



## CAMPUS SECURITY AND CRIME PREVENTION

*Report Date: May 30, 2018; participation in Title IV effective Nov. 2016*

### **Campus Security and Crime Prevention Policy**

The Nashville Film Institute – Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report includes information on Nashville Film Institute’s policies and procedures with respect to safety and crime prevention, as well as statistics for all Clery-covered crimes reported to have occurred on Nashville Film Institute’s Clery geography over the past three calendar years.

Nashville Film Institute contacts local law enforcement to obtain crime statistics for Clery-covered crimes reported to local police and occurring on Nashville Film Institute’s Clery geography on an annual basis. Nashville Film Institute’s geography includes the facility located at 191 Polk Avenue, Nashville, TN 37210. The NFI does not have any on-campus housing or additional locations.

The Final Report is distributed to students and employees annually. The report is available to all currently enrolled students throughout the year through the school website. The report is also available to all prospective students and employees.

### **Reporting Crimes and Emergencies**

Students and employees are encouraged to accurately and promptly report all criminal acts, suspicious activities, or emergencies to campus personnel and appropriate law enforcement agencies.

Victims or witnesses have the right to report incidents confidentially. Reports can be filed on a voluntary and confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Campus Director. Reports are kept secure in the administration office. Names of victims or witnesses are not disclosed in the crime report or in any Timely Warning issued in connection with the incident.

It is the policy of Nashville Film Institute Nashville that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law, except in certain limited instances where a student files a complaint alleging sexual harassment, declines to notify local law enforcement, and requests that Nashville Film Institute maintain the complainant’s confidentiality. Such requests will be evaluated pursuant to school policies.

Students and employees should promptly report all criminal actions and emergencies occurring on or around campus to the Campus Director or available staff member if the Campus Director is unavailable. Reports may be made either in person or by calling the school at 877-627-3456, for the purposes of making Timely Warnings and the annual disclosure of crime statistics in this Report.

You may also contact the local police department by dialing 911. All criminal activity is documented by the completion of an Incident Report.

### **Campus Facilities: Security and Access to the Institution**

It is the policy of Nashville Film Institute that access to facilities be limited to authorized personnel, students and invited visitors. Visitors are at all times subject to Nashville Film Institute’s policies and conduct codes. Students and employees are responsible for the conduct of their guests at all times, pursuant to this policy:

#### **All employees shall be required to:**

- Keep all unsupervised and unoccupied areas locked at all times.
- Report immediately, to the administration office, any suspicious activities related to NFI or of its properties, regardless of how minor these may seem.
- Be familiar with all the NFI’s procedures regarding the handling of any accidents or criminal activities.

#### **The incident procedures are listed below:**

- Immediately determine the condition of any injured employee, student, or other parties.
- Notify the appropriate authorities by calling 911 (if necessary).
- Ensure the Campus Director is made aware of the incident



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- Gather information from any witnesses
- All involved parties must complete an Incident Report with the Campus Director. This report is filed in the corresponding student file and in the Incident Report Spreadsheet.
- Investigate property damage or theft, following the above steps.
- Should an alleged sex offense on campus be reported, the parties involved are permitted, if applicable, to change their academic schedule, depending on the availability of classes.
- A summary of the report is entered into the NFI portal (if the incident involves a student or group of students) and the report is also logged in an Incident Report spreadsheet.

### All students are required to:

- Notify a staff member if a student becomes ill or is injured while on campus.
- Upon enrollment, report to the administration any physical condition that may require immediate medical attention. A copy of this notification is maintained in the student's permanent confidential file.
- Be aware of any announcements or newsletters. These may contain information regarding the change of criminal or emergency contact information or procedures.

Employees are encouraged to raise security concerns with school administrators. School administrators will address security considerations as they are raised or in response to patterns of crime.

### Campus Security Enforcement

A staff member is on duty during all hours the building is occupied. This person is responsible for ensuring that persons entering the building are employees, students and their families or invited guests. They are authorized to request identification from those individuals who are unfamiliar to them, and identification is required of all individuals arriving or leaving after the building is secured. They have the authority to evict unauthorized persons from the premises.

