Gupton-Jones College of Funeral Service

2026

Annual Security Report (ASR)

Last Revision | September 28, 2026

Table of Contents

Campus Security and Crime Prevention Information **3**

Preparation of the Annual Security Report 3

Disbursing Information to Students, Staff, and Faculty 3

Security and Access to Campus Facilities 3

Local Law Enforcement 4

Daily Crime Log 4

Reporting Crimes and Emergencies 4

Crime Statistics 6

Local Area Crime Map 6

Timely Warning and Emergency Notification 6

Registered Sex Offenders 7

Drug and Alcohol Abuse Prevention Information **8**

Drug and Alcohol Abuse Education Programs and Support 9

Sexual Misconduct and Sexual Harassment Policy **9**

Reporting Sexual Harassment to the College 10

Rights for Involved Parties 11

Confidentiality 12

Investigation Procedures 12

Retaliation 21

Bad Faith Complaint and False Information 22

Prevention and Awareness Programs 22

Definitions **25**

Contact Information **29**

Appendix A – Crime Statistics **31**

Preparation of the Annual Security Report

Gupton-Jones College of Funeral Service (furthermore as "College") prepares this report using information provided by the College administration, Title IX Coordinator, and local law enforcement agencies. Each of these departments provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on-campus. Please contact Decatur Police Department for crime statistics on public property adjacent to the College (404) 373-6551.

Disbursing Information to Students, Staff, and Faculty

The Annual Security Report (ASR) and Biennial Report will be distributed to new students at their orientation, and to students, staff, and faculty as part of initial onboarding and training. The reports will also be posted on the college website, https://gupton-jones.edu/student-life/security-report/, and distributed annually to all students, staff, and faculty, every July by the Director of Campus Operations of the College or a designee. Anyone who would like to request a printed version may contact the College at (770)-593-2257.

Gupton-Jones College of Funeral Service releases an Annual Security Report each year by the October 1 deadline.

Gupton-Jones College of Funeral Service submits the crime statistics portion of the annual security report via the ED Web site (http://surveys.ope.ed.gov/security) by the required annual deadline.

Security and Access to Campus Facilities

Gupton-Jones College of Funeral Service (GJCFS) shall maintain a locking system for the protection of its community members, facilities, college property, and information. All locks, keys, electronic access key-fob/cards, and access codes are the sole property of GJCFS and will be issued to students and employees based on their need for access. The College reserves the right to change locks, keys, and access codes as needed.

The College is equipped with a security system and cameras. The campus is locked 24 hours per day. Each student, staff, and faculty are issued a key fob to allow access to specific external and internal doors. GJCFS regularly monitors the maintenance of the facilities, landscaping, and lighting on campus. All lights are on timers and employees are told to notify the Director of Campus Operations of the campus if any lights are out.

Recording cameras operate 24 hours a day, 7 days a week, and are located throughout the campus.

Local Law Enforcement

The College does not have a police department, local or on-campus police/security personnel, or pastoral or professional counselors.

The College is located in Decatur, GA where the Decatur Police Department provides services to the College, its staff, and students as required. Its officers patrol the College parking lot and surrounding areas often, and as requested. College administration will work with local and state police as situations arise. The administration will also encourage its students and staff to report accurate and prompt reporting of all crimes to the local police department.

The College does not have resident housing for students.

Daily Crime Log

The College does NOT maintain a campus police or security department. Therefore, it does not maintain a daily crime log.

Reporting Crimes and Emergencies

Accurate and Prompt Reporting

We encourage all community members, including students, faculty, staff and guests to report any crime and public safety related incidents to the Director of Campus Operations of the College or delegate, in a timely manner. If assistance is required from a local police department, fire, or EMS, we will contact the appropriate service.

If a sexual assault or rape should occur, staff on the scene, will offer the complainant a wide variety of services and options for filing a report. Crimes should be reported to the Director of Campus Operations of the College or delegate to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate your report may prevent someone else from becoming a complainant. Reporting criminal incidents or emergencies and requests for police services, may be initiated by an in-person visit to our office, by telephone, or through the 'reporting an incident' feature on our website (see Confidential Crime Reporting). For emergencies, dial 911.

When a college administrator receives crime information that he/she believes was provided in good faith (little or no reason to doubt the validity of the information) the administrator has the duty to immediately report the crime information to the Director of Campus Operations of the College.

- If the survivor does not want to 'report' the crime to the police department, the Director of Campus Operations of the College must advise him/her that for statistical purposes, they are required to report the incident but can do that without disclosing any personal identifying information.

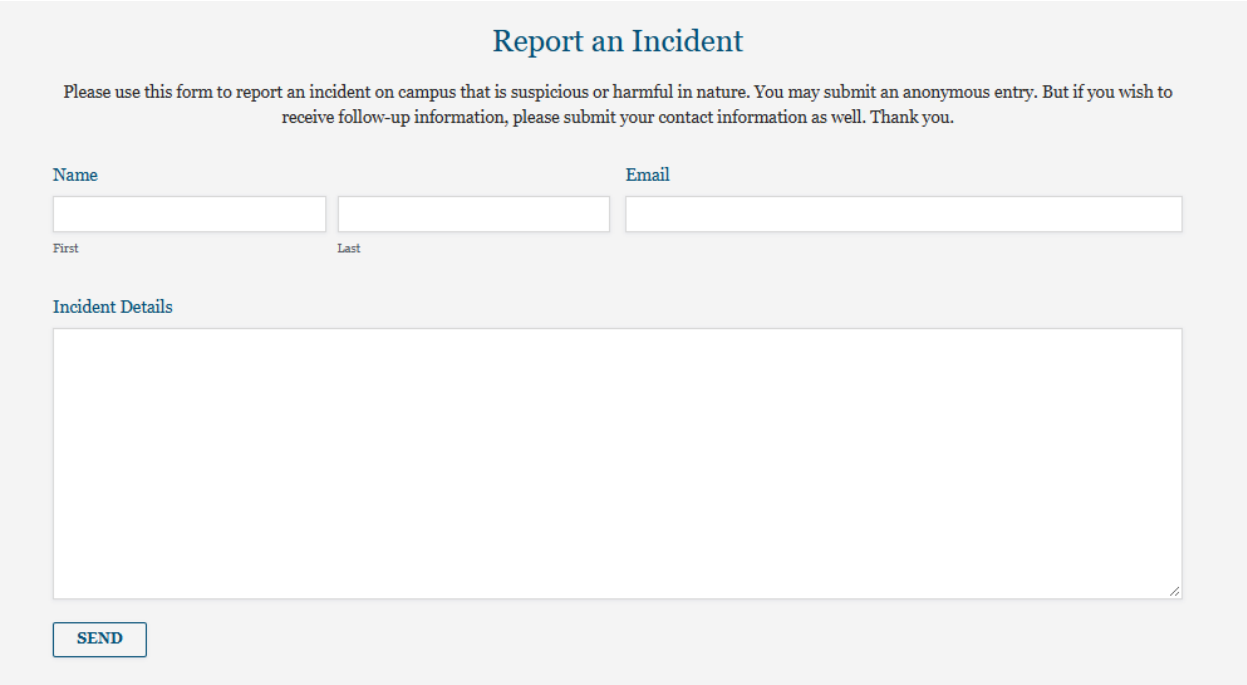
- Do not attempt to convince or force the crime survivor to make a report to the police department.

