and/or gender identity.

Procedures for Reporting Sexual Assault, Dating Violence, Domestic Violence, Stalking, and Related Retaliation

Individuals have the option of notifying on-campus and local law enforcement authorities to report sexual assault, dating violence, domestic violence, or stalking. Below is a list of local law enforcement agencies. Reports should be filed with the agency where the incident occurred.

Agency	Phone
Emergency (Houston Police)	911
CityCentre Security	713-461-0758
Houston Police Department (non-emergency)	713-884-3131
Texas A&M University Police Department	979-845-2345

The Houston Police Department is available to receive and investigate reports of sexual assault, dating violence, domestic violence, and stalking, assist in securing medical attention; participate in evidence preservation and collection; conduct criminal investigations of crimes; and inform the individual of legal and administrative options both on and off campus. Criminal investigations may occur independent from a conduct proceeding and are handled in accordance with the Texas Penal Code, the Texas Code of Criminal Procedure, and information from the Harris County District Attorney's Office. Law enforcement will help individuals understand the process of obtaining protective orders, restraining orders, or similar lawful orders issued by the courts.

All Texas A&M University employees are mandatory reporters who must report all known information about an alleged or suspected incident of discrimination, harassment, retaliation, or complicity that is experienced by, observed by or made known to an employee in the course and scope of their employment as soon as possible⁴. Student workers are not required to report conduct prohibited by this policy if the student worker experiences, observes, or becomes aware of the prohibited conduct outside the context of their employment.

An employee is also not required to report an incident where: (1) the employee was a victim of sexual harassment, sexual assault, dating violence, domestic violence, or stalking; (2) the incident about which the employee received information was due to a disclosure made at a sexual harassment, sexual assault, dating violence, domestic violence, or stalking public awareness event sponsored by the university or by a student organization affiliated with the university; or (3) the person has either learned of the incident during the course of their employer's review or process, or has confirmed with the designated office overseeing the review or process, that the incident has been previously reported.

An employee's failure to report alleged or suspected discrimination, harassment, retaliation, or complicity may result in disciplinary action, including termination of employment. An employee must be dismissed if, in accordance with disciplinary processes, the employee is determined to have knowingly failed to make a required report, or that employee, with the intent to harm or deceive, knowingly made a report that is false. Notwithstanding the above mandatory reporting requirement for employees, anyone may report matters which they believe are criminal to the appropriate local law enforcement agency.

Students and third parties are strongly encouraged, but not required, to report conduct prohibited by this policy.

⁴ Exceptions include confidential employees and are described in the "Confidentiality/Privacy" section of this report.

At MBS CityCentre, reports that a student, an employee, or a third party has engaged in conduct prohibited by this policy should be made to:

Assistant Vice President and Title IX Coordinator
Department of Civil Rights and Equity Investigations (CREI)
Medical Sciences Library
202 Olsen Blvd., Suite 007
College Station, TX 77843
979-458-8407
civilrights@tamu.edu
Website Reporting Form: <https://titleix.tamu.edu/report/>

CREI's Assistant Vice President and Title IX Coordinator's responsibilities include, but are not limited to, (1) overseeing Texas A&M University's civil rights protections program; (2) ensuring all complaints of discrimination, harassment, retaliation, and complicity are promptly, thoroughly, and equitably reviewed, investigated, and resolved in accordance with System Regulation 08.01.01, [Texas A&M University Rule 08.01.01.M1, Civil Rights Compliance](#) (Rule 08.01.01.M1), and [Texas A&M University SAP 08.01.01.M1.01, Investigation and Resolution of Allegations of Discrimination, Harassment, Retaliation, and Complicity Against Students, Employees, and Third Parties](#); and (3) identifying and addressing any patterns or systematic problems that arise from the review of such complaints. The Assistant Vice President and Title IX Coordinator or designee shall decide whether this policy shall be applied to such conduct on a case by case basis. Some conduct, while inappropriate and unprofessional, does not rise to the level of discrimination, harassment, retaliation, or complicity. These behaviors will be forwarded by CREI to be addressed by the appropriate disciplinary authority, e.g., Supervisor, Student Conduct, Residence Life, etc., under rules or regulations other than this policy.

CREI is the department designated by the university to receive, investigate, and resolve all reports alleging discrimination, harassment, retaliation, and/or complicity. However, reports that the following individuals have engaged in conduct prohibited by this policy: the Texas A&M University System Chancellor; the Texas A&M President; a Chief Operating Officer; an employee who reports directly to the Chancellor, President, or Chief Operating Officer; the Title IX Coordinator or a Deputy Title IX Coordinator; the Chief Risk, Ethics, and Compliance Officer; or the Hearing Officer should be made to:

Texas A&M System Ethics and Compliance Office (SECO)
301 Tarrow, 6th floor
College Station, TX 77843
979-458-6120
civilrightsreporting@tamus.edu

Additional options for reporting to the university include:

- Submitting an anonymous report may through [Tell Somebody](#), an electronic reporting option. Anonymous reporting may also limit the university's ability to respond to the allegation.
- Submitting an electronic report through the "Make a Report" form found at <https://titleix.tamu.edu/>

Individuals may file a complaint at any time with any local, state or federal civil rights office, including, but not limited to, the Equal Employment Opportunity Commission, the Texas Workforce Commission's Civil Rights Division, the U.S. Department of Education's Office of Civil Rights and the U.S. Department of Justice.

CREI has procedures in place to inform individuals of their rights to file criminal charges as well as the availability of services on and off campus. A complainant⁵ may request assistance from and/or will be assisted by CREI in notifying law enforcement authorities if the complainant so chooses. A report to law enforcement, is separate from a report to the university. An individual wishing to simultaneously pursue a law enforcement investigation and a university resolution of conduct prohibited by this policy should make a report to both entities. Individuals are notified of their right to report the incident to local police immediately, but always have the right to decline to notify such authorities. Reporting to law enforcement does not preclude an individual from pursuing disciplinary remedies with the university.

Although a report of conduct prohibited by this policy may be made at any time, regardless of when the conduct occurred, a report should be filed as soon as possible after the actions that caused the report. Prompt reporting assists investigators in the collection and preservation of evidence.

The filing of a report will not stop, delay, or affect pending personnel or disciplinary actions. This includes, but is not limited to, performance evaluations or disciplinary actions related to an employee or student who is not performing at acceptable levels or standards or who has violated System policies or regulations or university rules or SAPs.

The university's response to allegations of conduct prohibited by this policy will be prompt and equitable. The response is intended to stop/prevent recurrence of any harassment and remedy discriminatory effects of the conduct, as appropriate. A substantiated allegation of prohibited conduct will result in disciplinary action, up to and including termination of employment or separation from the university. Third parties who commit prohibited conduct may have their relationship with the university terminated and/or their privileges of being on university premises withdrawn.

CREI conducts an initial review and preliminary assessment of all reports/complaints that are received by CREI to assess and address the safety and well-being of the complainant, respondent⁶, and the community. As part of the initial review, CREI will take the following step: (1) inform the individual reporting of the right to file a complaint with law enforcement (if applicable) in addition to filing a complaint with CREI, (2) provide assistance in notifying appropriate law enforcement authorities if the individual so chooses, (3) inform the individual of the right to decline to contact law enforcement, and (4) inform the individual of the right to file a complaint with state and federal agencies. CREI will offer the opportunity to request supportive measures to provide for the safety of the individual and campus community.

CREI will also take steps to advise about (1) the importance of preserving evidence, if applicable, that could assist in proving that a criminal offense occurred or may be helpful in obtaining a protective order or assist in an investigation, (2) the university's procedures for investigation and options for formal and informal resolutions, and (3) the university's prohibition against retaliation. At this time, CREI will determine whether the complainant is a minor, elderly, or disabled and, if required, contact the appropriate agency in accordance with the Texas law.

CREI provides a written notification of available resources, rights, and options to each individual reporting discrimination, harassment, or retaliation (whether the offense occurred on or off campus) regardless of whether the individual chooses to report the incident to local law enforcement or chooses to pursue informal

⁵ The individual(s) who is alleged to have been subjected to discrimination.

⁶ An individual who has been alleged to have engaged in discriminatory conduct as defined in this policy.

or formal remedies through the university or criminal remedies through law enforcement. The written notification includes information regarding:

- the importance of preserving physical evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protective order;
- procedures about how and to whom the alleged offense should be reported;
- the option to notify proper law enforcement authorities including on-campus and local police;
- the option to be assisted by campus authorities in notifying law enforcement if the victim chooses;
- the option to decline to notify such authorities;
- the rights of individuals and the institution's responsibilities for orders of protection, no contact orders (mutual no contact restrictions), restraining orders, or similar lawful orders issued by criminal, civil, or tribal court or the institution;
- information about how the institution will protect confidentiality;
- existing on-campus and community resources/contacts (counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to students, faculty, and staff);
- the options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or supportive/protective measures;
- protection from retaliation; and
- an explanation of procedures for institutional disciplinary action in cases of alleged sexual assault, dating violence, domestic violence, and stalking.

Guidelines or Suggestions to Follow After an Incident of Sexual Assault, Dating Violence, Domestic Violence or Stalking (as applicable to the specific incident)

- Go to a safe place as soon as you can.
- Contact the Police Department at 911
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action. A specialized group called the Forensic Nurse Response Team located at Memorial Hermann - Texas Medical Center (713-704-1261) provides comprehensive care 24 hours a day to patients experiencing interpersonal violence issues. Baylor Scott & White Medical Center in College Station is the Brazos County community's designated forensic nursing facility offering a 24/7 program with trained Sexual Assault Nurse Examiners (SANE) and a forensic unit (979-207-0100, <https://www.bswhealth.com/specialties/forensic-medicine/>). Both groups offer detailed physical examinations, evidence collection, and expert testimony. Go to the hospital's emergency room and request to be seen by a SANE. A forensic examination can also be performed for victims of domestic violence.
- Try to preserve all physical evidence. Do not wash, use the toilet, swim, brush teeth, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- Preserve evidence by saving text messages, instant messages, social networking pages, communications, pictures, or other documents, if any, that would be useful to police or investigators.
- Personnel are available to help explain your options, give you information, and provide emotional support. Personnel include: MBS CityCentre Campus Administrator 281-809-4604; Houston area services: Houston Area Women's Resource Center rape crisis hotline 713-528-7273 and domestic violence hotline 713-528-2121; main campus and College Station area services: CREI 979-458-8407, Student Assistance Services 979- 845-3113, Counseling and Psychological Services (CAPS) 979-845-4427, University Police Victim Services 979-458-9767, Work/Life Solutions Program by GuidanceResources 1-866-301-9623, Brazos Valley Sexual Assault Resource Center 979-731-1000.

Medical Treatment (as applicable to the specific incident)

It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries sustained; second, to test for sexually transmitted infections or pregnancy and treat or take preventive measures; and third, to gather and preserve evidence that may assist in proving that the alleged criminal offense occurred or is occurring or may be helpful in obtaining a protective order. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished. If individuals do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infection.

Confidentiality/Privacy

Students and employees have the option to disclose incidents to confidential reporters who are employees designated or permitted by the university to receive complaints of discrimination, harassment, retaliation, and complicity and maintain confidentiality. Confidential reporters include, but are not limited to, licensed health care personnel and certain mental health providers (professional psychologists/counselors) who receive reports when acting the course and scope of their employment as part of their official employment. When an individual shares information with a confidential reporter, the confidential reporter cannot legally disclose the communication to another person or the institution except under very limited circumstances. Such information could be disclosed when: (1) the individual gives written consent for its disclosure; (2) there is a concern that the party poses an imminent danger to themselves or others; (3) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18, the disabled, or the elderly; or (4) required by law.

Confidential reporters are required to provide general nonidentifying information as required to comply with the Clery Act or other applicable laws/regulations, and must report de-identified statistics to the Title IX Coordinator for any type of sex-based incident made known to them, and may not include any information that would violate that person's expectation of privacy. Publicly available recordkeeping, including Clery Act reporting and disclosures, must not include personally identifying information⁷. Incidents are shared in a way that does not identify the individuals. For example, licensed healthcare providers share de-identified information regarding conduct that may be a statistic in the Clery Annual Security Report and/or disclosed in the daily crime log without identifying the individuals concerned. Additionally, researchers are deemed confidential only when the research project is federally funded and the identity of research subjects on the specific project are deemed confidential by law.

At MBS CityCentre, the following are considered confidential reporters: CAPS (979-845-4427) - MBS CityCentre student mental health counseling located at the main campus and Work/Life Solutions Program by GuidanceResources (1-866-301-9623) – MBS CityCentre employee mental health counseling services (also available to the employee's benefits-eligible dependents). Currently enrolled students at the MBS City Centre campus do not have access to on-campus student health services. Confidential reports are available to support both complainants and respondents.

All other employees informed of possible discrimination, harassment, retaliation, and/or complicity should advise the reporting party that they cannot keep the information confidential and are required to report it to the university. Employees should inform the reporting party where confidential guidance can be obtained,

⁷ Personally identifying information is defined as individually identifying information for or about an individual, including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, regardless of whether the information is encoded, encrypted, hashed, or otherwise protected, including a first and last name; a home or other physical address; contact information (including a postal, email, or internet protocol address, or telephone or facsimile number); a social security number, a driver's license number, passport number or student identification number; and any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.

such as the student counseling center or employee assistance program. To the extent possible, the university will protect the privacy of all parties to the report (see definition of private⁸).

Employees receiving a complaint under this policy may not disclose the identity of the complainant to any law enforcement authority unless:

- expressly authorized by the complainant;
- imminent threat to health or safety exists; or
- required by law.

Requests from complainants to withhold any name, or a request not to investigate or seek action against the respondent, will be considered by the university in the context of the university's duty to provide a safe and nondiscriminatory work, educational, and campus living environment. This may require that the university take actions when the complainant requests no action, such as when violence is involved, when the threat of violence exists, or when required by law, as in the case of elderly, disabled, or child abuse. A request to withhold information or not to investigate the alleged misconduct may limit the university's ability to respond.

Although individuals reporting sexual assault are not required to file criminal charges, the following program is offered in the State of Texas. In accordance with the Texas Code of Criminal Procedure, Chapter 57, when reporting certain sex offenses to a Texas law enforcement agency, victims may use a pseudonym to protect their identity. The offenses applicable to this program are identified in Chapter 62 of the Texas Code of Criminal Procedure, defined by the Texas Penal Code, and include sexual assault. The pseudonym will replace the victim's name in all public files and records concerning the offense, including police records, press releases, and records of judicial proceedings.

Resources, Rights, and Options

Following an allegation of sexual assault, dating violence, domestic violence, stalking, and/or related retaliation the complainant, the respondent, and other affected individuals have certain resources, rights, and options available to them. Parties with an inquiry or complaint are informed of resources, rights, and options in writing when CREI receives notification of an incident whether it occurred on or off campus and regardless of whether the individual elects to pursue a criminal complaint or disciplinary measures. Other personnel likely to receive reports of conduct prohibited by this policy may also provide resources, rights, and options in writing. Such personnel include the Division of Student Affairs, Division of Human Resources and Organizational Effectiveness or the Campus Administrator at MBS CityCentre. Available assistance information is also shared through prevention and awareness education and can be found on the Title IX webpage at <https://titleix.tamu.edu/get-help/>. Additional information about any of the resources, rights, and options discussed in this section can be requested from CREI.