Students should carry their NFI ID card at all times and be able to show it to any NFI staff/faculty member who asks for proof of identification. Nashville Film Institute personnel are instructed to promptly contact the Nashville Police Department of any illegal activity.

### Crime Prevention

Prevention is the best protection against crime. Tips for preventing crime include:

- Vehicles should be locked. Do not leave any valuable items in the vehicle.
- Keep valuables out of sight in the trunk. Park in well-lit areas. Check the back seat and the area around the car before getting in.
- When walking, plan the safest route to your destination and use it. Choose well-lit and busy pathways and streets. Avoid alleys, vacant lots, or construction sites. Take a longer way if it's safer.
- Carry your purse close to your body and keep a firm grip on it. Carry a wallet in an inside coat or side trouser pocket, not in the rear trouser pocket.

### Relationships with Local and State Police

Nashville Film Institute maintains a close working relationship with the Nashville Police Department with periodic contact initiated by Nashville Film Institute personnel to ensure that the Institution is aware of criminal offenses and arrests occurring on or near the campus. This is done to ensure that the Institution can properly report or warn students regarding crimes that represent a continuing threat. However, Nashville Film Institute does not have a memorandum of understanding in place with local law enforcement.

### Timely Warnings

Nashville Film Institute will initiate a Timely Warning to notify the campus community in response to certain Clery Act crimes reported to campus authorities or local police departments that occurred on



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Nashville Film Institute’s campus or covered public property and constitute an ongoing or continuing threat to students or employees. Timely Warnings are emailed to employees and students. Nashville Film Institute will ensure that Timely Warnings withhold the victims’ names and other identifying information as confidential.

### Crime Statistics

Nashville Film Institute prepares an annual disclosure of crime statistics that includes crime statistics for the previous three calendar years. Statistics include crimes reported to campus officials or local police authorities that occurred on any on- campus or non-campus building, or any public property. Statistics are compiled by type of crime and by location and reported annually to the U.S. Department of Education. These statistics are also made available to current and current and prospective students.

### Reporting Area

Nashville Film Institute reports statistics from property controlled by the institute. Information relative to areas adjacent or contiguous with NFI facilities has been provided by the Nashville Metro Police Department.

For purposes of the Clery Act, the Nashville Film Institute campus is defined as:

Campus Location: 191 Polk Ave, Nashville, TN 37210

Public Property: Public property includes all property bordering and adjacent to NFI’s campus.

### Crimes by Year On-Campus Property

Offense	2015	2016	2017
Murder and Non-negligent manslaughter Negligent manslaughter Forcible Sex Offenses Non-forcible Sex Offenses	N/A	0	0
Robbery	N/A	0	0
Aggravated Assault	N/A	0	0
Burglary	N/A	0	0
Motor vehicle theft	N/A	0	0
Arson	N/A	0	0
Dating Violence	N/A	0	0
Domestic Violence	N/A	0	0
Stalking	N/A	0	0
Arrests: Liquor Law Violations	N/A	0	0
Disciplinary Referrals: Liquor Law Violations	N/A	0	0
Arrests: Drug Law Violations	N/A	0	0
Disciplinary Referrals: Drug Law Violations	N/A	0	0
Arrests: Illegal Weapons Possession	N/A	0	0



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Disciplinary Referrals: Illegal Weapons Possession	N/A	0	0
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### Public Property

Nashville Film Institute did not receive reports of any hate crimes occurring at its campus in 2015, 2016, or 2017. Nashville Film Institute occupies a single building and does not have any on-campus student housing or non-campus property.

### Emergency Response and Evacuation Procedures

The following staff are responsible for carrying out Emergency Response and Evacuation Procedures:

- Instructors
- Financial Aid Administrator
- Recruiter
- Equipment Room Manager
- Campus Director

Should there be an emergency or dangerous situation that, in the judgment of any of the staff/faculty listed above, involves an immediate threat to the health or safety of students or employees occurring on campus, Nashville Film Institute will immediately notify the campus community and the larger community.