The Director of Campus Operations of the College is not responsible for authoritatively determining whether a crime occurred, such a determination is the function of law enforcement.

Confidential Crime Reporting

The College offers online reporting that allows the reporter to remain anonymous (unless they wish to receive follow-up information).

https://gupton-jones.edu/student-life/security-report/#report-an-incident



Report an Incident

Please use this form to report an incident on campus that is suspicious or harmful in nature. You may submit an anonymous entry. But if you wish to receive follow-up information, please submit your contact information as well. Thank you.

Name

First

Last

Email

Incident Details

SEND

The Director of Campus Operations of the College accepts reports of criminal activity in confidence. This particularly applies to crimes of sexual violence and allows the complainant to report through a third party and/or remain anonymous. We accept reporting anywhere on campus you feel comfortable, such as the Office of the Director of Campus Operations, or any college office. Whenever possible, any and all staff part of the criminal investigation will withhold information that may identify complainants of crime or other activity. It is our goal to provide assistance wherever the report is made and to ensure that we include the appropriate crime information in our annual security report.

If complainants do not wish to file a report, they, or others acting on their behalf, can report crimes informally and confidentially to any College administrator. In general, reports from the College administration are confidential, unless the complainant gives permission to document identifying information or for police to investigate. This information is used to compile statistics, to avoid duplicate or inaccurate statistical reporting, and to assign reports to appropriate Clery Act crime

classifications. Only statistical information obtained from these confidential reports will be included as part of the Annual Security Report.

Person or organization to whom students and employees should report the criminal offenses:

Angelecia McKenzie: Director of Campus Operations
Gupton-Jones College of Funeral Service (770) 593-2257

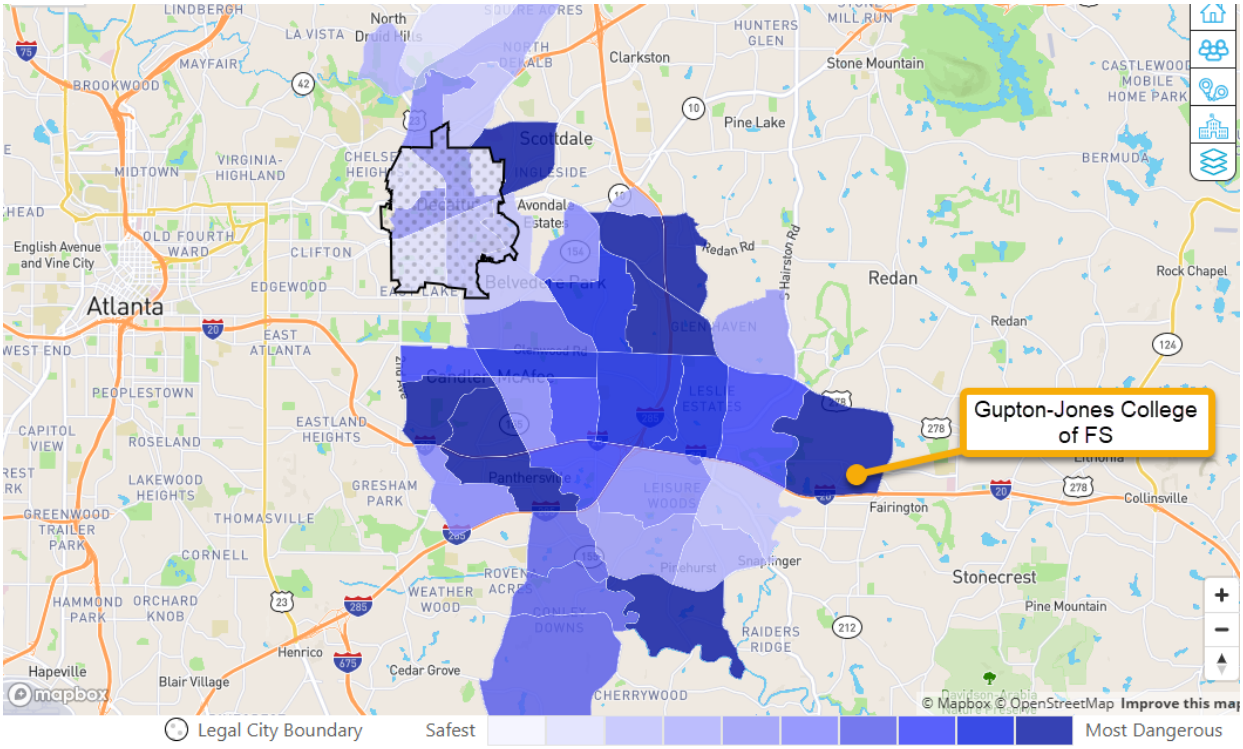
Crime Statistics

Crime Statistics, see Appendix A, are reported, and disclosed in the 2024-25 school year at the Gupton-Jones College of Funeral Service campus in Decatur, GA. To search for the College in the Campus Safety and Security website, go here: https://ope.ed.gov/campussafety/#/institution/search.

Local Area Crime Map

See the red arrow that points to the approximate location of the campus.

Map: https://www.neighborhoodscout.com/ga/decatur/crime



Timely Warning and Emergency Notification

The College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.

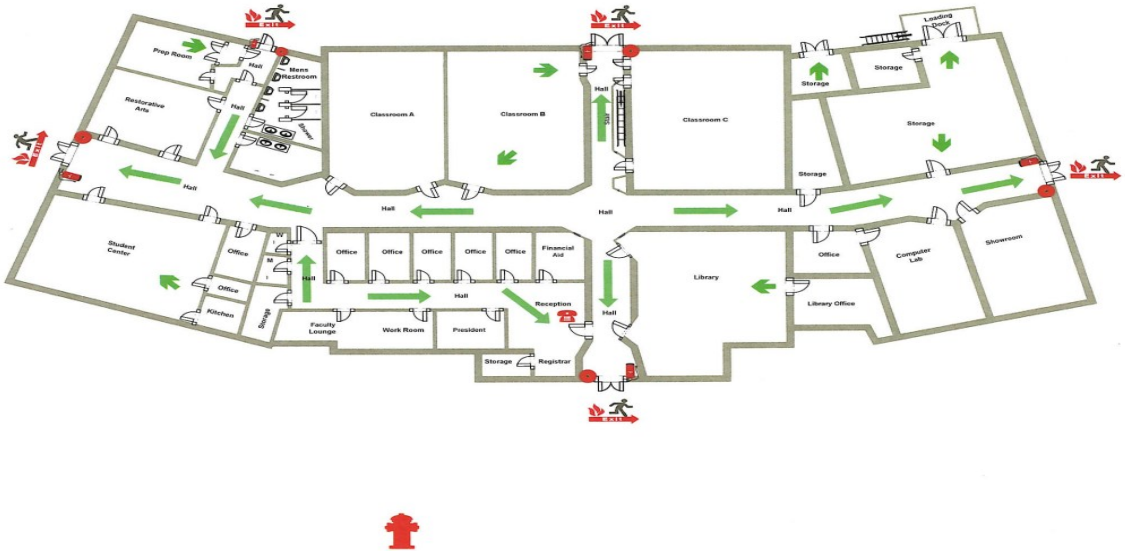
The Director of Campus Operations, or designee, will confirm that there is a significant emergency or dangerous situation before any notification is sent. This is keeping in mind that the goal is to have a productive day of learning for students and disrupt as little as possible. Once the emergency is confirmed, the Director of Campus Operations or designee will consult with other appropriate officials to determine the type and scope of the emergency (e.g., campus-wide or limited to a particular program or time of day) to determine the appropriate segment or segments of the campus community to be notified.