MBS CityCentre does not currently provide on campus counseling, mental health, or other services in response to reports of dating violence, domestic violence, sexual assault, or stalking. However, the complainant, the respondent, and other affected individuals are provided written explanation of their options and available resources on the main campus and in the community. In addition to case managers at CREI, the following are resources located at the main campus, in the main campus community, and in the Houston community that may be available to complainants, respondents, and others.

⁸ Private - that which affects, characterizes, or belongs to an individual person, as opposed to the general public. With respect to this regulation, private means restricting information to those with a reasonable need to know.

Law Enforcement

Name	Phone	Address	Website
Houston Police (Non-Emergency)	713-884-3131	1200 Travis Street, Houston, TX	http://houstonpolice.com/
City of Houston Fire Department	911 (emergency); 832-394-6700 (admin)	1801 Smith St., 7 th Floor, Houston, TX	http://www.houstontx.gov/fire/
CityCentre Security	713-461-0758	842 W. Sam Houston Parkway North, Houston, TX	n/a
Texas A&M University Police	979-845-2345	1111 Research Parkway College Station, TX	https://upd.tamu.edu
Bryan Police Department	979-361-3888	303 East 29 th Street Bryan, TX	www.bryantx.gov/police
College Station Police Department	979-764-3600	800 Krenek Tap Road College Station, TX	www.cstx.gov/police
Brazos County Sheriff's Department	979-361-4100	1700 Highway 21 West Bryan, TX	http://brazoscountysheriff.org

Counseling and Mental Health

Name	Phone	Address	Website
Counseling and Psychological Services (CAPS), College Station campus	979-845-4427 or 979-845-2700	Student Services Building, 4th Floor Texas A&M Campus	https://caps.tamu.edu/
The Work/Life Solutions Program by GuidanceResources (for employees)	1-866-301-9623	n/a	https://employees.tamu.edu/eap/
No on-campus counseling services are in place at MBS CityCentre.			

Medical and Health Services

Name	Phone	Address	Website
Memorial Hermann Hospital	713-242-3000	921 N Gessner Rd, Houston, TX	http://www.memorialhermann.org
Memorial Hermann Forensic Nurse Response Team	713-704-1261	6411 Fannin, Houston, TX	http://www.memorialhermann.org/services-specialties/forensic-nurse-response-team/
Baylor Scott & White Medical Center	979-207-0100	700 Scott & White Drive College Station, TX	https://www.bswhealth.com/locations/college-station/

Name	Phone	Address	Website
CHI St. Joseph Health College Station Hospital	979-764-5100	1604 Rock Prairie Road College Station, TX	https://www.chistjoseph.org/locations/college-station-hospital
CHI St. Joseph Regional Hospital	979-776-3777	2801 Franciscan Drive Bryan, TX	https://stjoseph.stlukeshealth.org/locations/chi-st-joseph-health-regional-hospital
No on-campus medical and health services are in place at MBS CityCentre.			

Support, Advocacy, Legal Services, and Other Resources

Name	Phone	Address	Website
The Houston Area Women's Resource Center - Rape Crisis Hotline	713-528-7273	1010 Waugh Drive, Houston, TX	http://www.hawc.org/
The Houston Area Women's Resource Center - Domestic Violence Hotline	713-528-2121	1010 Waugh Drive, Houston, TX	http://www.hawc.org/
Houston Police Department's Victim Services Unit	713-308-0080	1200 Travis Street, Houston, TX	http://www.houstontx.gov/police/vsu/
CAPS Helpline (After Hours)	979-845-2700	n/a	https://caps.tamu.edu/?q=helpline
Student Assistance Services (College Station campus)	979-845-3113	Student Services Building, 2nd Floor Texas A&M Campus	https://studentlife.tamu.edu/sas/
Women's Resource Center (College Station campus)	979-845-8784	Student Services Building, 2nd Floor Texas A&M Campus	https://studentlife.tamu.edu/wrc/
LGBTQ + Pride Center (College Station campus)	979-862-8920	Student Services Building, 2nd Floor Texas A&M Campus	https://studentlife.tamu.edu/lgbtq/contact/
Student Conduct Office (College Station campus)	979-847-7272	Student Services Building, 3rd Floor, Suite 309, Texas A&M Campus	http://studentlife.tamu.edu/sco
Student Legal Services ⁹ (College Station campus)	979-862-4502	Student Services Building, 2nd Floor Texas A&M Campus	http://studentlife.tamu.edu/sls

⁹ Student Legal Services does not render advice to students in a dispute against other Texas A&M University students or against Texas A&M University and does not represent students in court.

Name	Phone	Address	Website
Offices of the Dean of Student Life (College Station campus)	979-845-3111	Student Services Building, 2nd Floor Texas A&M Campus	https://studentlife.tamu.edu/
Human Resources Employee Relations (College Station campus)	979-862-4027	750 Agronomy Rd., General Services Complex, Ste. 1201 College Station, TX	https://employees.tamu.edu/employee-relations/
University Police Department Victim Services	979-458-9767	1111 Research Parkway College Station, TX	https://upd.tamu.edu/Pages/VictimsAdvocate.aspx
Bryan Police Department Victim's Assistance	979-209-5312	303 East 29 th Street Bryan, TX	http://www.bryantx.gov/police/investigative-services-bureau/
College Station Police Victim Advocacy & Assistance Program	979-764-5004	800 Krenek Tap Road College Station, TX	https://www.cstx.gov/departments_city_hall/police/operational/victim
Brazos County Victim Assistance Division	979-361-4320	300 East 26 th Street Suite 310 Bryan, TX	http://www.brazoscountytexas.gov/227/Victim-Assistance
Brazos County Family Violence Unit	979-361-4657	300 East 26 th Street 1s floor Bryan, TX	http://brazoscountytexas.gov/112/Family-Violence
Twin City Mission Domestic Violence Services	979-775-5355	2505 South College Avenue Bryan, TX	https://www.twincitymission.org/domestic-violence-services
Brazos Valley Sexual Assault Resource Center (SARC)	979-731-1000 (24 hour hotline)	n/a	http://www.sarcbv.org
National Sexual Assault Hotline	(800) 656-HOPE	n/a	https://rainn.org/get-help/national-sexual-assault-hotline
National Domestic Violence Hotline	(800) 799-7233	n/a	http://www.thehotline.org
No on-campus support, advocacy, or legal service resources are in place at the MBS CityCentre campus.			

Visa and Immigration Assistance

Name	Phone	Address	Website
International Student Services	979-845-1824	Pavilion, Room 110, Texas A&M Campus	http://iss.tamu.edu
U.S. Citizenship and Immigration Services, Texas – San Antonio Field Office	(800) 375-5283	20760 North US Highway 281, Suite A San Antonio, TX	https://www.uscis.gov/about-us/find-a-uscis-office/field-offices
No on-campus visa and immigration services are in place at MBS CityCentre.			

Student Financial Aid

Name	Phone	Address	Website
Scholarships & Financial Aid	979-845-3236	2 nd Floor of the Pavilion Texas A&M Campus	https://financialaid.tamu.edu/
Veteran Services	979-845-8075	2 nd Floor of the Pavilion Texas A&M Campus	http://veterans.tamu.edu
Federal Student Aid Information Center	(800) 433-3243	n/a	https://studentaidhelp.ed.gov/app/home/site/studentaid
No on-campus student financial aid services are in place at MBS CityCentre.			

Institutional Rights and Options (Supportive Measures)

The institution is obligated to offer and provide assistance to students, employees, and third parties in obtaining a range of supportive measures. Supportive measures are intended to restore or preserve equal access to the workplace and educational programs or activities without unreasonably burdening the other party; stop and prevent the reoccurrence of discrimination, harassment, and/or retaliation; and support the complainant and respondent during the investigation and resolution process. Supportive measures are non-disciplinary, non-punitive individualized services. Supportive measures are offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent.

In all complaints of discrimination, harassment, and/or retaliation, CREI promptly contacts the parties to discuss the availability of supportive measures, considers the parties' wishes with respect to supportive measures, informs the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explains to the complainant the process for filing a formal complaint. The university must maintain the privacy of any supportive measures provided to the complainant or respondent to the extent that maintaining such privacy would not impair the ability of the university to provide supportive measures.

CREI is responsible for coordinating the effective implementation of supportive measures. In addition to facilitating supportive measures, CREI can provide parties with access to university officials with information about counseling, medical, mental health, victim advocacy, visa and immigration information, impact of a leave of absence on student financial aid, and other services available to complainants and respondents (on campus and in the community). CREI will also notify the parties that options such as protective orders and criminal trespass warnings may be available through law enforcement agencies and the judicial system. A party may request a supportive measure through CREI (979-458-8407) at any time, regardless of whether a formal complaint has been filed and regardless of whether the individual chooses to report the incident to law enforcement or pursue disciplinary remedies.

CREI can assist with supportive measures that may include but are not limited to changes to academic, living, transportation and working situations or supportive measures according to the list below. In determining which supportive measures to impose and the reasonableness of the related measures, CREI considers the request; the safety of the complainant, respondent, and the university community; the specific needs of the individuals; the severity or pervasiveness of the allegations; continuing effects; sharing of residence halls, dining halls, classes, transportation, or job locations; other judicial measures already in place; and other factors as appropriate. The university also provides reasonable supportive measures to third parties as appropriate and available, taking into account the role of the third party and the nature of any contractual relationship with the university. Parties seeking a supportive measure should discuss their options with their CREI case manager.

Supportive measures provided by the institution vary and may include, but are not limited to, the following:

- Assistance in obtaining access to medical, mental health, legal (protective orders and criminal trespass warnings available through law enforcement and the judicial system), counseling support, victim advocacy, visa and immigration information, and financial aid guidance
- Extension of deadlines or other course-related adjustments, e.g., in cases in which a student complainant and student respondent are enrolled in the same course, either student may elect to drop the course without any academic penalty
- Modifications of work or class schedules
- Campus escort services
- Mutual no contact restrictions between the parties as described below
- Changes in work or housing locations
- Leaves of absence
- Increased security and monitoring of certain areas of campus or workplace
- Other similar measures

Mutual No Contact Restriction: A mutual no contact restriction is a supportive measure issued by the institution that prohibits two parties from contacting one another through any means. Mutual no contact restrictions can be issued in addition to court ordered protection but may also serve as an alternative for those who do not want to seek a court order. A complainant or a respondent can request a mutual no contact restriction through the CREI at 979-458-8407. CREI may issue a mutual no contact restriction at any time prior to or during a conduct investigation based on information provided by the requestor. If good cause for a mutual no contact restriction is determined, both parties are notified of the restrictions in writing. Mutual no contact restriction records are maintained in CREI's tracking system.

Individuals should be aware that direct contact, refusal to leave a protected area, appearing at a location one reasonably knows the protected party is at, third-party contact, or even an anonymous contact are all potential violations of a mutual no contact restriction. Violations should be reported to CREI and may result in further disciplinary action. Failure to comply with the terms of supportive measures such as mutual no contact restrictions may be considered a separate violation of system policies and regulations and university rules and procedures.

CREI will also consider an interim removal of the respondent from university programs or activities if the respondent is an immediate threat to the health or safety of the community or another individual. Both an interim removal for student respondents and an interim administrative action for employee respondents, such as a leave of absence, are described below.

Interim Removal of Students: A student may not be expelled or suspended prior to a decision of responsibility for a violation(s) of a university rule, policy, regulation, code, or SAP except as provided below.

The Dean of Student Life may remove a student from an education program or activity on an emergency basis only after an individualized safety and risk analysis has determined that the student is an immediate threat to the physical health or safety of any other student or individual arising from the allegations. The Dean of Student Life must provide the removed student with notice and opportunity to challenge the decision immediately following the removal. Upon being removed, the removed student must be granted the opportunity for a hearing within 5 business days to review whether or not the removal is warranted. The outcome of this hearing is not subject to appeal and is not a disciplinary action.

The Dean of Student Life works in collaboration with appropriate MBS CityCentre administrators to implement the interim removal. During the interim removal, a student may be denied access to campus housing and/or the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible.

The interim removal does not replace the investigation and resolution process. The investigation and resolution process shall proceed as outlined in this policy, except that the timelines referenced in this policy may not be followed and the allegations will be resolved as soon as possible.

Interim Administrative Actions for Employees: In accordance with university rules and SAPs, CREI may request that an employee be placed on leave, suspended with pay, reassigned and/or place in another type of temporary status pending completion of the investigation and resolution process. CREI may also issue interim restrictions to an employee, which include, but are not limited to, contact restrictions (no-contact directives); representation of the university; “no trespass” orders, etc. Such interim actions will remain in place as specified in a notification to the employee or until the allegations are resolved.

Confidentiality/Privacy of Accommodations and Supportive Measures: The university will maintain as private any accommodations or supportive measures provided to the extent that maintaining such privacy would not impair the ability of the institution to provide the accommodations or supportive measures. CREI is responsible for determining what information and to whom information will be disclosed based on the circumstances of the allegation, the individuals involved, and related safety needs. CREI uses discretion and only discloses information to key officials at the institution who perform the tasks necessary for obtaining or providing the particular accommodation or supportive measure. The identity of an alleged victim of sexual harassment, sex-based misconduct, sexual assault, dating/domestic violence, or stalking may only be disclosed to: (a) persons employed or under contract with the institution, who are necessary to conduct an investigation of the report or any related hearings; (b) a law enforcement officer as necessary to conduct a criminal investigation of the report; (c) the person or persons alleged to have perpetrated the incident, to the extent required by other law; or (d) potential witnesses to the incident as necessary to conduct an investigation of the report. Other areas receiving information related to supportive measures may include, but are not limited to: Offices of the Dean of Student Life, Residence Life, Transportation Services, Athletics, Scholarships and Financial Aid, Corps of Cadets, Student Activities, Division of Human Resources and Organizational Effectiveness, academic departments (direct supervisor, Dean, or Associate Dean), or non-academic departments (direct supervisor, Vice President, or designee). Prior to disclosure, CREI will receive consent to disclose the identity of the alleged victim, inform the individual of the information that will be shared, with whom it will be shared, and why.

Legal Rights and Options

The institution provides information and assistance to the complainant, the respondent, and other affected individuals in obtaining lawful orders issued by a criminal, civil, or tribal court including protective orders and criminal trespass warnings as discussed below. Failure to comply with any of the terms of lawful supportive measures may be considered a separate violation in the institutional disciplinary proceeding.

Protective Orders: Individuals are may apply for protective orders through the Texas criminal justice system. A protective order is an interim protective measure that requires the recipient to stay away from the protected individual’s home, workplace, and/or children’s schools (if the children are protected persons in the order) depending on the documented circumstances. It can require the recipient to stop communicating with the protected individual in a harassing or threatening manner, attend counseling, pay child support, and/or pay spousal support. An application for a protective order may be filed by an individual, a prosecuting attorney, or the Texas Department of Family and Protective Services (1-800-252-5400) on behalf of an individual. The

application is obtained through the district attorney (Harris County District Attorney's Office – Family Criminal Law Division, 713-755-5888) or a private attorney. Information about forms associated with applying for a protective order are found on the following webpage: <http://www.houstontx.gov/police/fvu/po.htm>

The application for a protective order must be filed in either the county where the applicant lives or the county where the recipient lives. The applicant's address can be kept confidential. If the legal criteria for a protective order is met, the county or district attorney's office will prepare and file all of the paperwork necessary to request a protective order from a court. Such orders provide effective tools for law enforcement when they are called upon to protect an individual and their family. Additionally, an emergency protective order may be recommended and automatically issued by the court following the original report and arrest of the respondent. A hearing is held at a later date to determine if the order should be extended or modified.