The NFI staff and Campus Director will, without delay and taking into account the safety of the community, determine the content of the notification and the appropriate segment or segments of the campus community to receive the notice, and initiate the notification system unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency,

The staff/faculty member on duty will work with local law enforcement, other emergency officials, and Nashville Film Institute staff responding to an incident to confirm whether there is a significant emergency or dangerous situation and notify the Campus Director of the emergency, who will notify all on campus students, by email or by posting messages on the school website.

In some cases, Nashville Film Institute will make public announcements. In cases of a hostile threat or medical emergency, on duty staff/faculty will call the police or paramedics if needed. If emergency evacuation is required, the staff/faculty member on duty will activate the fire alarm system. This will immediately notify students that emergency evacuation is required and students are required to follow the emergency evacuation procedures.

These procedures are posted in various locations around the school. Students are informed of these procedures during orientation and the information is accessible at any time on the student server. Nashville Film Institute staff members are trained on these procedures and will help escort the students out of the building in an orderly fashion during an emergency evacuation.

Nashville Film Institute will annually test the emergency response and evacuation procedures, including tests that may be announced or unannounced. Publication of the emergency response and evacuation procedures will be distributed to the campus in conjunction with at least one test per calendar year. Documentation for each test, including a description of the exercise, the date, time, and whether it was announced or unannounced will be maintained in the Campus Director's Office.

### Programs to Inform Students and Employees about the Prevention of Crimes and Campus Security Procedures

All employees are instructed on crime awareness, prevention, and campus security upon employment. Employees are instructed on any changes in Nashville Film Institute security policy and crime activity in the area during staff meetings, and are also encouraged to take responsibility for their own security, as well as the security of their fellow co-workers.



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All new Nashville Film Institute students are instructed on crime awareness, prevention, and campus security during orientation, and are encouraged to take responsibility for their own security, as well as their fellow classmates. The class orientation includes a description of campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans at the institution, and procedures for reporting any criminal activity or emergency.

The institution provides publications designed to heighten awareness of crimes and prevention. These publication topics include personal safety, crime prevention, basic safety, and neighborhood watch programs. In addition to the annual report, students and employees are notified of specific security concerns should they arise throughout the year. In the event the Institution, with the assistance of the local police, determine that a particular criminal offense continues to be a threat to the campus Nashville Film Institute will notify the student body with bulletin board notices, notices read by instructors in classrooms as well as an email to students.

### **Off-Campus Student Organizations**

Nashville Film Institute does not recognize any student organizations with non-campus locations. Should a student or employee be a victim of injury or crime during a school-sponsored activity away from campus, the student or employee should contact the police by dialing 911 and notify the Student Services Coordinator and the Campus Director of the incident in a timely manner.

### **Drug and Alcohol Policies**

Nashville Film Institute forbids the use, possession, distribution, or sale of drugs or alcohol by students, faculty or staff anywhere within the school facilities or in connection with any school event. Anyone in violation of state, federal, or other local regulations, with respect to illegal drugs or alcohol, including underage drinking, may be subject to both criminal prosecution and school disciplinary action. Nashville Film Institute's full drug and alcohol policy, including a description of drug and alcohol abuse education programs, is available in the school's catalog.

### **Weapons Policy**

The possession or use of firearms, fireworks, ammunition, or other dangerous weapons or materials is prohibited on Nashville Film Institute controlled property and at NFI sponsored activities. Violators of this policy will face disciplinary sanctions including, but not limited to, suspension or termination of enrollment or employment.

### **Procedures for Victims Reporting Crimes of Sexual Assault, Domestic Violence, Dating Violence, and Stalking**

Nashville Film Institute prohibits all forms of sex discrimination, including sexual assault, dating violence, domestic violence, and stalking. Those and similar terms under Tennessee law are defined below.