The College may delay a notification if issuing the 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 College will notify students via our Student Information System (SIS) Instant Alert. This alert will go to all students' emails. The Director of Campus Operations shall be responsible for emailing all staff and contacting any needed authorities. The Dean is responsible for sending notifications to the students and faculty. Other on-campus alerts such as a fire alarm, lights, sirens, or bells may sound if the emergency calls for it, such as the case of a fire, or tornado, for example.

After the emergency has passed, the Director of Campus Operations, or designee, will then send a follow-up communication to all necessary parties.

The College tests its emergency response and evacuation procedures on a regular basis through drills or exercises. The tests may be announced or unannounced and are scheduled by the Director of Campus Operations of the College, or a designee. After the test is completed, the College administration will assess the effectiveness and identify opportunities for improvement. Contact the Director of Campus Operations of the College for more information and for testing dates, descriptions of exercises, and whether they were announced or unannounced.



Registered Sex Offenders

Convicted sex offenders are required by law to register their names and addresses with the Georgia Department of Corrections. You may obtain information on individuals registered as sex offenders by visiting the Georgia Bureau of Investigation Sex Offender Registry website at: https://state.sor.gbi.ga.gov/Sort_Public/.

You may also contact Decatur Police Department for information on registered sex offenders around the College at (404) 373-6551.

To the extent the State notifies an educational institution of information concerning registered sex offenders, the Family Educational Rights and Privacy Act (FERPA) does not prevent educational institutions from disclosing such information. The College currently does not receive information from local law enforcement about registered sex offenders who may be enrolled at or employed at the College.

Drug and Alcohol Abuse Prevention Information

The College in compliance with the Higher Education Act and its Amendments, offers drug abuse information for the purpose of educating and providing help in dealing with the nation-wide drug abuse problem. The program is provided to all students, faculty, and staff associated with the College.

The College recognizes the seriousness of drug abuse on campuses and in workplaces today. Drug abuse is defined not only as the use of controlled substances, but also as the abuse of alcohol or any mind/attitude altering substance. The following are grounds for administrative withdrawal from GJCFS:

1. Being found in possession of a controlled substance or alcohol while on-campus

2. Being found under the influence of a controlled substance or alcohol while on-campus
3. Being found in possession of a controlled substance or alcohol at any school sponsored event
4. Trafficking of a controlled substance with the intent to sell will result in immediate termination and the offender will be reported to proper authorities for legal sanctioning.

Disciplinary actions for being in violation of this policy, depending on the severity of the situation, are as follows:

1. *First Offense*: For suspicion of being under the influence of a controlled substance or alcohol at school or a school function, individual advising with the Dean or Director of Campus Operations will be mandatory.
2. *Second Offense*: For suspicion of being under the influence of a controlled substance or alcohol at school or a school function will result in referral to applicable advising, treatment, and/or rehabilitation. It may also result in suspension from school or employment.
3. *Third Offense*: For suspicion of being under the influence of a controlled substance or alcohol at school or a school function will result in termination of the student or employee.

Students or employees terminated after a third offense of this policy may be reinstated in school or employment upon the successful completion of a rehabilitation program and/or, through their individual merit, have illustrated they are well on their way to recovery.

Drug and Alcohol Abuse Education Programs and Support

If you feel that you may have a drug or alcohol problem, there are numerous organizations in the Atlanta/Decatur, GA area that can help. Gupton-Jones College of Funeral Service does not employ professional counselors.

Local Agencies are available to assist:

Nursing and Behavioral Health Sciences
4525 Flat Shoals Pkwy #401
Decatur, GA
(800) 214-2611

Alcoholics Anonymous
4405 Hugh Howell Rd.
Atlanta, GA
(770) 938-7759

National Organizations are also available to be contacted for help:

- American Addiction Centers 1-855-286-0802 or https://www.alcohol.org/treatment/hotline/
- National Drug Abuse Helpline 1-844-289-0879

- The National Institute on Drug Abuse Treatment Referral Hotline 1-800-662-HELP (4357) or http://findtreatment.samhsa.gov/
- Al-Anon for Families of Alcoholics 1-888-425-2666

The College cooperates with all law enforcement agencies in the prevention of drug abuse and drug trafficking. Persons caught in the possession of a controlled substance will be turned over to the appropriate legal authorities and may face severe consequences. Some of these, as prescribed by local, state, and federal law, are costly fines and/or incarceration. Before a problem becomes overwhelming, Gupton-Jones College of Funeral Service encourages its students and faculty to seek help from a qualified counselor with an appropriate agency.

Sexual Misconduct and Sexual Harassment Policy

The College is committed to a campus free from all forms of discrimination, harassment, or violence. The College prohibits Sexual Harassment that occurs within its education programs or activities. The Sexual Misconduct and Harassment Policy prohibits sexual harassment including: Quid Pro Quo Sexual Harassment, Hostile Environment Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

College staff, faculty, students, guests, and other members of the College community who commit sexual harassment are submit to the full range of college discipline including verbal reprimand; written reprimand; mandatory training, coaching, or counseling; dismissal from the College; physical restriction from the College property; cancellation of contracts; and any combination of the same.

The College will provide individuals who have experienced Sexual Harassment ongoing remedies as reasonably necessary to restore or preserve access to the College's education programs or activities.

Information in this policy as well as support services are available to complainants and respondents is provided in writing to students and employees within the Annual Security Report (ASR – this document). This document can also be accessed on the College's website, https://gupton-jones.edu/student-life/security-report/

Reporting Sexual Harassment to the College

Any person may report Sexual Harassment to the Title IX Coordinator. Reports may be made in person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside normal business hours. Contact information for the Title IX Coordinator can be found in the Contact Information section of this document.