Local law enforcement agencies are notified of all existing protection orders in their area. If the requestor or other institutional personnel become aware that a protective order is violated, local law enforcement should be contacted immediately. CityCentre Security (713-461-0758) can assist with this process. Responding agencies can be contacted for protective order violations including Houston Police (713-884-3131) or the Harris County Sheriff's Department (281-647-9371). Violating protective orders generally carry authority for the violator's immediate arrest.

Criminal Trespass Warning: A criminal trespass warning is a supportive measure issued by the Houston Police Department directed at those who are considered a danger to the campus community or a danger to a certain individual in the campus community. The warning advises the respondent to leave the premises and forbids him/her from entering and/or remaining on certain property which can cover either the entire campus or a specific campus location. To request a criminal trespass warning, contact Houston Police at 713-884-3131 and request to speak with an officer. The officer issues the criminal trespass warning if the respondent is determined to pose a risk to campus safety based on information provided by the requestor as it relates to applicable state law. When the warning is issued, the officer is responsible for providing notice to the requestor and the person receiving the warning.

Law enforcement officers are notified of criminal trespass warnings that exist in their area. If a criminal trespass warning is violated, Houston Police should be contacted immediately at 713-884-3131. A violation of the criminal trespass warning occurs when the individual is issued a warning but refuses to leave campus or is subsequently found in a prohibited area based on the trespass warning. The requestor and other institutional personnel should take appropriate action by contacting Houston Police for a responding officer when they become aware of a potential violation of a criminal trespass warning. Houston Police generally enforces these warnings by charging violators with criminal trespass resulting in arrest and/or fine.

If the complainant, respondent, or member of the university community has obtained an order of protection, civil no-contact order, or similar order from a court as described in this section, against another member of the university community, a copy of the order should be provided to the Chief Risk, Ethics, and Compliance Officer. In conjunction with the Houston Police Department and other university officials, the Chief Risk, Ethics, and Compliance Officer will take all reasonable actions authorized by law to implement the order.

Other Legal Options: The TAMU Police Department's Community Services Division (979-845-0070) and the Houston Police Department's Victim Services Unit (713-308-0080) are available to provide information about personal safety, Texas Crime Victim's Rights, Texas Crime Victims Compensation Fund and other information upon request. Or visit the Office of the Texas Attorney General's website at: <https://www.texasattorneygeneral.gov/cvs/crime-victims-compensation>.

Investigations and Disciplinary Proceedings¹⁰ for Sexual Assault, Dating violence, Domestic Violence, Stalking, and Related Retaliation

Proceedings from an allegation of sexual assault, dating violence, domestic violence, or stalking are provided in a prompt, fair, and impartial manner from the initial investigation to the final result, including any appeals. They are consistent with the institution's policies and transparent and equitable to the complainant and respondent. The investigation provides that:

- Both the complainant(s) and the respondent(s) must receive equitable treatment in all facets of the investigation and resolution process including, but not limited to, the right to an advisor (if any), the right to present evidence and witnesses, and the right to be informed of the outcome of the investigation.
- Timely and equal access to any information (inculpatory and exculpatory) discovered during the investigation as well as any information that will be used during informal and formal disciplinary meetings and hearings will be provided to the complainant, respondent, and appropriate officials.
- During the investigation the complainant and respondent have timely notice of meetings at which the complainant or respondent, or both, may be present.
- Determinations use the preponderance of the evidence standard, i.e., what is more likely than not to be true, based on the totality of the available evidence.
- If the respondent has multiple roles at the university, such as when the respondent is both a student and an employee, the Chief Risk, Ethics, and Compliance Officer will consult with other relevant university officials and determine which procedure(s) to follow in the investigation and resolution of the allegations of prohibited conduct as well as other policy violations. The Chief Risk, Ethics, and Compliance Officer will consider the known facts and circumstances, including which role predominates in the context of the prohibited conduct.
- The university's disclosure of information related to an investigation, the DA's decision and/or the sanctions rendered are governed by the provisions of the Family Educational Rights and Privacy Act (FERPA), the Texas Public Information Act (TPIA), the Texas Education Code Section 51.971, and other applicable confidentiality laws.

Individuals conducting investigations and other decision makers, at a minimum, receive annual training on the issues related to sexual assault, dating violence, domestic violence, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. All of those involved in the administration of civil rights complaints at the university (including but not limited to: reporting, administering, investigating, adjudicating, advising, and informal resolution) complete annual training specific to their roles in accordance with requirements established by SECO in [System Regulation 08.01.01, Appendix B, Minimum Training Requirements for Civil Rights Investigations, Advisement, Adjudication, Appeals, and Informal Resolution in The Texas A&M University System](#). Minimum training requirements include university rules and procedure, applicable federal and state laws, how to conduct comprehensive civil rights investigations and prepare reports, trauma-informed investigation techniques and considerations, due process protections, how to value and weigh evidence and assess credibility, sanctioning, appellate processes, etc.

If an employee reasonably believes that an incident constitutes sexual harassment, sexual assault, dating violence, domestic violence, or stalking and that the incident is alleged to have been committed by or against a person who was a student enrolled at or an employee of the institution at the time of the incident, the

¹⁰ For the purposes of this section, proceeding means all activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings. Proceeding does not include communications and meetings between officials and the complainant, the respondent, and other affected individuals concerning accommodations or supportive measures.

employee must promptly report the incident to CREI. Students and third parties (including, but not limited to, anyone receiving services from the university, vendors and private business associates) are strongly encouraged to report the incident(s) promptly to CREI. An employee is not required to report an incident in which that employee was a victim of the sexual harassment, sexual assault, dating violence, domestic violence, or stalking. Once an individual discloses information to CREI, a complaint will be considered to be made with the university, and the institution's process is initiated regardless of whether the complainant chooses to pursue criminal charges.

Complaints are initially reviewed by CREI, not only to assess and address safety, but also to determine whether a violation of the System Regulation 08.01.01 and/or Rule 08.01.01.M1 and/or any other university rule, SAP, code, or policy could have occurred. During the initial review and preliminary assessment CREI will:

- Inform the complainant about options for formal and informal resolutions and solicit the complainant's preferred method for resolving the matter. Complainants may request a formal resolution, an informal resolution, or "no resolution" of the allegations of discrimination, harassment, retaliation, and/or complicity.
- Offer assistance to the complainant in submitting a written formal complaint¹¹ that details the nature and circumstances of the allegations, including the names of the complainants and respondents, if so inclined.

No Resolution

If the complainant requests that no resolution of the allegations occur, the university will seek to honor the request whenever possible without impeding the university's ability to enhance the safety and security of the complainant and the university community. The university may initiate an investigation based on the seriousness of the allegation, whether or not there are multiple allegations, and/or whether or not a respondent poses a risk of harm to others. CREI will consider the following factors when evaluating such requests:

- All of the known circumstances, including any corroborating evidence;
- The nature and scope of the alleged conduct, including whether the reported behavior involves the use of a weapon;
- The respective ages and roles of the complainant and respondent;
- Whether there have been other reports of prohibited conduct or other misconduct by the respondent;
- Whether the report reveals a pattern of misconduct related to prohibited conduct (e.g. via illicit use of drugs or alcohol) at a given location or by a particular group;
- Fairness considerations for both the complainant and the respondent;
- Whether the university possesses other means to obtain relevant information and evidence;
- The university's obligation to provide a safe and non-discriminatory environment;
- Admissions of responsibility by the respondent, if any; and
- The impact of honoring the request on the complainant and the university community, including the risk of additional violence.

If the university is able to honor the complainant's request for no resolution, the university may close the matter with no action taken, or the university may proceed with other appropriate steps, including investigation

¹¹A formal complaint is a document or electronic submission (such as by electronic mail or through an on-line portal provided for this purpose) filed by a complainant, or signed by the Title IX Coordinator, alleging sex-based discrimination against a respondent and requesting that the university investigate the allegation(s). The formal complaint must contain the complainant's physical or digital signature, or otherwise indicate that the complainant is the person filing the complaint. Alternatively, a Title IX Coordinator may sign a formal complaint but is not a complainant or otherwise a party to the complaint. The university may consolidate formal complaints as to allegations of sex-based violations against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, when the allegations of sexual harassment arise out of the same facts or circumstances.

and disciplinary action against the respondent for violations of other rules, SAPs, regulations, policies, or codes, if applicable.

If the university determines that the complainant's request cannot be honored, the complainant will be notified of the decision, and CREI will take appropriate actions, including but not limited to, (1) offering support services or academic adjustments and (2) initiating a formal investigation.

Informal Resolution

Informal resolutions do not utilize a formal hearing and may or may not involve the establishment of findings of fact and the application of sanctions.

At any time prior to the determination of a final decision, the parties may seek informal resolution to resolve the complaint. The following conditions apply to informal resolution:

- Informal resolution is a voluntary process. No party may be compelled to participate in informal resolution. The university, in consultation with SECO, must agree to allow an informal resolution to move forward and must obtain the parties' voluntary, written consent to the informal resolution process.
- Prior to an informal resolution, the parties will be provided with: (a) written notice of the allegations; (b) the requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; and (c) the consequences of withdrawing from the informal process and resuming the formal process, and including the records that will be maintained or could be shared.
- Once a party agrees to participate in informal resolution, they may withdraw from the process at any time prior to a final agreement and resume the formal grievance process. Information shared in the informal resolution process may not be introduced into the formal process without independent evidence.
- Once a final agreement is established through informal resolution, the complaint may not return to the formal complaint process unless one or both parties fails to abide by any conditions established in the agreement.
- Informal resolution options include mediation, restorative conferences, shuttle facilitation, and other forms of facilitated dialogue.
- Mediation may not be used to resolve complaints of rape, statutory rape, dating violence, domestic violence, or any case in which imminent threats of harm may exist.
- The university may not offer an informal resolution process in sex-based complaints unless a formal complaint is filed and may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Formal Resolution

The allegations will be considered for investigation pursuant to the following procedures. CREI reserves the right to resolve the complaint informally or through no resolution if the allegation does not rise to the level of conduct prohibited by System Regulation 08.01.01.

Upon receipt of a report, CREI may consult with the Texas A&M University System Office of General Counsel (OGC) as needed and make a preliminary determination about whether to conduct a formal investigation of the allegations. The preliminary determination may include, but is not limited to, the following:

- An assessment of whether there is sufficient known or obtainable information to proceed with an investigation of the complaint;
- An assessment of whether the allegations are baseless;

- An assessment of whether the allegations, if true, would constitute a violation of System Regulation 08.01.01; and/or
- An assessment of whether a complainant's request for no resolution may be honored.

If it is determined that there is insufficient information to proceed with an investigation; or that the allegations are baseless; or that the allegations, if true, would not constitute conduct prohibited by System Regulation 08.01.01 and/or Rule 08.01.01.M1; or, that an investigation will not occur due to the complainant's request for no resolution, CREI may, after consultation with OGC:

- dismiss the complaint,
- close it for insufficient evidence to investigate or lack of jurisdiction,
- refer the report to a different office at the university (the university office may review the conduct and take appropriate action, including but not limited to, disciplinary action against the respondent for violations of other university rules, codes, regulations, policies, or SAPs, if applicable), or
- with the consent of the parties, as well as the approval of SECO, refer the complaint to informal resolution (cases involving allegations based on sex require the submission of a formal complaint before they may be referred to informal resolution).

CREI will notify the complainant of such action in writing. Complaints that have been dismissed or referred may be appealed in accordance with the appeal procedures section of this policy.

Once it has been determined that the university will proceed with a formal investigation, CREI will appoint the Investigative Authority (IA)¹² within 5 business days to initiate the process of determining whether a violation of System Regulation 08.01.01 or other university rule, SAP, code, or policy occurred.

The Assistant Vice President and Title IX Coordinator (or designee) shall simultaneously notify the complainant(s) and respondent(s) in writing of the commencement of the investigation. The notice of investigation will include:

- receipt of the complaint stating the allegation of a violation of this policy;
- interim supportive measures, if any;
- admonishments regarding cooperation and prohibiting retaliation;
- any informal resolution process that may be available; and
- an unredacted version of the complaint to an employee respondent(s) and their advisor, if applicable, with admonishments regarding privacy.
- the appointed IA; the appointed Designated Administrator (DA) and Appellate Authority (AA);¹³

¹² The IA is one or more trained individuals appointed to conduct a formal investigation to discover and examine the facts related to an allegation and conclude if, based on the preponderance of the evidence, the allegation is substantiated, unsubstantiated, or if there is insufficient information. In complaints involving allegations of sex-based behaviors, the IA will be limited to only reporting the evidence collected during the investigation, as well as issuing appropriate determinations surrounding credibility of parties, witnesses, and evidence.

¹³ The DA is the decision-making entity specified in university rules. This may be an administrator or a hearing officer/panel but may not include a person with a clear conflict of interest (e.g., supervisor, subordinate, and/or family member of either party) or personal bias. The role of the DA is to determine whether or not allegations of misconduct rise to the level of a violation of System Regulation 08.01.01 based on the evidence provided and utilizing the preponderance of the evidence standard. The DA cannot have served as an investigator nor may they later serve as an appellate authority in the same case. Title IX Coordinators may not serve as a DA in any case involving an allegation of discrimination or harassment based on sex. The AA is any individual or panel responsible for rendering appeal decisions as specified in university rules. The role of the AA is to review the process by which an original decision was reached and render an appellate decision, consistent with the grounds for appeal. Title IX Coordinators may not serve as an AA in any case involving an allegation of discrimination or harassment based on sex. All persons serving as DAs, AAs, and IAs will be impartial and free of conflicts of interest or bias for or against the complainant or the respondent. Parties who are concerned about the impartiality of an individual serving in one of these roles should submit their concerns, in writing, to the Chief Risk, Ethics, and Compliance Officer (civilrights@tamu.edu) who may designate alternative individuals to fulfill any of these roles.

If in the course of an investigation the university decides to investigate allegations about the complainant or respondent that were not included in the original notice, the university must provide notice of the additional allegations to the parties.

If the respondent is an employee, the Assistant Vice President and Title IX Coordinator (or designee) shall notify, in writing, the respondent's supervisor that CREI is investigating an allegation that the respondent has engaged in conduct that may be a violation of System Regulation 08.01.01 and/or Rule 08.01.01.M1 or other university rules, SAPs, codes, or policies.

CREI is responsible for all administrative actions required to conduct the investigation. These include, but are not limited to, informing the parties of extensions or other delays affecting the investigation, contacting supervisors or faculty regarding their employees' or students' time away from work or class to participate in the investigative process, making reports to university administrators, coordinating supportive measures, and undertaking any other tasks necessary to properly conduct the investigation.