**Sexual battery** is unlawful sexual contact with a victim by the defendant or the defendant by a victim accompanied by any of the following circumstances: (1) Force or coercion is used to accomplish the act; (2) The sexual contact is accomplished without the consent of the victim and the defendant knows or has reason to know at the time of the contact that the victim did not consent; (3) The defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless; or (4) The sexual contact is accomplished by fraud. As used in this section, "coercion" means the threat of kidnapping, extortion, force or violence to be performed immediately or in the future. Tenn. Code § 39-13-505.

**Rape** is unlawful sexual penetration of a victim by the defendant or of the defendant by a victim accompanied by any of the following circumstances: (1) Force or coercion is used to accomplish the act; (2) The sexual penetration is accomplished without the consent of the victim and the defendant knows or has reason to know at the time of the penetration that the victim did not consent; (3) The defendant knows or has reason to know that the victim is mentally defective, mentally incapacitated or physically helpless; or (4) The sexual penetration is accomplished by fraud. Tenn. Code § 39-13-503.

A person commits assault who: (1) Intentionally, knowingly or recklessly causes bodily injury to another; (2) Intentionally or knowingly causes another to reasonably fear imminent bodily injury; or (3) Intentionally or knowingly causes physical contact with another and a reasonable person would regard the contact as extremely offensive or provocative. Tenn. Code § 39-13-101. A **domestic assault** is an assault against adults or minors who are current or former spouses; adults or minors who live together or who have lived together; adults or minors who are dating or who have dated or who have or had a sexual relationship; adults or minors related by blood or adoption; adults or minors who are related or were formerly related by marriage; or adult or minor children of a person in one of these relationships. Tenn. Code § 39-13-111.

**Stalking** means a willful course of conduct involving repeated or continuing harassment of another individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested. A person commits an offense who intentionally engages in stalking. Tenn. Code § 39-17-315.

Tennessee does not define consent.

Should a student or employee be a victim of a crime of dating, violence, domestic violence, sexual assault, or stalking, it is the student's or employee's option to notify the appropriate law enforcement authorities, including Campus Director and local police, or to decline to notify the authorities. At the victim's request, Nashville Film Institute officials will assist in notifying the proper authorities. The victim has the right to request the Nashville Film Institute personnel take steps or actions reasonably feasible to prevent any unnecessary or unwanted contact or proximity with the alleged assailants, or to change his or her academic schedule, or to request a protective order or similar order from a criminal, civil, or tribal court or from the institution.

Victims of sexual assault or rape should follow these recommended steps:

- 1) Go to a safe place following the attack
- 2) Do not shower, bathe or destroy any of the clothing you were wearing at the time of the attack
- 3) Go to a hospital emergency room for medical care
- 4) Make sure you are evaluated for the risk of pregnancy and/or venereal disease. A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute.
- 5) Call someone to be with you, you should not be alone

Any person who has been the victim of physical sexual violence is urged to go to the local emergency room at any local hospital for medical attention. It is important to preserve any evidence that may assist in proving that an alleged criminal offence occurred or may be helpful in obtaining a protective order.

It is also recommended that victims call the Sexual Assault Crisis Center at 865-354-1009. This resource is open 24 hours a day and counselors can help answer medical and emotional questions in complete confidence. Reporting the rape to the police is up to the discretion of the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. The offense should be reported to the Campus Director, either in person or by calling the school at 887-627-3456.

Nashville Film Institute will protect the confidentiality of victims and other necessary parties by completing publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim. Nashville Film Institute will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such

confidentiality will not impair the ability of the institution to provide the accommodations or protective measures.

If the victim requests, Nashville Film Institute Nashville will assist in identifying off-campus counseling or mental health services, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both within the institution and in the community. Nashville Film Institute will also provide options for and available assistance in, and how to request changes to academic and working situations or protective measures if the victim requests them and regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

Victims that notify Nashville Film Institute Nashville of an incident involving sexual misconduct will be provided with written information regarding the following:

- Procedures to follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including:
  - the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order;
  - how and to whom the alleged offense should be reported;
  - options about the involvement of law enforcement and campus authorities, including the victim's option to (1) notify proper law enforcement authorities, including on-campus and local police; (2) be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and (3) decline to notify such authorities.
- Information about how Nashville Film Institute will protect the confidentiality of victims, including completing publicly available recordkeeping without inclusion of personally identifying information about the victim, and maintaining as confidential any accommodations or protective measures provided to the victim;
- Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims both within the institution and in the community;
- Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. Nashville Film Institute will make such accommodations or provide such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement; and
- An explanation of the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking.