In addition to reporting to the Title IX Coordinator, any person may report Sexual Harassment to any College employee with managerial authority over other employees, including deans, program

directors, and other administrative managers who must promptly forward such report of Sexual Harassment to the Title IX Coordinator.

If you believe you are the victim of Sexual Assault, Domestic Violence, or Dating Violence, get to safety and do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. For those who believe that they are victims of Sexual Assault, Domestic Violence, or Dating Violence, the College recommends the following:

- Get to a safe place as soon as possible.
- Try to preserve all physical evidence of the crime – avoid bathing, using the toilet, rinsing one's mouth or changing clothes. If it is necessary, put all clothing that was worn at the time of the incident in a paper bag, not a plastic one.
- Do not launder or discard bedding or otherwise clean the area where the assault occurred – preserve for law enforcement.
- Preserve all forms of electronic communication that occurred before, during, or after the assault.
- Contact law enforcement by calling 911.
- Get medical attention – all medical injuries are not immediately apparent. This will also help collect evidence that may be needed in case you decide to press charges. Local hospitals have evidence collection kits necessary for criminal prosecution should you wish to pursue charges. Take a full change of clothing, including shoes, for use after a medical examination.
- Contact a trusted person, such as a friend or family member for support.
- Talk with a professional licensed counselor, or health care provider who can help explain options, give information, and provide emotional support.
- Make a report to the Title IX Coordinator.
- Explore this policy and avenues for resolution.

It is also important to take steps to preserve evidence in cases of Stalking, to the extent such evidence exists. Such evidence is more likely to be in the form of letters, emails, text messages, electronic images, etc. rather than evidence of physical contact and violence. This type of non-physical evidence will also be useful in all types of Sexual Harassment investigations. Students and employees who report to the College that they have been a victim of dating violence, domestic violence, sexual assault, or stalking will receive a written explanation of their rights and options, whether the offense occurred on or off campus. The College's procedures for disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking are also provided in writing to students and employees.

Rights for Involved Parties

Complainants are encouraged to exercise their rights, if desired, including the following actions, which are provided to the complainant in writing.

- Reporting offenses to local law enforcement, college administrator, and/or health officials. Complainants also have the option to decline to notify authorities.
    - If requested by the complainant, the College will assist in notifying law enforcement
- Obtaining immediate medical attention, including a forensic examination (completing a forensic examination does not require the complainant to file a police report)
- The importance of preserving evidence of the crime or offense
- Receiving counseling referral information
- Receiving information on services for health, advocacy, legal assistance, visa and immigration assistance, and student financial aid
- Seeking supportive measures such as changing academic and work situations (e.g., student's course schedule; employee's work environment)
- Seeking a no-contact order from the College and information relating to judicial restraining and protective orders

The College will:

1. Provide students, employees, complainants, and respondents with written information about existing counseling, health, mental health, advocacy, legal assistance, visa and immigration assistance, student financial aid, and other supportive measures available for both parties, within the College and in the community; and

2. Provide complainants and respondents with written information about their options for, and available assistance in seeking supportive measures, such as changing academic, living, transportation and working situations if requested and reasonably available. Supportive measures will be available irrespective of whether the complainant chooses to report the offense to campus security or to local law enforcement or participate in informal or formal hearing proceedings.

In addition, the Title IX Coordinator or designee will provide the complainant with written information on off-campus organizations and agencies that provide services to victims of a sex offense. Specific contact information for the services identified in this section is listed in the Contact Information section of this document.

Requests for supportive measures should be made to the individuals listed in the Contact Information section of this document; these individuals are responsible for deciding what, if any, supportive measures will be implemented. When determining the reasonableness of such a request, the College may consider, among other factors, the following:

- Specific need expressed by the requester
- Burden, if any, of the supportive measure on both parties and the ability to reduce or mitigate those concerns for each party
- Alternative supportive measures available to accomplish the goal specified by the requester

- Severity or pervasiveness of the allegations
- Whether the parties share the same class or job location
- The age of the parties involved

The College will maintain as confidential any supportive measures provided to the extent that maintaining confidentiality would not impair the College's ability to provide them. However, there may be times when certain information must be disclosed to a third party in order to implement supportive measures. Such decisions will be made by the Title IX Coordinator. In the event it is necessary to disclose information about a party in order to provide a supportive measure, the College will inform the impacted party of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

If either party informs the College that they have an order of protection no-contact order, restraining order or similar lawful order issued by a criminal, civil or tribal court in effect, the College will uphold the conditions of the order to the best of its ability. The College does not issue orders of protection but will assist parties in identifying available resources to assist them in filing for an order. See Contact Information for further information.

Confidentiality

Gupton-Jones College of Funeral Service (GJCFS) will respect the confidentiality of the complainant and the alleged respondent as much as possible. Students who wish to report sexual misconduct should be aware that employees on-campus have reporting responsibilities and are required to contact GJCFS's Title IX Compliance Officer when they become aware of sexual misconduct so that the College can take immediate action to protect the complainant and the alleged respondent and take steps to correct and eliminate any misconduct. The Title IX compliance officer, with the complainant's consent, may contact and discuss the criminal issues surrounding the case if it becomes apparent that a criminal offense has occurred.

The College will protect the privacy interests of the parties to the greatest extent practicable. Publicly available recordkeeping, such as mandatory Clery reporting, will be accomplished without the inclusion of identifying information, to the extent permitted by law.

Investigation Procedures

The College is committed to undertaking prompt, thorough, impartial and fair investigations upon receiving formal notice or allegation of a complaint of sexual misconduct and/or sexual harassment. The College will make no determination regarding responsibility for the alleged conduct until the conclusion of the investigative and adjudicative process. From the initial investigation to the result, the College will treat all involved individuals with respect and sensitivity. Depending upon the nature of the alleged or suspected policy violation, the relevant College administrator (or his or her designee) will conduct an investigation either alone or with one or more other College administrators as deemed appropriate by the College.

Commencement and Timing

After the written notice of Formal Complaint is transmitted to the parties, an investigator selected by the Title IX Coordinator will undertake an investigation to gather evidence relevant to the alleged misconduct, including inculpatory and exculpatory evidence. The burden of gathering evidence sufficient to reach a determination in the adjudication lies with the College and not with the parties. The investigation will culminate in a written investigation report, specified in the "Investigation Report" section of the policy, that will be submitted to the adjudicator during the selected adjudication process. Although the length of each investigation may vary depending on the totality of the circumstances, the College strives to complete each investigation within sixty (60) to ninety (90) days of the transmittal of the written notice of Formal Complaint.

Equal Opportunity

During the investigation, the investigator will provide an equal opportunity for the parties to be interviewed, to present witnesses (including fact and expert witnesses), and to present other inculpatory and exculpatory evidence. Notwithstanding the foregoing, the investigator retains discretion to limit the number of witness interviews the investigator conducts if the investigator finds that testimony would be unreasonably cumulative, if the witnesses are offered solely as character references and do not have information relevant to the allegations at issue, or if the witnesses are offered to render testimony that is categorically inadmissible, such as testimony concerning sexual history of the Complainant. The investigator will not restrict the ability of the parties to gather and present relevant evidence on their own.