The IA will review the complaint, conduct a prompt, fair, thorough, and impartial investigation. Abuse of the investigation and resolution process is prohibited and subject to disciplinary action up to and including dismissal or separation from the university. Examples of abuse of process include, but are not limited to:

- Failure to appear at a meeting, interview, hearing, or conference as set forth in a notice issued by CREI;
- Falsification, distortion, destruction, or misrepresentation of evidence or information;
- Disruption or interference with the orderly conduct of an investigation, interview, meeting, hearing or conference;
- Intentionally initiating or causing a false report to be initiated;
- Attempting to discourage an individual's proper participation in, or use of, the investigation and resolution process, disciplinary process, or legal process;
- Attempting to influence the impartiality of the IA, AA, or DA prior to, and/or during the course of the investigation and resolution process;
- Verbal or physical intimidation, and/or retaliation of any party to the investigation and resolution process prior to, during, and/or afterwards;
- Failure to abide by the terms of university administered sanctions;
- Influencing or attempting to influence another person to commit an abuse of the investigation and resolution process; and/or
- Failure to cooperate fully with the IA (applies to employees only).

Students, employees, and third parties who are found responsible for abuse of the investigation and resolution process are subject to the sanctions as described in this policy.

During the investigation, the complainant and the respondent will have an equal opportunity to be heard, submit information and corroborating evidence, identify witnesses who may have relevant information, and submit questions to be asked of the other party. Questions for the other party will be asked by and at the discretion of the IA. The IA will meet separately with the complainant, the respondent, and any witnesses, and will gather other relevant and available evidence and information. The IA may also consult medical, forensic, technological, or other experts when expertise is needed in order to achieve an understanding of the issues under investigation.

Witnesses must (1) have observed the acts in question, (2) have information related to or relevant to the incident, or (3) have information about impact, mitigation, aggravation, and/or character in order to participate in the investigation process.

Investigations provide both the complainant and respondent the same opportunities to have others present during any institutional proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor¹⁴ of their choice. The advisor may be present at any time in which the party participates in the investigation and resolution process, including the filing of the complaint, the interview with the IA, and all other meetings related to the investigation and resolution of the complaint. A party may select any person to be an advisor, including legal counsel.

If the allegations are related to sexual harassment or sex-based misconduct, a party must have an advisor for the hearing to provide guidance and to conduct cross examination. If a party does not have an advisor for a hearing involving sexual harassment or sex-based misconduct allegations, the university will appoint an advisor for the party. To the extent reasonably possible, the university will provide a party without an advisor with a list of trained advisors and allow the party to select an advisor to be appointed from the list.

Restrictions regarding the extent to which the advisor will participate in the proceedings may be established and applied equally to both parties. In all instances, the advisor's participation will be limited to the role of an observer, except that the advisor will conduct the cross examination during a hearing on allegations of sexual harassment and sex-based misconduct. An advisor can be barred from being present during the investigation and resolution process if, in the judgment of the IA, the DA, the AA, or the Assistant Vice President and Title IX Coordinator, the advisor attempts to advocate on behalf of a party (other than cross-examination), or is otherwise disruptive. All parties, including advisors, are informed of participation restrictions before a proceeding is conducted so that parties understand and respect the limitations.

When the university is made aware that there is a concurrent criminal investigation, CREI may inform the law enforcement agency that a university investigation is also in progress; ascertain the status of the criminal investigation; and determine the extent to which any evidence collected by law enforcement may be available to the university in its investigation.

At the request of law enforcement, the university may temporarily defer part or all of the investigation until after the initial evidence-gathering phase of the law enforcement investigation is complete. The IA will communicate with the parties (as appropriate) about the law enforcement agency's request to the extent allowed by law; the university's obligations and supportive measures; procedural options; anticipated timing; and the implementation of any necessary interim measures for the safety and well-being of all affected individuals.

Standards for the resolution of criminal allegations are different than the standards for resolution of a violation of System Regulation 08.01.01 and/or any other university policy, rule, SAP, or code; therefore, the university will not base its decisions on any law enforcement determination and/or the outcomes of any criminal proceedings.

¹⁴ An advisor is an individual selected by each complainant and respondent to provide guidance, support, or advice during the investigation and resolution process and to conduct cross-examination when a complaint is referred to a formal hearing. An advisor may be an attorney. The university may appoint an advisor of the university's choice for a complainant or respondent for a hearing if either party does not have an advisor present. Advisors may not otherwise represent or speak for the party they are advising. Each party is allowed one advisor, although the university may establish circumstances under which a second advisor would be permitted (e.g., accommodating a party with a disability).

Within 30 business days, the IA will prepare an initial draft investigation report at the conclusion of the investigation and provide it to OGC for review. The initial draft investigation report includes the following but does not contain speculation, opinions, findings, decisions, or recommendations for sanctions¹⁵:

- statement of the allegation(s)
- listing of individuals interviewed including dates of the interviews
- all inculpatory evidence (evidence that would tend to support a finding that a respondent is responsible for the alleged misconduct) that is directly related to the allegations
- all exculpatory evidence (evidence that would tend to support a finding that a respondent did not commit the alleged misconduct) that is directly related to the allegations
- credibility assessments which may not be based on an individual's status as a complainant, respondent, or witness
- listing of relevant documents attached to the report as exhibits

The IA has the sole discretion to determine the relevance of evidence and whether it should be included in or excluded from the investigation report. OGC will coordinate with SECO and provide its review of the initial draft investigation report to the IA within 10 business days.

The IA will have 5 business days to create a final draft investigation report and share that document electronically with both the complainant, respondent, and their advisors, if any. The university provides parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the university does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence related to the allegations whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation. This includes sending to each party and the party's advisor, if any, the final draft investigation report (with exhibits) subject to inspection and review. Both the report and the collected evidence will be unredacted to the extent allowed by law.

The complainant and the respondent will be given 10 business days to review the final draft investigation report and evidence and submit a written response to the IA for the IA to consider prior to final completion of the investigative report. A party's response may include: (1) written comment or feedback; (2) additional evidence or information; (3) the names of additional witnesses or a request for the collection of other information by the IA; and/or (4) questions to be asked (at the discretion of the IA) of the other parties or witnesses. The IA must explain to the party proposing the questions any decision to exclude a question as repetitious or not relevant. A party's written response, if any, will be shared with all other parties and incorporated in the investigation report as an exhibit.

While it is the IA's responsibility to undertake a thorough search for relevant facts and evidence and to gather evidence sufficient to reach a determination regarding responsibility, the IA must conclude the investigation within a reasonably prompt time frames and without the power of subpoena.

At the conclusion of the review and respond period, the IA will determine if any new or relevant information was provided by one or both of the parties. If necessary, the IA may pursue additional investigative steps and/or amend the final draft investigation report. The IA will have 10 business days to complete this process.

¹⁵ The investigation report for a non-sex based civil rights complaint must also include the IA's conclusion, based on the preponderance of the evidence, whether or not the alleged behavior/conduct occurred, did not occur, or there was insufficient evidence to establish that the behavior occurred or not, but will not determine whether or not the behavior establishes a violation of system or university regulations or rules.

The IA will then have 5 additional business days to prepare a final report (as amended, if applicable), and forward it along with exhibits, responses from the parties, and other information directly related and relevant to the allegations, to OGC and SECO for legal review. OGC and SECO will then have 5 business days to provide feedback to IA. The latter review provided by OGC and SECO may be waived by mutual agreement between the university and OGC/SECO if no substantive changes were made following the initial review. After receiving the legal review, the IA will have 5 business days to finalize the investigation report and submit to the DA for decision-making and sanctions.

Circumstances may warrant extensions to the time frames in this section. The IA should send an extension request, if needed, to CREI. Both the complainant(s) and the respondent(s) are notified of any extensions in writing.

The respondent is presumed to not have engaged in prohibited conduct until the DA finds that there is sufficient evidence based on a preponderance of the evidence to find that the respondent has violated System Regulation 08.01.01 and/or Rule 08.01.01.M1. If violation(s) are found, the DA may issue sanctions.

Procedures governing the resolution of all sexual harassment and sex-based misconduct allegations, see definitions on page 11

The university's Chief Risk, Ethics, and Compliance Officer will appoint a university official and/or a hearing officer to be the DA. The university official and/or hearing officer will render decisions in cases with allegations against employees, third parties, and students¹⁶.

The DA will review the unredacted final investigation report, the documentary evidence, the record of the hearing (if applicable), and any other relevant information. The DA or designee will provide the final investigative report and exhibits to the parties. The parties will also be provided a pre-hearing conference to review the hearing process as well as to explore any available options for informal resolution. The parties have at least 10 business days to review the final investigative report and to respond in writing to the DA (if desired) prior to the hearing. The DA has the sole discretion to determine the relevance of evidence and whether it should be heard at a hearing. The Rules of Evidence do not apply in hearings. At any time prior to the adjudication of a formal complaint, the parties may seek informal resolution to resolve the complaint.

Unless waived by the parties, following the pre-hearing conference the parties will be given a minimum of 5 business days notice of any formal hearing. The notice must include the date, time, and location of the hearing, as well as instructions for those participating in hearings through online means.

The DA will conduct a live hearing¹⁷ to allow the parties to question witnesses, submit evidence or information, and to allow the DA and the parties' advisors to cross-examine other parties or witnesses. The complainant and the respondent at a hearing must have an advisor with them. In cases in which a party does not have an advisor, the university will provide a trained advisor to assist them in the hearing process.

Cross-examination of the complainant, respondent, and any witnesses may not be conducted by the opposing party but must be conducted by their advisor. Questions are to be directed to the DA, who will determine

¹⁶ Exceptions: The chancellor or designee will serve as the DA in complaints against the Texas A&M President or an employee who reports directly to the Texas A&M President; a Chief Operating Officer or an employee who reports directly to the Chief Operating Officer; or an employee who works in the department of CREI. The chair of the Board of Regents or designee will serve as the DA in complaints against the chancellor or an employee who reports directly to the chancellor.

¹⁷ Hearings will be closed to the public. The university will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review. Physical access to the recording or transcript must be provided upon request for the purpose of preparing an appeal following the hearing. Attendance at a hearing may be in person or may be conducted through remote means, provided that all parties and the DA can see and hear one another in real time during the course of the hearing.

whether or not each question will be admitted into the hearing. If a question is deemed repetitious or not relevant, the decision-maker must explain the decision to exclude it. When parties are being subject to cross-examination, the advisor may not answer on behalf of the party.

The DA will preside over the hearing and make final determinations on the relevance of questions and evidence asked during the cross-examination. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the alleged conduct, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

If a complainant, respondent, or witness is not in attendance at a live hearing, the DA cannot rely on the previously submitted statements of the absent party in reaching a determination, but may utilize all other evidence, including witnesses who interacted with the absent party, but not hearsay testimony of what the absent party told that individual. A complainant, respondent, or witness statement can also not be utilized in a determination if that person refuses to submit to cross-examination at a live hearing. The DA cannot draw an inference regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

Following the hearing, the DA will develop a draft result¹⁸ (hereafter called decision), based on the preponderance of the evidence, as to a) whether or not the alleged conduct occurred; and b) whether each allegation is substantiated, unsubstantiated, or there is insufficient information to substantiate that the respondent violated System Regulation 08.01.01 and/or Rule 08.01.01.M1. If applicable, the DA will also include a decision as to whether the respondent violated any other university regulation, code, policy, SAP, or rule. If the DA determines that any regulations, policies, rules, SAPs, or codes have been violated, the DA will consider any information about impact, mitigation, aggravation, and the respondent's character (see factors listed in the Sanctioning Considerations section on page 35) and include a decision about sanctions. The DA will submit the draft to SECO within 2 business days. SECO will have a maximum of 3 business days to provide feedback to the DA.

Thereafter, the DA will have a maximum of 3 additional business days to issue a decision letter. The decision letter must be sent simultaneously to notify the parties, in writing, of the decision on responsibility and sanctions except when to do so would violate state or federal law [e.g. Family Education Rights and Privacy Act (FERPA)]. The decision must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provision Act (20 U.S.C. 1232g), commonly referred to as FERPA, the decision letter must include the rationale for the decision and the sanctions¹⁹. The decision will include information about appealing the decision and/or sanctions.

Decision letters must include (1) identification of the allegations; (2) a description of the procedural steps taken from the receipt of a formal complaint through determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held, if any; (3) a finding for each allegation as to whether the conduct occurred and findings of fact supporting the determination; (4) conclusion regarding the application of the university's conduct standards to the facts; (5) a

¹⁸ Result is defined as any initial, interim and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanction imposed by the institution.

¹⁹ The decision of the DA will include how the university weighted the evidence and information presented during the hearing, how the evidence and information support the decision and sanctions, and how the standard of evidence was applied.

statement of, and rationale for, the result as to each allegation including a determination regarding responsibility (substantiated, unsubstantiated, or there is insufficient information to substantiate that the respondent violated System Regulation 08.01.01 and/or Rule 08.01.01.M1), any disciplinary sanctions the university imposes on the respondent, and whether remedies designed to restore or preserve equal access to the university's education program or activity will be provided by the university to the complainant, and; (6) the university's procedures and permissible bases for the complainant and respondent to appeal the decision and/or sanctions. If it was alleged that any other system regulations or university rules, SAPs, codes, or policies were violated, there will be a statement of responsibility as to these allegations as well. The decision on responsibility made by the DA does not constitute an employment action with respect to faculty and non-faculty employees. Any sanction against an employee, imposed as a result of a substantiated finding, will constitute an employment action.

If for any reason there is reasonable cause for the university to delay the issuance of the decision letter, this will be communicated to the parties by the DA or designee. If a student respondent withdraws or graduates from the university pending the resolution of a complaint, the process will continue and, the university will not issue a transcript on behalf of the student until the conclusion of the process.

Upon request by another postsecondary educational institution, the university must provide to the requesting institution any determination that a student violated the university's code of conduct by committing sexual harassment, sexual assault, sex-based misconduct, dating violence, domestic violence, and/or stalking based on sex.

The goal is to resolve complaints in a reasonably prompt timeframe; however, extenuating circumstances requiring additional time may necessitate an extension for good cause. Written notice of the delay and the reason for the delay is provided to the complainant and the respondent by CREI or designee.

Procedures governing the resolution of all other civil rights complaints (allegations other than sexual harassment and sex-based misconduct)

Following are the resolution procedures for non sex-based complaints based on race, color, religion, national origin, age, disability, genetic information, and/or veteran status. When a complaint involves allegations of misconduct that involve both sex-based allegations and allegations of other civil rights violations, the process shall be conducted under the requirements established for sex-based offenses (see page 32).

The DA will review the unredacted final investigation report (see footnote 15), the documentary evidence, and any other relevant information. If the DA has substantial doubts about the thoroughness, fairness, and/or impartiality of the investigation, the DA may refer the matter back to the IA with further instructions, which could include the appointment of a different IA. At any time prior to the adjudication of a formal complaint, the parties may seek informal resolution to resolve the complaint.

The DA will develop a draft decision (see footnote 18), based on the preponderance of the evidence, as to a) a finding for each allegation as to whether conduct occurred; and b) a finding of responsibility for each allegation: substantiated, unsubstantiated, or there is insufficient information to substantiate that the respondent violated System Regulation 08.01.01 and/or Rule 08.01.01.M1. If it was alleged that any other system regulations or university rules, SAPs, codes, or policies were violated, there will be a statement of responsibility as to these allegations as well.

The DA will submit the draft decision to OGC within 5 business days after receiving the final investigation report and consult, as needed, with respect to sanctioning. OGC will coordinate with SECO and provide its review of the draft decision within 5 business days. For a complaint against a student, it may be impractical for OGC to review the intended decision prior to issuance by the DA. Universities are therefore exempt from

obtaining OGC review of the decision, for student complainants, prior to issuance but may request assistance from OGC and SECO when needed.