### **Prevention Awareness**

Nashville Film Institute's prevention awareness efforts include a zero-tolerance policy on harassment. In addition, NFI's policy includes information on domestic violence, sexual assault, stalking, and dating violence and how to prevent or reduce the risk of each. This policy is covered as part of new student orientation. The policy:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Uses definitions provided both by the Department of Education and state law regarding what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity;
- Provides a description of safe and positive options for bystander intervention. Bystander intervention is the use of 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.

- Provides information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence;
- Outlines procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred, including topics such as how to report such crimes, the importance of preserving evidence, and options for involving law enforcement;
- States that the institution will protect the confidentiality of victims and other parties;
- States institutional sanctions for violation of the policy.

Nashville Film Institute does not have counselors available to students or employees. The following resources are available to those in need of counseling:

**Sexual Assault Center** <http://www.sacenter.org/>

**Sexual Assault Center Therapists:** 800-879-1999 [http://www.sacenter.org/heal/our\\_therapists](http://www.sacenter.org/heal/our_therapists)

**National Domestic Violence Hotline:** 1-800-799-7233 or 1-800-787-3224 or visit [www.ndvh.org](http://www.ndvh.org)

**National Sexual Assault Hotline:** 1-800-656-4673 or visit [www.rainn.org](http://www.rainn.org)

### Disciplinary Action and Sanctions

Nashville Film Institute will investigate all reported incidents. The proceeding will be prompt, fair, and impartial.

Disciplinary action and sanctions for violation of NFI's policies regarding harassment, domestic violence, dating violence, sexual assault, or stalking include, but are not limited to:

- Immediate termination of enrollment/employment
- Suspension of enrollment/employment

### Reporting

Reporting an incident involving a sexual offense, domestic violence, dating violence, sexual assault or stalking to the police or a campus official does not obligate a reporting individual to pursue further legal action.

The earlier an assault is reported the more likely it is that law enforcement can conduct a thorough and accurate investigation of the crime, and more likely that the case can be prosecuted successfully, should the reporting student decide to pursue legal action.

Any member of the Nashville Film Institute faculty, staff, or student body may choose to file a complaint or report an incident to Nashville Film Institute instead of, or in addition to, seeking legal action outside the college.

Someone with a complaint of sexual misconduct may decide to report an incident via the legal system without going through the college's disciplinary process. However, in the interest of community safety, Nashville Film Institute may be obligated to conduct an internal investigation and pursue disciplinary procedures.

If a student believes he or she is a victim of sexual assault, stalking, or a violent crime, he or she is encouraged to immediately notify Law Enforcement or the Campus Director. In the initial meeting with police, the reporting individual will be asked to tell them what happened, where it happened, and provide a physical description of the attacker. If the reporting individual wishes to have the assailant prosecuted,



the police and district attorney's office will handle the legal proceedings without expense to you. The reporting individual is not required to hire an attorney to pursue legal action.

The Campus Director is available to provide guidance to reporting students on the reporting process and supply access to important resources and support services. If it is determined that any of the individuals involved need immediate medical care, the first priority is to make sure those individuals receive the necessary medical attention.

If an individual wishes to pursue action against a student, staff, or faculty member, a Complaint and Incident Form should be completed and submitted to the Campus Director. The accused also has a right to submit a counter-complaint by completing a separate Complaint or Incident Form.

### Notification

Once a Complaint and Incident Form is received, written notification is sent to both parties outlining the charges/accusations, as well as the disciplinary process. Nashville Film Institute has a maximum of 60 days to investigate and reach a resolution. If it appears that a resolution will not be reached within 60 days, written notification shall be given to all involved parties within 45 days stating that a decision will be reached after the 60-day mark.