The investigation is a party's opportunity to present testimonial and other evidence that the party believes is relevant to resolution of the allegations in the Formal Complaint. A party that is aware of and has a reasonable opportunity to present evidence and/or identify particular witnesses during the investigation, and elects not to, will be prohibited from introducing any such evidence during the adjudication absent a showing of mistake, inadvertence, surprise, or excusable neglect.

Documentation of Investigation

The investigator will take reasonable steps to ensure the investigation is documented. Interviews of the parties and witnesses may be documented by the investigator's notes, audio recorded, video recorded, or transcribed. The method utilized to record the interviews of parties and witnesses will be determined by the investigator in the investigator's sole discretion, although whatever method is chosen shall be used consistently throughout a particular investigation.

Access to the Evidence

At the conclusion of the evidence-gathering phase of the investigation, but prior to the completion of the investigation report, the Investigating Officer will transmit to each party and their advisor, in either electronic or hard copy form, all evidence obtained as part of the investigation that is directly

related to the allegations raised in the Formal Complaint, including evidence the College may choose not to rely on at any hearing and inculpatory or exculpatory evidence whether obtained from a party or some other source. Thereafter, the parties will have ten (10) days in which to submit to the investigator a written response, which the investigator will consider prior to completing the investigation report.

The parties and their advisors are permitted to review the evidence solely for the purposes of this grievance process and may not duplicate or disseminate the evidence to the public.

Investigation Report

After the period for the parties to provide any written response as specified in the Access to Evidence section of the policy has expired, the investigator will complete a written investigation report that fairly summarizes the various steps taken during the investigation, summarizes the relevant evidence collected, lists material facts on which the parties agree, and lists material facts on which the parties do not agree. When the investigation report is complete, the investigator will transmit a copy to the Title IX Coordinator. The investigator will also transmit the investigation report to each party and their advisor, in either electronic or hard copy form.

Training of Investigators

The official(s) designated to investigate and adjudicate the case shall be trained in the investigation of, and other issues related to Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, Stalking, shall not have a conflict of interest or bias for or against any parties involved in the potential Policy violation, and shall have received at least annual training on issues related to these issues delivered by a third-party provider and/or service with specialized expertise in this area. Topics include but are not limited to: relevant evidence and how it should be used during a proceeding, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding, and avoiding actual and perceived conflicts of interest.

Informal Resolution Process

At any time after the parties are provided written notice of the Formal Complaint as specified in the Notice of Formal Complaint section of the policy, and before completion of any appeal specified in the Appeal section of the policy, the parties may voluntarily consent, with the Title IX Coordinator's approval, to engage in mediation, facilitated resolution, or other form of dispute resolution, the goal of which is to enter into a final resolution resolving the allegations raised in the Formal Complaint by agreement of the parties. Administration Adjudication is a form of informal resolution.

The specific manner of any informal resolution process will be determined by the parties and the Title IX Coordinator, in consultation together. Prior to commencing the informal process agreed upon, the Title IX Coordinator will transmit a written notice to the parties that:

- Describes the parameters and requirements of the informal resolution process to be utilized;
- Identifies the individual responsible for facilitating the informal resolution (who may be the Title IX Coordinator, another College administrator, or a suitable third-party);
- Explains the effect of participating in informal resolution and/or reaching a final resolution will have on a party's ability to resume the investigation and adjudication of the allegations at issue in the Formal Complaint; and
- Explains any other consequence resulting from participation in the informal resolution process, including a description of records that will be generated, maintained, and/or shared.

After receiving the written notice specified in this paragraph, each party must voluntarily provide written consent to the Title IX Coordinator, before the informal resolution may commence.

During the pendency of the information resolution process, the investigation and adjudication processes that would otherwise occur are stayed and all related deadlines are suspended. Absent extension by the Title IX Coordinator, any informal resolution process must be completed within twenty-one (21) days. If an informal resolution process does not result in a resolution within twenty-one (21) days, and absent an extension, abeyance, or other contrary ruling by the Title IX Coordinator, the informal resolution process will be deemed terminated, and the Formal Complaint will be resolved pursuant to the investigation and adjudication procedures. The Title IX Coordinator may adjust any time periods or deadlines in the investigation and/or adjudication process that were suspended due to the informal resolution.

A party may withdraw their consent to participate in informal resolution at any time before a resolution has been finalized.

Other language in this Section notwithstanding, informal resolution will not be permitted if the Respondent is a non-student employee accused of committing Sexual Harassment against a student.

Administrative Adjudication

In lieu of the hearing process, the parties may consent to have a Formal Complaint resolved by administrative adjudication as a form of informal resolution. Administrative adjudication is voluntary and must be consented to in writing by both parties and approved by the Title IX Coordinator as specified in the "Adjudication Process Selection" of the Sexual Misconduct and Sexual Harassment Policy. At any time prior to the issuance of the administrative officer's determination, a party has the right to withdraw from administrative adjudication and request a live hearing as specified in the "Hearing Process" section.

If administrative adjudication is selected, the Title IX Coordinator will appoint an administrative officer. The Title IX Coordinator will see that the administrative adjudicator is provided a copy of the investigation report and a copy of all the evidence transmitted to the parties by the investigator as specified in the "Access to Evidence" section.

The administrative officer will promptly send written notice to the parties notifying the parties of the administrative officer's appointment; setting a deadline for the parties to submit any written response to the investigation report; and setting a date and time for each party to meet with the administrative officer separately. The administrative officer's meetings with the parties will not be held any earlier than ten (10) days from the date of transmittal of the written notice specified in this paragraph.

A party's written response to the investigation report must include:

- To the extent the party disagrees with the investigation report, any argument or commentary regarding such disagreement;
- Any argument that a particular piece or class of evidence should be categorically excluded from consideration at the hearing based on privilege, relevancy, or for any other reason;
- Argument regarding whether any of the allegations in the Formal Complaint are supported by a preponderance of the evidence;
- Argument regarding whether any of the allegations in the Formal Complaint constitute Sexual Harassment.

After reviewing the parties' written responses, the administrative officer will meet separately with each party to provide the party with an opportunity to make any oral argument or commentary the party wishes to make and for the administrative officer to ask questions concerning the party's written response, the investigative report, and/or the evidence collected during the investigation.

After meeting with each party, the administrative officer will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence and ensure that any credibility determinations made are not based on a person's status as a Complainant, Respondent, or witness. The administrative officer will take care to exclude from consideration any evidence that the administrative officer determines should be ruled inadmissible based on the objections and arguments raised by the parties in their respective written responses to the investigative report. The administrative officer will resolve disputed facts using a preponderance of the evidence (that is, "more likely than not") standard and reach a determination regarding whether the facts that are supported by a preponderance of the evidence constitute one or more violations of the policy as alleged in the Formal Complaint.