The DA will have 5 business days to finalize the decision and simultaneously notify the parties, the IA, and any other university official with a need to know, in writing, of the decision and sanctions. In cases in which the allegations are substantiated, the final decision will also be provided to an employee respondent's supervisor. The decision must include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provision Act (20 U.S.C. 1232g), commonly referred to as FERPA, in the decision, the DA will state the rationale for the decision and the sanctions, if any (see footnote 19). The final decision will include instructions for appealing the decision and/or sanctions.

Circumstances may warrant extensions to the time frames in this section. The DA should send an extension request, if needed, to the office or individuals who appointed them. Both the complainant(s) and the respondent(s) should be notified of any extensions in writing.

Sanctioning Considerations

In determining appropriate sanctions, many factors may be considered. Factors include, but are not limited to:

- the expressed wishes of the complainant(s),
- the nature of the conduct,
- the impact of the conduct on the complainant(s) and university community and the need to protect the safety of the university community,
- prior disciplinary history of the respondent,
- whether the respondent has accepted responsibility for the conduct,
- the necessity of any specific action in order to eliminate the discrimination, harassment, and/or retaliation and prevent its recurrence, as well as the need to remedy its effects on the complainant(s) or other university community members, and/or
- any other mitigating, aggravating, or compelling circumstances.

Sanctioning for Employees

If an employee is found to have engaged in sexual harassment or sex-based misconduct, the sanction will be termination of employment. If an employee is found to have engaged in conduct prohibited by System Regulation 08.01.01 and/or Rule 08.01.01.M1 (other than sexual harassment and/or sex-based misconduct), the DA may assign appropriate sanction(s) which may have educational, restorative, punitive, and rehabilitative components. Sanctions include written warning or reprimand, required training and/or attendance at counseling, no contact directives, probation, suspension, and termination.

If an employee is found responsible for violating any other rule, policy, SAP, code, or regulation, the DA may assign appropriate sanction(s) or may refer the sanctioning to any other appropriate university administrator.

Sanctioning for Students

If a student is found responsible for sexual harassment or sex-based misconduct, the student will be sanctioned in accordance with the [Texas A&M University Title IX Cumulative Student Sanctioning Matrix](#) which is described in the following table. Behavior examples identified in the table are not intended to represent an exhaustive listing of sexual harassment or sex-based misconduct. If a student is found responsible for engaging in any other form of conduct prohibited by System Regulation 08.01.01 or Rule 08.01.01.M1, or if the student is found responsible for violating any other university rule or System regulation, the DA will assign appropriate

sanctions which may have educational, restorative, and rehabilitative components and/or may place a student in a probationary or review status or separate the student from the university.

Sexual Harassment (defined on page 11)			
Stage 1 Sanction	Stage 2 Sanction	Stage 3 Sanction	Stage 4 Sanction
Severe, persistent, or pervasive sexual innuendos, jokes, remarks, questions, gestures	Any one or the combination of Stage 1 behaviors, plus a behavior from another category	Any one or the combination of Stage 1 and/or Stage 2 behaviors, plus a behavior from another category	Any one or the combination of Stage 1, Stage 2 and/or Stage 3 behaviors, plus a behavior from another category
Display of sexually explicit visual material			
Dating Abuse and Violence / Domestic Abuse and Violence (defined on pages 51-52)			
Stage 1 Sanction	Stage 2 Sanction	Stage 3 Sanction	Stage 4 Sanction
Intimidation: Using actions, gestures, and tone of voice to indicate a threat of violence	Any one or combination of Stage 1 behaviors, plus:	Any one or combination of Stage 2 behaviors, plus:	Any one or combination of Stage 1, Stage 2 and/or Stage 3 behaviors
	Preventing complainant from calling for help or leaving the room	Intimidation or Physical abuse in retaliation for reporting sexual misconduct, dating/domestic violence, and/or stalking	
	Destruction of property	Displaying weapons, throwing objects at a person with potential to injure	
	Physical abuse: Pushing, shoving, hair-pulling, scratching, hitting, throwing objects	Destruction of valuable property	
Stalking (defined on pages 52-53)			
Stage 1 Sanction	Stage 2 Sanction	Stage 3 Sanction	Stage 4 Sanction
Repeated, unsolicited phone calls, emails, texts, and/or gifts to another person and/or their family/household	Any one or combination of Stage 1 behaviors, plus:	Any one or combination of Stage 1 and/or Stage 2 behaviors, plus:	Any one or combination of Stage 1, Stage 2 and/or Stage 3 behaviors
Repeatedly following another person or conducting surveillance of another person and/or their family/household	Second violation of stalking	Intimidation or physical abuse in retaliation for reporting sexual misconduct, dating/domestic violence, and/or stalking	
Direct or private unsolicited contact or attempts to contact via social media	Repeated, unsolicited contact or attempts to contact via social media	Repeated, unsolicited visits to another person's home, business, and/or class, and/or that of their family/household	
		Assuming another's identity in order to make contact with complainant	
Sexual Exploitation (defined on page 11)			
Stage 1 Sanction	Stage 2 Sanction	Stage 3 Sanction	Stage 4 Sanction
Reckless viewing of nudity or sexual behavior	Any one or combination of Stage 1 behaviors, plus:	Any one or combination of Stage 1 and/or Stage 2 behaviors, plus:	Any one or combination of Stage 1, Stage 2 and/or Stage 3 behaviors
	Allowing others to observe sexual activity without the other person's consent	Soliciting sexual contact with a minor	Collecting, creating, and/or distributing child pornography/sexual images of those under 18
	Intentional viewing of nudity or sexual behavior	Possessing and/ or viewing child pornography/sexual images of those under 18	Prostituting another person
	Indecent exposure without proper regard for others (i.e. public urination)	Taking or transmitting images or videos of an identified person in a sexual, intimate, or private act without that person's consent	
	Taking or transmitting images or videos of an unidentified person in a sexual, intimate, or private act without that person's consent	Distributing sexual or intimate images or recordings of another identified person without that person's consent	

	Distributing sexual or intimate images or recordings of an unidentified person without that person's consent	Engaging in sexual activity while knowingly infected with an STD without the other person's knowledge	
		Deliberate indecent exposure with intent for impact	
Non-consensual Sexual Contact (defined as attempting or making sexual contact without the person's consent)			
Stage 1 Sanction	Stage 2 Sanction	Stage 3 Sanction	Stage 4 Sanction
Unwelcomed kissing and/or light touching over clothing	Any one or combination of Stage 1 behaviors, plus a behavior from another category, plus:	Any one or combination of Stage 1 and/or Stage 2 behaviors, plus:	Any one or combination of Stage 1, Stage 2 and/or Stage 3 behaviors
	Non-genital fondling, groping or heavy touching plus a behavior from another category	Unwelcomed touching, fondling, groping or genital touching	
	Unwelcomed increased touching, fondling, groping, or genital touching		
Sexual Abuse (defined as the following behaviors carried out by any means against the complainant's will or without his/her consent)			
Stage 1 Sanction	Stage 2 Sanction	Stage 3 Sanction	Stage 4 Sanction
n/a	n/a	Oral sex	Any one or combination of Stage 3 behaviors with predation ²⁰
		Penetration (by sex organs)	
		Penetration (by means other than sex organs)	

The Stage 4 sanction is expulsion. The Stage 3 sanction is suspension. The Stage 2 sanction is conduct probation. Stage 1 sanctions include conduct reviews, restrictions, restitution, community/university service, educational requirements, and letters of reprimand. Texas A&M University sanctions are defined below.

Texas A&M Student Sanctioning Matrix - Stage 4 Sanctions

Expulsion: Separation of the student from the university whereby the student is not eligible for readmission to this University.

Texas A&M Student Sanctioning Matrix - Stage 3 Sanctions

Letter of Enrollment Block: A letter stating that the student may not reenter Texas A&M University without prior approval through CREI, the Offices of the Dean of Student Life, or the Vice President for Student Affairs if enrollment has been blocked for a previous student conduct problem.

Suspension: Separation of the student from the university for a definite period of time. The student is not guaranteed readmission at the end of such period of time, but is guaranteed a review of the case and a decision regarding eligibility for readmission. The suspension takes effect when the appeal for the offense is exhausted, waived or time limit has passed. Suspensions may be implemented in one of two ways: immediate implementation of suspension or deferred implementation of suspension. The sanction of suspension may be placed in deferred status. If the student is found in violation of any university's regulations, policies, rules, codes, or SAPs during the time of deferred suspension, the suspension takes effect immediately without further review. Additional student conduct sanctions

²⁰ Predation is an intent to engage in acts of misconduct prior to its occurrence, demonstrating premeditation, planning or forethought. Predation is reflected in communicated intent (physical, verbal, visual, or written), threats directed at a party, attempts to incapacitate a party, attempts to isolate a party, utilizing physical force or violence, or other actions that a reasonable person would construe as a pre-meditation to engage in actions that are unwanted by/against the recipient. Committing any of these actions with an individual under the age of consent is also considered predatory.

appropriate to the new violation also may be applied. A student who has been issued a deferred suspension sanction is deemed “not in good standing²¹” with the university.

At the end of the suspension period, the student is eligible for reenrollment. Actual admission to the university will be determined by the academic rules in place at the time of application for reenrollment. If admitted, the student is required to attend a mandatory meeting with the Student Conduct Office (979-847-7272) prior to course registration.

Texas A&M Student Sanctioning Matrix - Stage 2 Sanctions

Conduct Probation: An official warning that the student’s conduct is in violation of Texas A&M University regulations, policies, rules, codes, or SAPs, but is not sufficiently serious to warrant expulsion or suspension. A student on conduct probation is deemed “not in good standing” with the university (see footnote 21). If there is a finding of responsibility for subsequent violations of the university’s regulations, policies, rules, codes, or SAPs during this period of time, more severe sanctions may be administered.

Texas A&M Student Sanctioning Matrix - Stage 1 Sanctions

Conduct Review: An official warning that the student’s conduct is in violation of Texas A&M University regulations, policies, rules, codes, or SAPs, but is not sufficiently serious to warrant expulsion, suspension, or conduct probation. A student on conduct review shall have their conduct under review for a specified period of time. This sanction may require regular meetings with an appropriate official to ascertain and evaluate compliance with student rules. Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct. Students placed on this sanction remain in good standing with the university. If there is a finding of responsibility for subsequent violations of regulations, policies, rules, codes, or SAPs during this period of time, more severe sanctions may be administered.

Restrictions: The withdrawal of specified privileges for a definite period of time, but without the additional stipulations contained in the imposition of a sanction which results in a student being not in good standing. The restrictions involved will be clearly defined.

Restitution: A payment for financial injury to an innocent party in cases involving theft, destruction of property or deception. The assessed costs to be paid may be in addition to receipt of any of the above sanctions.

Community/University Service: A student may be offered an opportunity to complete a specified number of hours of community/university service. The type of community/university service must be approved by the respondent’s CREI Case Manager.

Educational Requirements: A provision to complete a specific educational requirement. Such educational requirements may include, but are not limited to, completion of an alcohol education workshop, a diversity awareness workshop, essays, reports, reflective writing assignments, etc.

²¹ A student who is not in good standing is subject to the following restrictions: (1) Ineligibility to hold an office in any student organization recognized by the university or to hold any elected or appointed office of the university. (2) Ineligibility to represent the university in any way, including representing the university at any official function, intercollegiate athletics or any forms of intercollegiate competition or representation. This includes events taking place both on and off of the university campus. (3) Ineligibility to receive a university administered scholarship when the length of the period of not in good standing is greater than one semester. Some scholarships adhere to more strict guidelines, and, therefore, ineligibility may result from a lesser length of not in good standing. This sanction implies a serious offense and must be uniformly applied by the office administering the scholarship upon notification by CREI. (4) Additional restrictions or conditions also may be imposed, depending on the nature and seriousness of the misconduct.

Letter of Reprimand: A letter that makes a matter of record any incident that reflects unfavorably on the student or the university.

Minimum Sanctions

In addition, students found responsible for committing dating or domestic violence and/or non-consensual sexual penetration of another person will be subject to a minimum sanction of a one-year suspension, in the absence of significant mitigating factors. Students found responsible for these acts who have demonstrated predation for the purpose of carrying out these acts will be subject to permanent expulsion.

Students found responsible for committing acts of sexual harassment, sexual assault, dating violence, domestic violence, stalking based on sex, and/or any other sex-based misconduct who are allowed to return after a suspension of one year or more will be ineligible to hold an office in any student organization, ineligible to represent the university in any way (including intercollegiate athletics or other competitions, both on and off campus), and ineligible to receive an institutional scholarship, in the absence of significant mitigating factors.

Campus Housing Sanctions

In addition to the sanctions specified in the [Texas A&M University Title IX Cumulative Student Sanctioning Matrix](#), occupants of each residence hall, by majority vote, have the power to establish additional “in house” rules approved by the Department of Residence Life. Generally, “in house” rule infractions are handled by Residence Life staff. Campus housing sanctions are described below.

Loss of Campus Housing Privilege: Removal from university housing for conduct reasons.

Deferred Loss of Campus Housing Privilege: The sanction of loss of campus housing privilege may be placed in deferred status. If a student is found in violation of any university rule during the time of the deferred sanction, removal from housing takes effect immediately without further review. Additional student conduct sanctions appropriate to the new violation also may be taken. In addition, a student is ineligible to hold an elected or appointed office in any affiliated housing organization. This includes but is not limited to the following offices/positions: president, vice president, secretary, treasurer, Residential Housing Association delegate.

Campus Housing Probation: An official notice that the student’s conduct is in violation of residence hall rules, university apartments rules and/or university rules and that more stringent student conduct sanctions, including removal from housing, may result if future violations occur. In addition, a student is ineligible to hold an elected or appointed office in any affiliated housing organization. This includes but is not limited to the following offices/positions: president, vice president, secretary, treasurer, Residential Housing Association delegate.

Corps of Cadets Sanctions

In addition to any of the sanctions listed in this section, members of the Corps of Cadets are subject to disciplinary action in accordance with Corps Operations Manual.

Appeals procedures governing the resolution of all sexual harassment and sex-based misconduct allegations, see definitions on page 11

An appeal of a complaint dismissal, hearing decision, and/or sanctions related to an allegation of sexual harassment or sex-based misconduct may be made by the complainant and/or the respondent. The AA, the individual or panel responsible for rendering appeal decisions, is assigned based on the status of the respondent

in accordance with the following table. AAs shall not have had any previous involvement and/or participation in the investigation and/or decision pertaining to an appeal under review.

If the allegations are against a:	Student	Non-Faculty Employee and Third Party	Faculty Employee
Then the AA is:	University Disciplinary Appeals Panel (UDAP) who may refer the appeal to the Dean of Student Life or designee https://student-rules.tamu.edu/rule58/	Vice President for the Division of Human Resources and Organizational Effectiveness or designee https://policies.tamu.edu/32-01-02.pdf	Provost and Executive Vice President or designee who may seek an advisory opinion from the University Committee on Faculty Disciplinary Appeals (UCFD) before rendering decision

All appeals will be confined to a review of the record from the investigation and any relevant evidence, as well as the DA's decision as related to the grounds for appeal. The appeal does not create an entitlement to a new investigation. The appeals process carries a presumption that the original decision was correct unless a preponderance of the evidence demonstrates that one or more of the conditions of the appeal are met, and that either or both parties was deprived of a fair process.