Formal complaints regarding sexual misconduct will be reviewed at a disciplinary hearing held by the Disciplinary Committee. The Disciplinary Committee is chaired by the Campus Director. When safety and/or time issues mandate the need for an immediate decision, the Campus Director has the authority to determine a temporary course of action until the Disciplinary Committee can convene.

- If an individual is deemed a threat to campus safety, the individual may be banned from the campus pending the hearing outcome;
- If a respondent is allowed to remain on campus, a "no contact" order may be issued prohibiting any verbal, written, or physical contact between the complainant and the respondent.

### Pre-Hearing Conference

Prior to formal disciplinary hearing proceedings, both the complainant and respondent are required to attend separate pre-hearing conferences. As the pre-hearing conference, violations of school policy are identified, the disciplinary process is reviewed, and each party is assigned an Advisor who can provide clarification regarding school policy, disciplinary procedures and definitions. The complainant and respondent are also informed of the disciplinary hearing date and advised on what to expect in the hearing.

### Hearing

Both the respondent and the complainant have the right to appear at the hearing. If one or both parties decline to appear, proceedings will continue as planned. All information gathered during the investigatory, pre-hearing, and hearing process will be taken into consideration.

During the hearing, each party will appear before the Disciplinary Committee separately. The Disciplinary Committee will work to ensure the following:

- Proceedings will be conducted by individuals who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation that protects the safety of victims and promotes accountability.
- Both the respondent and complainant shall be simultaneously informed, in writing, of the outcome of the campus disciplinary proceedings, any new developments related to the charges in question, and the right to appeal results of the proceedings.
- Complainants shall receive options for changing academic or working situations if such options are within reason and available, regardless of whether the complainant reports the crime to law enforcement.
- The respondent and complainant will be treated with dignity, courtesy, and professionalism.

- In an effort to follow Civil Rights Law, and Title IV guidelines, Nashville Film Institute will adhere to a preponderance-of- the-evidence standard. There must be substantial evidence showing that the alleged incident/behavior is “more likely than not” to have happened in order for disciplinary action to take place.
- No final decisions regarding disciplinary actions will be declared until a thorough investigation of the alleged offense has been completed.

Once the Disciplinary Committee has reached a decision, a written Notification of Outcome is sent to both parties. The notification shall include the final determination, any sanctions imposed, statement of no retaliation, and information on the appeal process.

### **Appealing**

Students and staff have the right to appeal any decision(s) made by the Disciplinary Committee by submitting an official Appeal Form. Appeals must be received within 5 business days of receipt of the written Notice of Outcome. The matter will then be handed over to the Appeals Committee, who will once again review all facts and information, and may interview all involved parties a second time. The decision of the Appeals Committee is final.

### **Penalties**

The range of penalties and sanctions include, but are not limited to: alternation of class or work schedule, loss of privileges, conduct probation, mandated counseling, and/or termination from the school or workplace.

Violations of the law regarding rape or sexual offenses may be subject to prosecution through both legal and civil authorities. Such legal decisions are separate from, but may supersede any Nashville Film Institute disciplinary decisions.

The preponderance of the evidence standard will be used during any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking.

Both the accuser and the accused are entitled to have others present throughout the grievance procedure, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. Nashville Film Institute will not limit the choice of advisor or presence for either the accuser or accused in any meeting or institutional disciplinary proceeding. Restrictions regarding the extent to which the advisor may participate in the proceedings will apply equally to both parties. Both parties will be informed simultaneously of the outcome of any proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking; the procedures for the accused and the victim to appeal the result of any proceeding; any change to the result; and when the result becomes final.

Nashville Film Institute will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of 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 purposes of this requirement. Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape or other forcible or non-forcible sex offenses are outlined below.

### **Sex Offender Registration**

Information regarding registered sex offenders can be obtained at the following website maintained by the Tennessee Department of Law Enforcement: <http://www.homefacts.com/offenders/Tennessee.html>