Thereafter, the administrative officer will consult with any College administrator and the Title IX Coordinator and will prepare and transmit a written decision in the manner as specified in the "Written Decision" section, which shall serve as a resolution for purposes of informal resolution.

Transmittal of the administrative officer's written determination concludes the administrative adjudication, subject to any right of appeal as specified in the "Appeal" section.

Although the length of each administrative adjudication will vary depending on the totality of the circumstances, the College strives to issue the administrative officer's written determination within twenty-one (21) days of the transmittal of the initiating written notice specified in this Section ("Administrative Adjudication").

Other language in this Section ("Administrative Adjudication") notwithstanding, informal resolution will not be permitted if the Respondent is a non-student employee accused of committing Sexual Harassment against a student.

Formal Resolution Process

The formal resolution process applies (a) when any party so requests in connection with a matter that is eligible for informal resolution; and (b) to all matters that are not eligible for informal resolution (i.e., matters involving alleged or suspected sexual misconduct, as well as complaints of an employee violating this policy with a student). The Title IX Coordinator may also elect to use the formal resolution process in any matter when the College deems it appropriate, including when complaints are brought forward anonymously and/or the Title IX Coordinator has received reports of serious misconduct and no particular alleged victim wishes to sign a formal complaint. The College may consolidate formal complaints where the allegations of sexual harassment arise out of the same facts or circumstances. As part of the formal resolution process, the College may determine that further steps are required to complete the College's investigation. Formal complaints may be filed with the Title IX Coordinator in person, by mail, or by e-mail. This process applies to both students and College employees.

The following procedural protections apply to matters that are not resolved using the Informal Resolution Process described above:

- Terminating a Formal Complaint. The College may terminate the formal resolution process at any time during the investigation or hearing if: (a) a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein; (b) the respondent is no longer enrolled or employed by the institution; or (c) the institution is prevented from gathering evidence sufficient to reach a determination regarding the formal complaint or allegations therein. If this occurs, the institution will notify all parties in a timely manner. In some circumstances, such as those where there is an ongoing threat to the campus community, the Title IX Coordinator may decide to pursue formal Title IX processes against an alleged perpetrator even if the complainant withdraws their formal complaint.
- Standard for Determining Responsibility. The standard used to determine whether this policy has been violated is whether it is more likely than not that the accused violated this policy. This is often referred to as a "preponderance of the evidence" standard. This standard is utilized in all investigations under Title IX for both students and employees.

Adjudication Process Selection

After the investigator has sent the investigation report to the parties, the Title IX Coordinator will transmit to each party a notice advising the party of the two different adjudication processes specified in the Adjudication section of the Sexual Misconduct and Sexual Harassment Policy. The notice will be accompanied by a written consent to administrative adjudication and will advise each party that, if both parties execute the written consent to administrative adjudication, then the administrative adjudication process will be used. Parties are urged to carefully review this policy (including the entirety of the Adjudication section), consult with their advisor, and consult with other persons as they deem appropriate (including an attorney) prior to consenting to administrative adjudication.

Each party will have three (3) days from transmittal of the notice specified in this Section to return the signed written consent form to the Title IX Coordinator. If either party does not timely return the signed written consent, that party will be deemed not to have consented to administrative adjudication.

Sanctions and Corrective Actions

The range of potential sanctions/corrective actions that may be imposed are as follows:

> Student sanctions may include but are not limited to: written or verbal apology; written or final warning; no-contact order issued by the College; probation, suspension, and/or dismissal from the College.
>
> Employee sanctions may include but are not limited to: verbal coaching; documented coaching; formal policy reminder; written warning; final written warning; termination of employment; administrative leave of absence; sexual assault, dating violence, domestic violence or stalking prevention education; training; and/or no-contact order issued by the College. Note: Employees are also subject to all Employee Handbook and workplace policies, including but not limited to the Code of Conduct.
>
> Guests and other third-party sanctions may include but are not limited to: removal from the College property; referral to law enforcement; requirement to complete prevention education training prior to resuming a relationship with the College; and termination of contractual or other arrangements. The College may also disclose to the complainant information about any sanctions or corrective actions taken that relate directly to the complainant (e.g., a "no contact" order).

The College will maintain documentation of all hearings or other proceedings, which can take various forms (e.g., notes, written findings of fact, transcripts, or audio recordings, etc.). Under no circumstances will either party be required to abide by a nondisclosure agreement that would prevent disclosure of the outcome.

Written Decision

After reaching a determination and consulting with the appropriate official and Title IX Coordinator will prepare a written decision that will include:

- Identification of the allegations potentially constituting Sexual Harassment made in the Formal Complaint;
- A description of the procedural steps taken by the College upon receipt of the Formal Complaint, through issuance of the written decision, including notification to the parties, interviews with the parties and witnesses, site visits, methods used to gather non-testimonial evidence, and the date, location, and people who were present at or presented testimony at the hearing.
- Articulate findings of fact, made under a preponderance of the evidence standard, that support the determination;
- A statement of, and rationale for, each allegation that constitutes a separate incident of Sexual Harassment, including a determination regarding responsibility for each separate potential incident;
- The discipline determined by the appropriate College administrator as referenced in the Discipline and Remedies section;
- Whether the Complainant will receive any ongoing support measures or other remedies as determined by the Title IX Coordinator; and
- A description of the College's process and grounds for appeal, as specified in the Appeal section.

The written determination will be transmitted to the parties. Transmittal of the written determination to the parties concludes the adjudication process, subject to any right of appeal as specified in the Appeal section.

Although the length of each adjudication will vary depending on the totality of the circumstances, the College strives to issue the written determination within fourteen (14) days of the conclusion of the adjudication process.

Appeal

Either party may appeal the determination of an adjudication, or a dismissal of a Formal Complaint, on one or more of the following grounds:

- A procedural irregularity affected the outcome;
- There is new evidence that was not reasonably available at the time the determination or dismissal was made, that could have affected the outcome;

- The Title IX Coordinator, investigator, or administrative officer, as the case may be, had a conflict of interest or bias for or against complainants or respondents generally, or against the individual Complainant or Respondent, that affected the outcome.

No other grounds for appeal are permitted.

A party must file an appeal within seven (7) days of the date they receive notice of dismissal or determination appealed from or, if the other party appeals, within three (3) days of the other party appealing, whichever is later. The appeal must be submitted in writing to the appeals officer, who is identified and serves as the appeal officer for the formal case. The appeal must specifically identify the determination and/or dismissal appealed from, articulate which one or more of the three grounds for appeal are being asserted, explain in detail why the appealing party believes the appeal should be granted, and articulate what specific relief the appealing party seeks.

Promptly upon receipt of an appeal, the appeal officer will conduct an initial evaluation to confirm that the appeal is timely filed and that it invokes at least one of the permitted grounds for appeal. If the appeal officer determines that the appeal is not timely, or that it fails to invoke a permitted ground for appeal, the appeal officer will dismiss the appeal and provide written notice of the same to the parties.