Appeals must be submitted in writing and must include a statement outlining the basis for the appeal²² and any evidence which supports the appeal. Appeals must be filed at the location and within the timeframe dated in the DA's written notice of the decision (within 5 business days of notification of the decision). Decisions made by the DA shall not be final until an appeal deadline is passed, or when the appeal process is exhausted, or when all parties choose not to appeal.

To be a valid appeal, the appeal must: (1) be filed at the location and within the time frame stated in the DA's written notice; (2) identify one of the bases for appeal (see footnote 22); and (3) provide credible information or evidence substantiating the identified bases for appeal.

If the AA determines that an appeal is not valid, the AA will provide simultaneous written notice to the parties and CREI that no valid appeal was filed and that the decision of the DA is final and the case is closed.

If a timely and valid appeal is filed by either party, the other party will be notified as soon as practical thereafter by the AA. The parties will be given 3 business days to review the appeal and submit a written response a) that provides support for or challenges the decision by the DA, and b) that responds to the appeal bases submitted by the appealing party. Any written response must be submitted to the AA.

The AA will review the investigation report, the DA's decision on responsibility and/or sanctions, the documentary evidence, the record from the hearing (if applicable), and any other relevant information and render a written decision on the appeal. If both parties file a valid appeal, the AA will review both appeals and will render decisions accordingly.

The AA will render one or more of the following written decisions:

²² Results (decision and/or sanctions) or dismissal of a complaint can be appealed on any of all of the following bases, as applicable: (a) A procedural irregularity that affected the outcome; (b) New evidence, not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter. The new evidence must be provided at the time of the appeal through the designated mechanism for filing an appeal; (c) The Title IX Coordinator, investigator(s) or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or (d) The appropriateness or severity of the sanctions. If an employee was found to have sexually harassed another member of the university or agency community, the appropriateness or severity of the sanction cannot be appealed.

- Affirm the DA's decision on responsibility and, if applicable, the sanctions. There are no relevant issues of concern related to the ground(s) of the appeal, and, therefore, the decision is affirmed and final.
- Remand the complaint back to the DA because new evidence, not reasonably available at the time the determination regarding responsibility or dismissal was made, appears to be relevant and could have significantly affected the outcome of the decision on responsibility, dismissal of the complaint, or the sanctions. The DA will reconvene the hearing for the limited purpose of considering the new evidence. The DA will issue a new decision which may be appealed by the parties in accordance with the previously described appeal procedures.
- Remand the complaint back to the DA with an instruction to correct the procedural error or omission. If the procedural error occurred in the investigation phase, the DA will instruct the IA to correct the procedural error or omission and amend the Investigative Report, as appropriate. The IA will then submit the amended investigative report to the parties for review and response and then to the DA for a new decision in accordance with formal resolution procedures. If the procedural error occurred in the resolution phase, the DA will correct the procedural error or omission and then issue a new decision in accordance with the formal resolution procedures. The new decision of the DA may be appealed by the parties in accordance previously described appeal procedures.
- Remand the complaint to 1) CREI or 2) SECO with the instruction to remedy a bias by the IA or DA or the Title IX Coordinator. If bias was present in the IA, CREI will appoint a new IA to review the investigation, collect additional evidence or information as appropriate, and follow the investigation requirements as outlined in the formal resolution procedures. A new report will be written and provided to the DA for a new hearing. If the bias was present in the DA, CREI will appoint a new DA to re-hear the case with the existing investigation. If the bias was present in the Title IX Coordinator, SECO will appoint a new staff member to address the influence of the Title IX Coordinator on the case.
- Modify the decision on sanctions because the sanctions given were inappropriate or disproportionate to the severity of the conduct after considering all the circumstances²³. The AA will impose new sanctions, which are final.

Notwithstanding section 444 of the General Education Provision Act (20 U.S.C. 1232g), commonly referred to as FERPA, the AA will render a written decision simultaneously to the parties that includes a rationale for the decision as to each of the grounds appealed, changes occurring based on appeal, and when such results become final (see footnote 19).

To the extent reasonably possible:

- For student respondents: The AA will provide the written decision simultaneously to the parties and CREI within 10 business days following the 3 business day review deadline. AAs are exempt from obtaining OGC review of decisions for student respondents prior to issuance but may request assistance from OGC and SECO when needed.
- For employee or third-party respondents: The AA will provide a draft decision to OGC for review within 5 business days following the 3 business day review deadline. System Office officials will provide its review of the draft decision to the AA within 5 business days. To the extent possible, the AA will provide a final written decision simultaneously to the parties and CREI within 5 business days of receipt of the review from the System Office. If the complaint on appeal is substantiated, the respondent's supervisor will also be informed.

²³ If an employee was found to have sexually harassed another member of the university or agency community, the AA may not render a decision which modifies the sanctions.

The decision of the AA is considered be final and binding on all involved parties.

Circumstances may warrant extensions to the timeframes outlined in this section. The AA may send an extension request to the office or individual who appointed them with a rationale for an extension. If the extension is granted, the AA will notify the parties and CREI in writing.

Appeal procedures governing the resolution of other complaints (allegations other than sexual harassment and sex-based misconduct)

Any employee disciplined pursuant to this regulation may appeal that action in accordance with [System Policy 12.01, Academic Freedom, Responsibility and Tenure](#); [System Policy 32.01, Employee Complaint and Appeal Procedures](#); [System Regulation 32.01.01, Complaint and Appeal Procedures for Faculty Members](#); [System Regulation 32.01.02, Complaint and Appeal Process for Nonfaculty Employees](#); and/or other system policies or regulations as appropriate.

Any student receiving a sanction of separation (expulsion or suspension) pursuant to this regulation may appeal the sanction in accordance with the code of conduct for student grievances, [Student Rule 51. Student Conduct Separation and Appeal](#).

Extensions

The university will make every reasonable effort to comply with the timelines contained in this procedure. However, extensions may be obtained by the IA, DA, or AA, as appropriate under the circumstances. Time frames for the receipt, investigation, and adjudication of complaints may be extended for good cause. Good cause is to be determined by the university in consultation with OGC and SECO and reasonable extensions may be granted at the discretion of the university. Circumstances that warrant an extension may include, but are not limited to:

- Temporary unavailability of the complainant(s), respondent(s) or witnesses;
- Delays in issuance and/or receipt of information to or from the IA;
- Temporary unavailability of the IA, DA, or AA due to illness, family needs or professional commitments;
- Holidays or other periods when the complainant, respondent, witnesses, or other university employees may be unavailable; and/or
- New allegations, new evidence, new witnesses, or any other fact or circumstance that would require further investigation.

All requests for extensions must be justified in writing and shall be sent by the IA, DA, or AA to OREC for review and approval by the Chief Risk, Ethics, and Compliance Officer or designee. CREI will simultaneously notify the complainant and respondent in writing of any extensions and the reason for the extensions.

Dismissals under Title IX

Cases involving allegations of sexual harassment, sexual assault, and dating violence, domestic violence, and/or stalking based on sex are subject to mandatory or discretionary dismissal from the Title IX process²⁴ under federal law. However, at the discretion of the Title IX Coordinator, in consultation with OGC and SECO, cases dismissed from the Title IX process may be subject to investigation and adjudication as sex-based misconduct which provides for the same investigation and resolution process as cases meeting sexual harassment under Title IX.

Mandatory dismissals

If the conduct alleged in the formal complaint would not constitute sexual harassment as defined even if proved, did not occur in the university's education program or activity, or did not occur against a person in the United States, then the university must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under Title IX only. Such dismissal does not preclude action under

- Sex-based Misconduct procedures as outlined on page 32 or
- Another provision of the university's conduct standards.

Discretionary dismissals

The university may dismiss a formal complaint for the purposes of sexual harassment under Title IX if the complainant notifies the Title IX Coordinator in writing that the complainant wishes to withdraw it, if the respondent is no longer enrolled or employed by the university, or if specific circumstances prevent the university from collecting evidence sufficient to reach a determination (for example, when the complainant has ceased participating in the process; in certain fact specific cases when the passage of time precludes the collection of sufficient evidence; when complainant's identity is not known; and when the exact same allegations have already been investigated and adjudicated). Such dismissal does not preclude action under

- Sex-based Misconduct procedures as outlined on page 32 or
- Another provision of the university's conduct standards.

Upon a dismissal required or permitted pursuant to the above, the university must promptly send written notice of the dismissal and the reason(s) therefore simultaneously to the parties. The parties must be given the opportunity to appeal a dismissal to the designated AA in accordance with the appeal procedures referenced above.

²⁴ Complaints will be processed under Title IX if all of the following apply: (1) The university has actual knowledge of a notice of sexual harassment or a complaint involving allegations of sexual harassment, sexual assault, and/or dating violence, domestic violence, and stalking based on sex to the Title IX Coordinator or any university official who has authority to institute corrective measures and redress harassment on behalf of the university including Deputy Title IX Coordinators, the Chief Risk, Ethics and Compliance Officer, the Director of Employee Relations, the Vice President for Human Resources, the Dean of Faculties, the Office of the Provost, the Dean of Students, the Dean of Student Life, and the Associate Director of Student Life. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge; (2) A formal complaint is filed by the complainant or signed by the Title IX Coordinator; (3) The alleged behavior/conduct must have occurred against a person while in the United States; (4) At the time the formal complaint was filed, the complainant was participating or attempting to participate in the university's education program or activity. This includes an enrolled student, an employee, and applicants for admission or employment at the university, and; (5) The alleged conduct meets the definition of sexual harassment as set forth in this policy.

Prevention and Awareness Programs²⁵

Primary prevention programs are directed at incoming students and new employees. The primary programs are defined as programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop dating violence, domestic violence, sexual assault, and stalking before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexual interactions, encourage safe bystander intervention, and seek to change behavior and social norms in healthy and safe directions.

Texas A&M University provides culturally relevant, inclusive primary prevention and awareness education to incoming students and new employees to clearly define sexual assault, dating violence, domestic violence, stalking, and consent. The programs identify sexual assault, dating violence, domestic violence, and stalking as conduct prohibited by the university and provide information regarding bystander intervention, risk reduction in recognizing warning signs of abusive behavior, ways to avoid potential attacks, and individuals' rights and options. The training includes procedures individuals should follow if sexual assault, dating violence, domestic violence, or stalking occurs and procedures the institution will follow when one of these behaviors is reported. This includes, but is not limited to, the importance of preserving evidence; options for notifying law enforcement and campus authorities; procedures for institutional disciplinary action and conduct proceedings; possible sanctions following a proceeding; on-campus and community resources; rights and options for obtaining lawful orders; assistance in receiving support measures and remedial action; how the institution will protect the confidentiality of victims and other necessary parties; and protection from retaliation.

MBS CityCentre program directors provide the above educational material during new student residency week (orientation). The orientation is mandatory for incoming MS Analytics and Professional and Executive MBA Program students taking classes at MBS CityCentre. The new student handbook, distributed to these students upon check-in at new student residency, contains information on sexual assault, dating violence, domestic violence, and stalking; awareness and victims' rights, resources; and available options.

The university requires a mandatory online training module (Sexual Assault Prevention) focused on sexual harassment, sexual assault, dating violence, domestic violence, and stalking. Each semester, the training is sent to all incoming Texas A&M University undergraduate, graduate, and professional students. New students are required to complete this training at all campuses with the exception of Texas A&M University Qatar.

New employees located at MBS CityCentre receive primary prevention information through a web-based *Creating a Discrimination Free Workplace* training mandated by The Texas A&M University System. All employees are required to complete the training every two years thereafter.

Ongoing prevention and awareness campaigns are directed at students and employees. The ongoing campaigns are defined as programming, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking using a range of strategies with audiences throughout the institution. The same information included in the institution's primary prevention and awareness programs is incorporated into

²⁵ For the purposes of this section awareness programs means community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration. Programs to prevent dating violence, domestic violence, sexual assault, and stalking means comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, assessed for value, effectiveness, or outcome; and consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

ongoing prevention and awareness campaigns. Various departments on the main campus support ongoing campaigns that are available to MBS CityCentre students and employees as described below.

- The Women’s Resource Center (WRC) provides visibility, advocacy, support, and programming for students, faculty, and staff by educating campus and community constituencies on women’s issues and functions as a resource and referral center (<http://studentlife.tamu.edu/wrc>, wrc@tamu.edu, or 979-845-8784).
- Health Promotion (including an interpersonal violence unit) provides Green Dot Bystander Intervention training that addresses the dynamics and frequency of sexual assault; safety against and prevention of sexual assault, dating violence, domestic violence, and stalking; recognizing signs of unhealthy relationships; and active bystander intervention. Through Green Dot training, participants learn how to use the 3 D’s (direct, delegate, and distract) to intervene in any acts of power-based personal violence they may witness. Health Promotion promotes prevention of power-based interpersonal violence at the university by offering Green Dot and other education and training on the topics of bystander intervention, consensual language, healthy relationships, and responding to and assisting survivors of sexual assault. These programs occur throughout the year and are available upon request (<https://studentlife.tamu.edu/hp/presentations/>, healthpromotion@tamu.edu or 979-845-0280). Presentations are provided for classes, student organization meetings, orientations, residence hall programs, and other events.
- The Sexual Assault Survivors Services (SASS) committee is a collaborative working committee comprised of individuals from across the university and university community. The committee strives to share resources and perspectives to enhance services for support and education in the area of sexual violence. Focused on students, committee members work together to create educational resources and informational publications, and organize related special events. SASS provides the STAND Up workshop designed to train faculty, staff, and students on how to have trauma-informed conversations with individuals who have been involved in incidents of sexual assault, dating violence, domestic violence, and/or stalking. The workshop provides information about sexual assault, dating violence, domestic violence, and stalking; social perspectives; the impacts of trauma on the brain; listening techniques; tools for mandated reporters; and campus and community resources. Health Promotion coordinates the day to day operations of this workshop; see their contact information above.
- The university developed the Step In. Stand Up. Campaign, endorsed by the President, to create a culture of awareness that does not tolerate incidents of sexual violence. A large group of student leaders were involved to assist in crafting the message and the Campaign logo with the intention of reaching a broad campus population. The Campaign asks supporters to “step in” as active bystanders to prevent incidences of sexual violence from occurring and to “stand up” to support survivors. Students, faculty, and staff groups actively support the Campaign. These groups extend the Step In. Stand Up. message on campus and in the community during sporting events, student and employee orientations, and other campus-hosted events that take place throughout the year. Special efforts are made during sexual assault awareness month that include providing resource tables, facilitating pledge banner signatures, distributing t-shirts, and hosting speakers who advocate for social change and awareness. A website for the Campaign includes an online pledge of commitment, university-wide statements of support, campus and community resources, and information on how to report sexual violence (<http://stepinstandup.tamu.edu/>).
- The Texas A&M University Police Department’s Community Services Division, 979-845-0070, provides ongoing education available to students and employees to promote prevention and personal safety including sexual assault and stalking prevention and awareness, drug and alcohol awareness, and sexual harassment and rape prevention through self-defense tactics. Related materials are typically distributed by the Community Services Division at awareness events across campus and in the

community during times such as Campus Safety Awareness Series, National Night Out, and Sexual Assault Awareness Month.