If the appeal officer confirms that the appeal is timely and invokes at least one permitted ground for appeal, the appeal officer will provide written notice to the other party that an appeal has been filed and that the other party may submit a written opposition to the appeal within seven (7) days. The appeal officer shall also promptly obtain from the Title IX Coordinator any records from the investigation and adjudication necessary to resolve the grounds raised in the appeal.

Upon receipt of any opposition, or after the period for submission of an opposition has passed without one being filed, the appeal officer will promptly decide the appeal and transmit a written decision to the parties that explains the outcome of the appeal and the rationale.

The determination of a Formal Complaint, including any discipline, becomes final when the time for appeal has passed with no party filing an appeal or, if any appeal is filed, at the point when the appeal officer has resolved all appeals, either by dismissal or by transmittal of a written decision.

No further review beyond the appeal is permitted.

Although the length of each appeal will vary depending on the totality of the circumstances, the College strives to issue the appeal officer's written decision within (21) days of an appeal being filed.

Retaliation

It is a violation of this policy to engage in Retaliation. Reports and Formal Complaints of retaliation may be made in the manner specified in the Reporting Sexual Harassment, and Formal Complaint sections. Any report or Formal Complaint of Retaliation will be processed under this policy in the same manner as a report or Formal Complaint of Sexual Harassment, as the case may be. The College retains discretion to consolidate a Formal Complaint of Retaliation with a Formal Complaint of Sexual Harassment for investigation and/or adjudication purposes if the two Formal Complaints share a common nexus.

Confidentiality

The College will keep confidential the identity of any individual who has made a report or Formal Complaint of Sexual Harassment or Retaliation including any Complainant, the identity of any individual who has been reported to be a perpetrator of Sexual Harassment or Retaliation including any Respondent, and the identity of any witness. The College will also maintain the confidentiality of its various records generated in response to reports and formal complaints, including, but not limited to, information concerning supportive measures, notices, investigation materials, adjudication records, and appeal records. Notwithstanding the foregoing, the College may reveal the identity of any person or the contents of any record if permitted by FERPA, if necessary to carry out the College's obligations under Title IX and its implementing regulations including the conduct of any investigation, adjudication, or appeal under this policy or any subsequent judicial proceeding, or as otherwise required by law. Further, notwithstanding the College's general obligation to maintain confidentiality as specified herein, the parties to a report or formal complaint will be given access to investigation and adjudication materials in the circumstances specified in this policy.

While the College will maintain confidentiality specified in this Section, the College will not limit the ability of the parties to discuss the allegations at issue in a particular case. Parties are advised, however, that the way they communicate about, or discuss a particular case, may constitute Sexual Harassment or Retaliation in certain circumstances and be subject to discipline pursuant to the processes specified in this policy.

Note that certain types of Sexual Harassment are considered crimes for which the College must disclose crime statistics in its Annual Security Report that is provided to the campus community and available to the public. These disclosures will be made without including personally identifying information.

In order to comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, the process is not open to the general public. Accordingly, Gupton-Jones College of Funeral Service will not disclose documents prepared in anticipation of the meeting, documents, testimony, or other information, and any transcript of the meeting itself may not be disclosed outside of the proceedings, except as may be required or authorized by law and/or College policy.

Bad Faith Complaint and False Information

It is a violation of this policy for any person to submit a report or Formal Complaint that the person knows, at the time the report or Formal Complaint is submitted, to be false or frivolous. It is also a violation of this policy for any person to knowingly make a materially false statement during an investigation, adjudication, or appeal under this policy. Violations of this Section are not subject to the investigation and adjudication processes in this policy; instead, they will be addressed under the Student Conduct Policy in the case of students and other College policies, as applicable, for other persons.

Prevention and Awareness Programs

The College will provide primary prevention and awareness programs for all incoming students and new employees that address topics including definitions, risk reduction, bystander intervention, reporting and investigation procedures, and sanctions as described within this document. The College will also provide ongoing prevention and awareness campaigns for students and employees that include this same information.

Specifically, these programs:

- Identify that the College prohibits any forms of conduct that can be identified as domestic violence, dating violence, sexual assault and stalking;
- Define dating violence, domestic violence, sexual assault and stalking and identify what behavior and actions constitute consent to sexual activity as those terms are defined by the local jurisdiction;

Information about these definitions can be found in the "Definitions" section of this document. The prevention and awareness campaigns are also designed to promote risk reduction and safe options for bystander intervention as described below.

Bystander Intervention and Risk Reduction

While the College attempts to provide a safe and secure environment, students, faculty, staff, and campus visitors are ultimately responsible for their safety. Risk reduction strategies addressed in our educational programs include:

- Information on how to report all suspicious activity to a college administrator immediately. The primary college administrator for the College is the Director of Campus Operations of the College. College administrators include faculty, staff, and administrative personnel.
- Skills for recognizing high-risk situations and how to look out for others:
    - Avoid walking alone at night. Travel with a friend or companion.

    - Avoid parking or walking in secluded or dimly lit areas.
    - Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively.
- Skills for recognizing high-risk situations online and avoiding personal cyber attacks.
- Promote an environment in which students, staff, and faculty feel supported in speaking out against sexual and domestic violence.

The College informs students and employees about campus security procedures and practices, crime prevention, and positive options for bystander intervention annually during student and employee programing. In addition, these programs also encourage students and employees to be responsible for their own security and the security of others.

Bystander Intervention

An engaged bystander is someone who intervenes in a safe and positive way before, during, or after a situation or event in which they see or hear behaviors that promote dating violence, domestic violence, sexual assault, or stalking. The bystander approach attempts to teach community members how to be engaged bystanders in a safe and effective way.

Primary prevention activities take place before violence happens to prevent perpetration or victimization.

If you see someone in danger of being assaulted:

- Step in and offer assistance. Ask if the person needs help. Before stepping in, make sure to evaluate the risk. If it means putting yourself in danger, call 911 instead.
- Don't leave. If you remain at the scene and are a witness, the perpetrator is less likely to do anything.
- If you know the perpetrator, tell the person you do not approve of their actions. Ask the person to leave the potential victim alone.

Definitions: Sexual Harassment and Violence

Consent is defined by the College as words or actions that show a knowing and voluntary willingness to engage in mutually agreed-upon sexual activity. Consent cannot be gained by force, intimidation, or coercion, by ignoring or acting in spite of objections of another, or by taking advantage of the incapacitation of another where the respondent knows or reasonably should have known of such incapacitation. Consent is also absent when the activity in question exceeds the scope of consent previously given. Past consent does not imply present or future consent. Silence or an absence of resistance does not imply consent. Consent can be withdrawn at any time by either party using clear words or actions. Minors under the age of 16 cannot legally consent under Georgia law.

The State of Georgia defines "without consent" under O.C.G.A. §16-1-3(19) as a circumstance in which a person whose concurrence is required has not, with knowledge of the essential facts, voluntarily yielded to the proposal of the accused or of another.