- The Office of the Vice President for Student Affairs distributes an online Concerning Behavior Response Guide, to new faculty and staff to assist them in responding to individuals who may exhibit behavior that is concerning. The guide includes information about identifying sexual harassment, sexual assault, dating violence, domestic violence, and/or stalking, reporting requirements and procedures, and limits on requests for confidentiality in response to individuals who disclose related incidents. The guide can be found online at <http://tellsomebody.tamu.edu/resources/>.
- The Division of Human Resources and Organizational Effectiveness offers training for employees regarding fostering respect in a diverse workplace and inclusion that covers information about the employee's and supervisor's role in maintaining a work environment that is free from discrimination and harassment. Participants have the opportunity to review federal equality laws, identify and discuss behaviors that might unknowingly contribute to a disrespectful or hostile environment, and identify ways to be proactive in creating a respectful work environment. Other online courses are offered that provide guidance in following university policies and rules and reporting and addressing complaints.

The Title IX webpage, <http://titleix.tamu.edu/>, describes university resources, assistance, educational opportunities, and reporting procedures for campus community members impacted by sexual violence, sexual harassment, and other illegal discrimination. CREI, the Offices of the Dean of Student Life, and UPD provides information for students, faculty, and staff who wish to report any form of sexual discrimination or harassment. The [Step In. Stand Up. website](#) referenced above also includes information on these topics.

A notice of non-discrimination and abuse is sent to all students by the MBS CityCentre campus administrator and to all employees by the OREC at the beginning of the fall and spring semesters regarding reporting procedures and requirements related to incidents of illegal discrimination, sexual harassment (including sexual assault, dating violence, domestic violence, and stalking), and related retaliation.

All MBS CityCentre students and employees are provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available on or near the main Texas A&M University campus and in the Houston area community. The written notification is provided by the MBS CityCentre campus administrator through an annual (fall semester) email. The email contains information about how to report incidents, applicable policies, and other available options in addition to existing services and resources.

Bystander Intervention and Risk Reduction²⁶

Everyone has a role in changing community knowledge, attitudes and behaviors. Change happens as each person is able to identify risky situations and take action to confront, interrupt, or prevent acts of sexual violence. Bystander intervention programs can help individuals observe a situation and determine an appropriate intervention where someone could use some help. Bystander intervention means just that; people taking care of others. If you find a friend in a situation that concerns you, consider the following strategies to intervene safely and effectively.

- Create a distraction to interrupt the flow of events

²⁶ For the purposes of this section bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

- Involve others to help you
- Make an excuse to remove a friend from the situation
- Point out the unwanted behavior in a safe and respectful manner
- Call for help, if needed

Sexual assault is never a victim's fault. However, there are ways that may reduce the risk of being sexually assaulted including being prepared, alert, and assertive. Consider the following tips:

- Be aware of your surroundings
- Practice responsible drinking; alcohol is a factor in many sexual assaults
- Never leave your drink unattended
- Don't accept drinks from someone you don't know or trust
- Stay with your friends and make sure your friends stay with you
- Be careful of online relationships
- Trust your instincts

We are reminded to think about relationships, specifically relationships that may be, or become abusive. Be aware of the signs:

- Is one of the partners verbally and emotionally abusive?
- Is one of the partners isolating the other from friends and family?
- Is one of the partners controlling, intimidating or always jealous?
- Is there a threat of harm?

Other Considerations

Prohibition of Retaliation

MBS CityCentre prohibits retaliation. Texas A&M University or an officer, employee, or agent of MBS CityCentre may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of the Clery Act.

Victim Notification

In accordance with the Higher Education Opportunity Act, upon written request, MBS CityCentre will disclose to the alleged victim of any crime of violence, or non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for the purposes of this paragraph.

Institutions are required to provide both the complainant and the respondent with simultaneous written notification of any result of any institutional conduct proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking. In these cases, it is not necessary for the victim to make a written request.

Sex Offender Registry

Section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921) provides for the tracking of registered sex offenders and instructs states to post sex offender data on the internet.

The Texas Department of Public Safety (DPS) is the official Texas internet source for Sex Offender Registration information. The Sex Offender Registration open record information is extracted from the DPS Sex Offender Registration Database. The DPS maintains files based on registration information submitted by criminal justice agencies and represents a statewide source of information on sex offenders required by law to register. The DPS public web page can be found at <https://records.txdps.state.tx.us/SexOffender/>.

Definitions of Clery Act Offenses

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

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

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

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

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

Consent:

[Texas A&M University System Regulation](#)

[System Regulation 08.01.01, Civil Rights Compliance](#) provides guidance in complying with local, state and federal civil rights laws and regulations and related system policy. This regulation establishes system-wide standards for the receipt and processing of complaints, appeals, or reports of discrimination, sexual harassment and/or related retaliation based on protected class including complaints made by employees, students, and/or third parties.

According to [System Regulation 08.01.01, Civil Rights Compliance](#), consent is clear, voluntary, and ongoing agreement to engage in a specific sexual act. Persons need to verbalize their consent to engage in a sexual act for there to be permission. Permission to engage in a sexual act may be indicated through physical actions rather than words. A person who is asleep or mentally or physically incapacitated, either through the effect of drugs or alcohol or for any other reason, or whose agreement was made by threat, coercion, or force, cannot give consent. Consent may be revoked by any party at any time.

Texas Penal Code

According to the [Texas Penal Code, Sec. 1.02. Objectives of Code](#), the general purposes of the Texas Penal Code are to establish a system of prohibitions, penalties, and correctional measures to deal with conduct that unjustifiably and inexcusably causes or threatens harm to those individual or public interests for which state protection is appropriate.

Consent is defined in the [Texas Penal Code, Section 1.07\(11\)](#) as assent in fact, whether express or apparent. Without consent is also defined in the [Texas Penal Code, Section 22.011\(b\)](#) within the definition of sexual assault (see below).

Sexual Assault is defined in the [Texas Penal Code, Section 22.011](#) as follows.

- (a) A person commits an offense if:
 - (1) the person intentionally or knowingly:
 - (A) causes the penetration of the anus or sexual organ of another person by any means, without that person's consent;
 - (B) causes the penetration of the mouth of another person by the sexual organ of the actor, without that person's consent; or
 - (C) causes the sexual organ of another person, without that person's consent, to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor; or
 - (2) regardless of whether the person knows the age of the child at the time of the offense, the person intentionally or knowingly:
 - (A) causes the penetration of the anus or sexual organ of a child by any means;
 - (B) causes the penetration of the mouth of a child by the sexual organ of the actor;
 - (C) causes the sexual organ of a child to contact or penetrate the mouth, anus, or sexual organ of another person, including the actor;
 - (D) causes the anus of a child to contact the mouth, anus, or sexual organ of another person, including the actor; or
 - (E) causes the mouth of a child to contact the anus or sexual organ of another person, including the actor.
- (b) A sexual assault under Subsection (a)(1) is without the consent of the other person if:
 - (1) the actor compels the other person to submit or participate by the use of physical force, violence, or coercion;
 - (2) the actor compels the other person to submit or participate by threatening to use force or violence against the other person or to cause harm to the other person, and the other person believes that the actor has the present ability to execute the threat;
 - (3) the other person has not consented and the actor knows the other person is unconscious or physically unable to resist;
 - (4) the actor knows that as a result of mental disease or defect the other person is at the time of the sexual assault incapable either of appraising the nature of the act or of resisting it;
 - (5) the other person has not consented and the actor knows the other person is unaware that the sexual assault is occurring;
 - (6) the actor has intentionally impaired the other person's power to appraise or control the other person's conduct by administering any substance without the other person's knowledge;
 - (7) the actor compels the other person to submit or participate by threatening to use force or violence against any person, and the other person believes that the actor has the ability to execute the threat;
 - (8) the actor is a public servant who coerces the other person to submit or participate;
 - (9) the actor is a mental health services provider or a health care services provider who causes the other person, who is a patient or former patient of the actor, to submit or participate by exploiting the other person's emotional dependency on the actor;

- (10) the actor is a clergyman who causes the other person to submit or participate by exploiting the other person's emotional dependency on the clergyman in the clergyman's professional character as spiritual adviser; or
- (11) the actor is an employee of a facility where the other person is a resident, unless the employee and resident are formally or informally married to each other under Chapter 2, Family Code.
- (12) the actor is a health care services provider who, in the course of performing an assisted reproduction procedure on the other person, uses human reproductive material from a donor knowing that the other person has not expressly consented to the use of material from that donor.
- (c) In this section:
- (1) "Child" means a person younger than 17 years of age.
 - (2) "Spouse" means a person who is legally married to another.
 - (3) "Health care services provider" means:
 - (A) a physician licensed under Subtitle B, Title 3, Occupations Code;
 - (B) a chiropractor licensed under Chapter 201, Occupations Code;
 - (C) a physical therapist licensed under Chapter 453, Occupations Code;
 - (D) a physician assistant licensed under Chapter 204, Occupations Code; or
 - (E) a registered nurse, a vocational nurse, or an advanced practice nurse licensed under Chapter 301, Occupations Code.
 - (4) "Mental health services provider" means an individual, licensed or unlicensed, who performs or purports to perform mental health services, including a:
 - (A) licensed social worker as defined by Section 505.002, Occupations Code;
 - (B) chemical dependency counselor as defined by Section 504.001, Occupations Code;
 - (C) licensed professional counselor as defined by Section 503.002, Occupations Code;
 - (D) licensed marriage and family therapist as defined by Section 502.002, Occupations Code;
 - (E) member of the clergy;
 - (F) psychologist offering psychological services as defined by Section 501.003, Occupations Code; or
 - (G) special officer for mental health assignment certified under Section 1701.404, Occupations Code.
 - (5) "Employee of a facility" means a person who is an employee of a facility defined by Section 250.001, Health and Safety Code, or any other person who provides services for a facility for compensation, including a contract laborer.
 - (6) "Assisted reproduction" and "donor" have the meanings assigned by Section 160.102, Family Code.
 - (7) "Human reproductive material" means:
 - (A) a human spermatozoon or ovum; or
 - (B) a human organism at any stage of development from fertilized ovum to embryo.
- (d) It is a defense to prosecution under Subsection (a)(2) that the conduct consisted of medical care for the child and did not include any contact between the anus or sexual organ of the child and the mouth, anus, or sexual organ of the actor or a third party.
- (e) It is an affirmative defense to prosecution under Subsection (a)(2):
- (1) that the actor was the spouse of the child at the time of the offense; or
 - (2) that:
 - (A) the actor was not more than three years older than the victim and at the time of the offense:
 - (i) was not required under Chapter 62, Code of Criminal Procedure, to register for life as a sex offender; or
 - (ii) was not a person who under Chapter 62, Code of Criminal Procedure, had a reportable conviction or adjudication for an offense under this section; and

- (B) the victim:
 - (i) was a child of 14 years of age or older; and
 - (ii) was not:
 - (a) a person whom the actor was prohibited from marrying or purporting to marry or with whom the actor was prohibited from living under the appearance of being married under Section 25.01; or
 - (b) a person with whom the actor was prohibited from engaging in sexual intercourse or deviate sexual intercourse under Section 25.02.
- (f) An offense under this section is a felony of the second degree, except that an offense under this section is:
 - (1) a felony of the first degree if the victim was a person whom the actor was prohibited from marrying or purporting to marry or with whom the actor was prohibited from living under the appearance of being married under Section [25.01](#); or
 - (2) a state jail felony if the offense is committed under Subsection (a)(1) and the actor has not received express consent as described by Subsection (b)(12).

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be based upon the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered to be a crime for the purposes of Clery Act reporting.

Dating Violence is defined in the [Texas Family Code, Section 71.0021](#) as follows.

- (a) "Dating violence" means an act, other than a defensive measure to protect oneself, by an actor that:
 - (1) is committed against a victim or applicant for a protective order:
 - (A) with whom the actor has or has had a dating relationship; or
 - (B) because of the victim's or applicant's marriage to or dating relationship with an individual with whom the actor is or has been in a dating relationship or marriage; and
 - (2) is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the victim or applicant in fear of imminent physical harm, bodily injury, assault, or sexual assault.
- (b) For purposes of this title, "dating relationship" means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on consideration of:
 - (1) the length of the relationship;
 - (2) the nature of the relationship; and
 - (3) the frequency and type of interaction between the persons involved in the relationship.
- (c) A casual acquaintanceship or ordinary fraternization in a business or social context does not constitute a "dating relationship" under Subsection (b).

Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. Any incident meeting this definition is considered to be a crime for the purposes of Clery Act reporting.

Family Violence is defined by the [Texas Family Code, Section 71.004](#) as follows.

- (1) an act by a member of a family or household against another member of the family or household that is intended to result in physical harm, bodily injury, assault, or sexual assault or that is a threat that reasonably places the member in fear of imminent physical harm, bodily injury, assault, or sexual assault, but does not include defensive measures to protect oneself;
- (2) abuse, as that term is defined by Sections 261.001(1)(C), (E), (G), (H), (I), (J), (K), and (M) by a member of a family or household toward a child of the family or household; or
- (3) dating violence, as that term is defined by Section 71.0021.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim. Any incident meeting this definition is considered to be a crime for the purposes of Clery Act reporting.

Stalking is defined in the [Texas Penal Code, Section 42.072](#) as follows.

- (a) A person commits an offense if the person, on more than one occasion and pursuant to the same scheme or course of conduct that is directed specifically at another person, knowingly engages in conduct that:
 - (1) constitutes an offense under [Section 42.07](#) (see below), or that the actor knows or reasonably should know the other person will regard as threatening:
 - (A) bodily injury or death for the other person;
 - (B) bodily injury or death for a member of the other person's family or household or for an individual with whom the other person has a dating relationship; or
 - (C) that an offense will be committed against the other person's property;
 - (2) causes the other person, a member of the other person's family or household, or an individual with whom the other person has a dating relationship to be placed in fear of bodily injury or death or in fear that an offense will be committed against the other person's property, or to feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended; and
 - (3) would cause a reasonable person to:
 - (A) fear bodily injury or death for himself or herself;
 - (B) fear bodily injury or death for a member of the person's family or household or for an individual with whom the person has a dating relationship;
 - (C) fear that an offense will be committed against the person's property; or
 - (D) feel harassed, annoyed, alarmed, abused, tormented, embarrassed, or offended.
- (b) An offense under this section is a felony of the third degree, except that the offense is a felony of the second degree if the actor has previously been convicted of an offense under this section or of an offense under any of the following laws that contains elements that are substantially similar to the elements of an offense under this section:
 - (1) the laws of another state;
 - (2) the laws of a federally recognized Indian tribe;
 - (3) the laws of a territory of the United States; or
 - (4) federal law.
- (c) For purposes of this section, a trier of fact may find that different types of conduct described by Subsection (a), if engaged in on more than one occasion, constitute conduct that is engaged in pursuant to the same scheme or course of conduct.

(d) In this section:

- (1) "Dating relationship," "family," "household," and "member of a household" have the meanings assigned by Chapter 71, Family Code.
- (2) "Property" includes a pet, companion animal, or assistance animal, as defined by Section 121.002, Human Resources Code.

Sec. 42.07. Harassment.

(a) A person commits an offense if, with intent to harass, annoy, alarm, abuse, torment, or embarrass another, the person:

- (1) initiates communication and in the course of the communication makes a comment, request, suggestion, or proposal that is obscene;
- (2) threatens, in a manner reasonably likely to alarm the person receiving the threat, to inflict bodily injury on the person or to commit a felony against the person, a member of the person's family or household, or the person's property;
- (3) conveys, in a manner reasonably likely to alarm the person receiving the report, a false report, which is known by the conveyor to be false, that another person has suffered death or serious bodily injury;
- (4) causes the telephone of another to ring repeatedly or makes repeated telephone communications anonymously or in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another;
- (5) makes a telephone call and intentionally fails to hang up or disengage the connection;
- (6) knowingly permits a telephone under the person's control to be used by another to commit an offense under this section; or
- (7) sends repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend another.

(b) In this section:

- (1) "Electronic communication" means a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photoelectronic, or photo-optical system. The term includes:
 - (A) a communication through the use of electronic mail, instant message, network call, a cellular or other type of telephone, a computer, a camera, text message, a social media platform or application, an Internet website, any other Internet-based communication tool, or facsimile machine; and
 - (B) a communication made to a pager.
- (2) "Family" and "household" have the meaning assigned by Chapter 71, Family Code.
- (3) "Obscene" means containing a patently offensive description of or a solicitation to commit an ultimate sex act, including sexual intercourse, masturbation, cunnilingus, fellatio, or anilingus, or a description of an excretory function.

(c) An offense under this section is a Class B misdemeanor, except that the offense is a Class A misdemeanor if the actor has previously been convicted under this section.

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

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed).

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

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

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

Hate Crime: A criminal offense reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For Clery Act purposes, hate crimes include any of the following offenses that are motivated by bias: Murder and non-negligent manslaughter, manslaughter by negligence, sexual assault (rape, fondling, incest, statutory rape), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, or destruction/damage/vandalism of property. Following are the bias categories.

Race: A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g. color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g. Asians, blacks, or African Americans, whites.

Gender: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g. male or female.

Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g. Catholics, Jews, Protestants, atheists.

Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

Gender Identity: A preformed negative opinion or attitude toward a person (or group of persons) based on their actual or perceived gender identity, e.g. bias against transgender or gender non-conforming individuals (a person who does not conform to the gender-based expectations of society).

Ethnicity: A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term race in that "race" refers to grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

National Origin: A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced aged or illness.

Additional Hate Crime Definitions:

Larceny-Theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

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

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

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

Arrests and Referrals for Disciplinary Action: Arrest is defined as persons processed by arrest, citation, or summons. 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. Clery Act statistics are disclosed for arrests and referrals regarding state or local violations of liquor, drug abuse, and weapons laws. Only violations of the law resulting in arrest or referral are disclosed. Violations of institutional policy alone are not included in Clery Act statistics.

Weapons: Carrying, Possessing, Etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature. Classify as a weapons: carrying, possessing, etc. violation: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed (except as permitted by state law and institutional policy through state law) or openly; using, manufacturing, etc. of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the aforementioned acts.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine). Classify as a drug abuse violation: all drugs, without exception, that are illegal under local or state law where your institution is located and all illegally obtained prescription drugs.

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

the influence and drunkenness. Classify as a liquor law violation: the manufacture, sale, transporting, furnishing, possessing, etc. of intoxicating liquor; 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 aforementioned acts.

Definitions of Clery Act Locations

On-campus: 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. This also includes any building or property that is within or reasonably contiguous to the geographic area that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-campus: 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. This also includes any building or property owned or controlled by a student organization that is officially recognized by the institution.

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

On-Campus Student Housing Facilities (Residential Facilities): No on-campus student housing facilities are owned or controlled by MBS CityCentre, therefore, on-campus student housing statistics are not required to be disclosed.

Mays Business School at CityCentre - Reportable Crimes

The following statistics include all incidents of Clery Act crimes reported to the institution that occurred within the campus' Clery Act locations, regardless of whether the individual reporting was a member of the campus community and regardless of whether the individual chose to move forward with the criminal justice or campus disciplinary proceedings. To prepare the annual disclosure of crime statistics, the institution collects information from internal sources such as campus police and other campus security authorities and requests information from external sources such as local law enforcement. The statistics obtained from local law enforcement agency responses are included in reportable crimes tables below.

Criminal Offenses				
Offense	Year	On Campus Property	Non-Campus Property	Public Property
Murder / Non-negligent Manslaughter	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Manslaughter By Negligence	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Sex Offenses, Rape	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Sex Offenses, Fondling	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Sex Offenses, Incest	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Sex Offenses, Statutory Rape	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Robbery	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Aggravated Assault	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Burglary of Structure	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Motor Vehicle Theft	2017	1	0	0
	2018	0	0	0
	2019	5	0	0
Arson	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

Hate Crimes				
Offense	Year	On Campus Property	Non-Campus Property	Public Property
Hate Crimes *	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

Violence Against Women Reauthorization Act of 2013 (VAWA) Offenses				
Offense	Year	On Campus Property	Non-Campus Property	Public Property
Domestic Violence	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Dating Violence	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Stalking	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

Arrests and Disciplinary Referrals				
Offense	Year	On Campus Property	Non-Campus Property	Public Property
Arrests: Weapons Carrying, Possessing, Etc.	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Disciplinary Referrals: Weapons Carrying, Possessing, Etc.	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Arrests: Drug Abuse Violations	2017	0	0	0
	2018	0	0	2
	2019	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2017	0	0	0
	2018	0	0	0
	2019	0	0	0
Arrests: Liquor Law Violations	2017	0	0	0
	2018	0	0	2
	2019	0	0	0
Disciplinary Referrals: Liquor Law Violations	2017	0	0	0
	2018	0	0	0
	2019	0	0	0

The following are in reference to the reportable crimes tables.

* In 2017, 2018, and 2019 there were no reported criminal incidents involving hate/bias.

Mays Business School at CityCentre - Unfounded Crimes

Unfounded crimes are crimes that sworn or commissioned law enforcement personnel have investigated and made a formal determination that the report is false or baseless and are, therefore, subsequently withheld from Clery crime statistics. Following are the unfounded crimes as reported for all MBS CityCentre Clery Act locations and Clery Act offenses:

- Calendar year 2019: 0 unfounded crimes
- Calendar year 2018: 0 unfounded crimes
- Calendar year 2017: 0 unfounded crimes

Crime Prevention and Security Awareness

It is important for all of us to understand our role in the reduction of crime. A conceptual aid often employed by crime prevention practitioners is referred to as the Crime Triangle. For any crime to occur three elements must be present: desire, ability, and opportunity.



Members of the university community easily recognize there is little that can be done to control the criminal's ability and desire. The university community's greatest strength in the prevention of crime is our initiative to reduce or eliminate the opportunity for a crime to occur.

A primary goal of the applicable law enforcement authorities (CityCentre Security and Houston Police) is the prevention of crime before it occurs. Because law enforcement and security personnel cannot be everywhere all the time, they need the help of all members of the MBS CityCentre community to take an active role in their personal safety and property protection. Crime prevention is important to the campus community. Reporting any crime or suspected crime immediately is helpful to CityCentre Security or Houston Police and may prevent someone else from becoming a victim of a more serious crime. The following programs are designed to encourage students and employees to be responsible for their own security and the security of others. Due to COVID-19, the availability of the following programs or service requests may be restricted to online only or unavailable if the request cannot meet COVID-19 guidelines. In person requests that cannot meet the COVID-19 guidelines will resume once it is safe for all involved.

At the beginning of each class year students receive the MBS CityCentre Building Use Guidelines from the Mays Business School and a link to the CityCentre Tenant Handbook which address campus security procedures and practices. The documents address building security, building access, alcohol and drug policies, and guidance for handling suspicious, criminal, or emergency situations. When there is an update to either document, a notice and the update are emailed to students. No formal crime prevention programs or programs about campus security procedures and practices are offered at the MBS CityCentre campus. However, students and employees at MBS CityCentre have access to the Houston Police Department and University Police Department crime prevention programs and programs regarding security procedures/practices as described below.

Keep Houston SAFE is a citywide public safety campaign involving a collaborative partnership between citizens, businesses, and the Houston Police Department. The main focus of the campaign is crime prevention and the implementation of proactive enforcement efforts and measures aimed at the reduction of criminal incidents, rather than responding to them after they have occurred. Simply, the goal of the Keep Houston SAFE campaign is to prevent crime.

The Houston Police Department typically offers a variety of crime prevention materials and services to our community members.

- A Parent's Guide To Child Safety
- Back to School Safety
- Burglary Prevention for your Home
- Burglary Prevention for you Vehicle
- Child Car Safety Seats – free car seat checks by appointment

- Crime Prevention Manuals Cyber Safety
- Halloween Safety Tips
- Identity Theft Identity Theft Prevention & Victim Information from Financial Crimes Unit
- 10 Ways to Protect Yourself from Identity Theft
- Parking of Vehicles in Residential Areas
- Pedestrian Safety Awareness
- Personal Safety
- Police and Citizen Interaction
- Purse Theft Prevention
- Robbery Prevention
- Senior Citizens Crime Prevention
- Sexual Assault Prevention
- Stop Bullying
- Summer Safety for Kids
- Surviving An Active Shooter
- Turn Around Don't Drown
- Positive Interaction Program – Monthly speakers are hosted to explain how the police department divisions operates <http://www.houstontx.gov/police/pip/index.htm>.
- Citizen Police Academy – A spring and fall program provides citizens a clearer knowledge about the function and operations of the Houston Police Department.
http://www.houstontx.gov/police/vip/vip_hcpa.htm
- Youth Police Advisory Council – Selected high school students interact with the Chief of Police and other Houston Police officials. Meetings are five times per year.

For more information on how to join or be a part of the “Keep Houston SAFE” campaign, please contact the department’s Public Affairs Division at 713-308-3200.
(http://www.houstontx.gov/police/keep_houston_safe/)

At the main Texas A&M University campus, the University Police Department’s Community Services Division, staffed by officers who are state Certified Crime Prevention Specialists, continually presents programs covering crime prevention and security information to students, staff, and faculty. These Crime Prevention Specialists are dedicated full time to crime prevention efforts and programs. They participate in and provide information during new and transfer student orientation, international student orientation, in addition to a number of other programs scheduled annually with student, staff and faculty organizations. In these sessions, information is provided regarding campus security procedures and practices. The Campus Safety Awareness Series is another opportunity for the campus community to get to know University Police Department officers, ask questions about security procedures and practices, and/or voice concerns on a monthly basis in the fall semester. For additional information or to schedule a program you are encouraged to call the Community Services Division at 979-845-0070.

The University Police Department typically offers a variety of crime prevention programs and services to our community members. The programs are designed to encourage students and employees to be responsible for their own security and the security of others.

- Personal Safety Awareness – scheduled upon request
- Theft/burglary Prevention – scheduled upon request

- University Policy Department’s Self-Defense Program – offered during fall move in week and regularly during fall and spring semesters
- Alive@25 Defensive Driving – offered periodically throughout the year
- Operation ID (free engraving of property in the residence hall, home, and office) – during the fall semester starting with Howdy Week and scheduled upon request or at the University Police Department
- Residential and Office Security Surveys – scheduled upon request
- Drug and Alcohol Awareness – scheduled upon request
- Sexual Assault Prevention– scheduled upon request
- Active Shooter Preparedness – scheduled upon request
- Apartment and Home or Residence Hall Security – scheduled upon request
- Robbery Prevention – scheduled upon request
- Workplace Crime Prevention – scheduled upon request

Important Telephone Numbers

Police/Fire/Medical	911	University Police Department	979-845-2345
CityCentre Security	713-461-0758	Poison Control	800-764-7661
Houston Police (non-emergency)	713-884-3131	Health Promotion (Counseling & Referral, Alcohol & other Drugs)	979-845-0280
Harris County Sheriff (non-emergency)	281-647-9371	Environmental Health & Safety	979-845-2132
Crime Stoppers	713-521-4600	Student Conduct Office	979-847-7272
Department of Public Safety (State Troopers)	713-465-8462	Midway Management daytime	713-463-4692
Houston Fire	713-247-8574	Department of Civil Rights and Equity Investigations	979-458-8407

Other Annual Security Reports and Annual Fire Safety Reports

Annual Security Reports and Annual Fire Safety Reports for other Texas A&M University locations are as follows and are available at the following Texas A&M University OREC website:

<https://orec.tamu.edu/clery/annual-security-report/>.

Other Texas A&M University Annual Security Reports

Texas A&M University College Station

<https://orec.tamu.edu/wp-content/uploads/CSAnnualSecurityReport.pdf>

Texas A&M University O.D. Butler, Jr. Animal Science Complex and University Farm

<https://orec.tamu.edu/wp-content/uploads/UnivFarmAnnualSecurityReport.pdf>

Texas A&M University RELSIS Campus

<https://orec.tamu.edu/wp-content/uploads/RELLISAnnualSecurityReport.pdf>

Texas A&M University at Galveston

<https://orec.tamu.edu/wp-content/uploads/GalvestonAnnualSecurityReport.pdf>

Texas A&M University at Qatar

<https://orec.tamu.edu/wp-content/uploads/QatarAnnualSecurityReport.pdf>

Texas A&M University School of Law

<https://orec.tamu.edu/wp-content/uploads/LawAnnualSecurityReport.pdf>

Texas A&M University Health Science Center Bryan

<https://orec.tamu.edu/wp-content/uploads/HSCBryanAnnualSecurityReport.pdf>

Texas A&M University Health Science Center Dallas

<https://orec.tamu.edu/wp-content/uploads/HSCDallasAnnualSecurityReport.pdf>

Texas A&M University Health Science Center Houston

<https://orec.tamu.edu/wp-content/uploads/HSCHoustonAnnualSecurityReport.pdf>

Texas A&M University Health Science Center Kingsville

<https://orec.tamu.edu/wp-content/uploads/HSCKingsvilleAnnualSecurityReport.pdf>

Texas A&M University Health Science Center McAllen

<https://orec.tamu.edu/wp-content/uploads/HSCMcAllenAnnualSecurityReport.pdf>

Texas A&M University Health Science Center Round Rock

<https://orec.tamu.edu/wp-content/uploads/HSCRRAnnualSecurityReport.pdf>

Texas A&M University Health Science Center Temple

<https://orec.tamu.edu/wp-content/uploads/HSCTempleAnnualSecurityReport.pdf>

Texas A&M University Higher Education Center at McAllen

<https://orec.tamu.edu/wp-content/uploads/HECMcAllenAnnualSecurityReport.pdf>

Texas A&M University at Galveston, TS General Rudder

<https://orec.tamu.edu/wp-content/uploads/TAMUGGeneralRudderAnnualSecurityReport.pdf>

Texas A&M University Maritime Academy Summer Sea Term

<https://orec.tamu.edu/wp-content/uploads/TAMUMaritimeAcademyAnnualSecurityReport.pdf>

Other Texas A&M University Annual Fire Safety Reports

Texas A&M University at College Station

<https://orec.tamu.edu/wp-content/uploads/CSAnnualFireReport.pdf>

Texas A&M University at Galveston

<https://orec.tamu.edu/wp-content/uploads/GalvestonAnnualFireReport.pdf>

Texas A&M University Health Science Center Kingsville

<https://orec.tamu.edu/wp-content/uploads/KingsvilleAnnualFireReport.pdf>

Texas A&M University at Galveston, TS General Rudder

<https://orec.tamu.edu/wp-content/uploads/TAMUGGeneralRudderAnnualFireReport.pdf>

Texas A&M University Maritime Academy Summer Sea Term

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