Sexual Assault includes a number of different offenses meeting the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

In Georgia, there is no definition for the general term of Sexual Assault as it is used in the FBI's Uniform Crime Reporting system. Sex offenses are defined individually in the Official Code of Georgia. However, the College refers to Sexual Assault by the term "sexual misconduct" and defines it as an umbrella term referring to a range of non-consensual sexual contact, which can occur in many forms, including but not limited to, rape and sexual battery. Georgia law does define "sexual assault" in a narrower context at O.C.G.A. §16-6-5.1 as sexual contact that is perpetrated by a person who has supervisory or disciplinary authority over another individual.

Rape is defined in the FBI's Uniform Crime Reporting system as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

The State of Georgia defines "rape" under O.C.G.A. §16-6-1 as follows:

A person commits the offense of rape when he has carnal knowledge of:

(1) A female forcibly and against her will; or
(2) A female who is less than ten years of age.

Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The fact that the person allegedly raped is the wife of the defendant shall not be a defense to a charge of rape.

Rape is punishable by death, life imprisonment with or without parole, or a minimum of 25 years imprisonment, followed by probation for life.

Fondling is defined in the FBI's Uniform Crime Reporting system as 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.

The State of Georgia defines fondling (Sexual Battery) under O.C.G.A. §16-6-22.1 as follows:

> (a) For the purposes of this Code section, the term "intimate parts" means the primary genital area, anus, groin, inner thighs, or buttocks of a male or female and the breasts of a female.
> (b) A person commits the offense of sexual battery when he or she intentionally makes physical contact with the intimate parts of the body of another person without the consent of that person.

Incest is defined in the FBI's Uniform Crime Reporting system as non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

The State of Georgia defines incest under O.C.G.A. §16-6-22 as follows:

A person commits the offense of incest when such person engages in sexual intercourse or sodomy, as such term is defined in Code Section 16-6-2, with a person whom he or she knows he or she is related to either by blood or by marriage as follows: (1) Father and child or stepchild; (2) Mother and child or stepchild; (3) Siblings of the whole blood or of the half blood; (4) Grandparent and grandchild of the whole blood or of the half blood; (5) Aunt and niece or nephew of the whole blood or of the half blood; or (6) Uncle and niece or nephew of the whole blood or of the half blood.

Statutory Rape is defined in the FBI's Uniform Crime Reporting system as non-forcible sexual intercourse with a person who is under the statutory age of consent.

The State of Georgia defines Statutory Rape under O.C.G.A. §16-6-3 as follows:

A person commits the offense of statutory rape when he or she engages in sexual intercourse with any person under the age of 16 years and not his or her spouse, provided that no conviction shall be had for this offense on the unsupported testimony of the victim.

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or

youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

The State of Georgia does not have any specific law regarding Domestic Violence. If a crime of battery occurs and the elements listed in the above definition exist regarding the relationship between the perpetrator and the victim, then it is indicated on the arrest warrant. The College defines Domestic Violence as "violence committed by a current or former spouse or intimate partner of the alleged victim; by a person with whom the alleged 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, or by a person similarly situated to a spouse of the alleged victim."

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

The State of Georgia does not have any specific law regarding Dating Violence. If a crime of battery occurs and the elements listed in the above definition exist regarding the relationship between the perpetrator and the victim, then it is indicated on the arrest warrant. The College defines Dating Violence as "violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the alleged victim. 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."

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for the person's safety or the safety of others; or
- suffer substantial emotional distress.

For the purposes of this definition—

- 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.
- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

The State of Georgia defines Stalking under O.C.G.A §16-5-90 as follows:

(1) A person commits the offense of stalking when he or she follows, places under surveillance, or contacts another person at or about a place or places without the consent of the other person for the purpose of harassing and intimidating the other person. For the purpose of this article, the terms "computer" and "computer network" shall have the same meanings as set out in Code Section 16-9-92; the term "contact" shall mean any communication including without being limited to communication in person, by telephone, by mail, by broadcast, by computer, by computer network, or by any other electronic device; and the place or places that contact by telephone, mail, broadcast, computer, computer network, or any other electronic device is deemed to occur shall be the place or places where such communication is received. For the purpose of this article, the term "place or places" shall include any public or private property occupied by the victim other than the residence of the defendant. For the purposes of this article, the term "harassing and intimidating" means a knowing and willful course of conduct directed at a specific person which causes emotional distress by placing such person in reasonable fear for such person's safety or the safety of a member of his or her immediate family, by establishing a pattern of harassing and intimidating behavior, and which serves no legitimate purpose. This Code section shall not be construed to require that an overt threat of death or bodily injury has been made.

(2) A person commits the offense of stalking when such person, in violation of a bond to keep the peace posted pursuant to Code Section 17-6-110, standing order issued under Code Section 19-1-1, temporary restraining order, temporary protective order, permanent restraining order, permanent protective order, preliminary injunction, or permanent injunction or condition of pretrial release, condition of probation, or condition of parole in effect prohibiting the harassment or intimidation of another person, broadcasts or publishes, including electronic publication, the picture, name, address, or phone number of a person for whose benefit the bond, order, or condition was made and without such person's consent in such a manner that causes other persons to harass or intimidate such person and the person making the broadcast or publication knew or had reason to believe that such broadcast or publication would cause such person to be harassed or intimidated by others.

Contact Information

REMEMBER TO CALL 911 IN THE EVENT OF AN EMERGENCY

Title IX Compliance Officer – Angelecia McKenzie, Director of Campus Operations

Financial Aid Office – (770) 593-2257; financialaid@gupton-jones.edu

Anonymous Reporting* - https://gupton-jones.edu/student-life/security-report/#report-an-incident

**Contact these individuals for assistance with options related to academic, living, transportation, and working situations as well as protective measures.*

Resources Appendix & External Contacts

Resource	Contact Info
Local Police Decatur Police Department	420 West Trinity Place Decatur, GA 30030 Non-Emergency: (404) 373-6551 Emergency: 911
Hospital Emory Hillandale Hospital	2801 Dekalb Medical Pkwy Lithonia, GA 30058 (404) 501-8000
Visa and Immigration Assistance	Immigration Avocates Network www.immigrationadvocates.org
Victim Support Women's Resource Center to End Domestic Violence	24-hour hotline: (404) 688-9436 Community Office: (404) 370-7670 115 E. Maple St., Decatur, GA 30030 Monday – Friday 9:00 am to 5:00 pm Email: info@wrcdv.org https://www.wrcdv.org/

Other National Resources

National Domestic Violence Hotline: 1-800-799-7233
National Sexual Assault Hotline: 1-800-656-4673
Rape, Abuse and Incest National Network (RAINN): https://www.rainn.org/
US Dept. of Justice Office on Violence Against Women: https://www.justice.gov/ovw
National Coalition Against Domestic Violence: http://www.ncadv.org/
National Sexual Violence Resource Center: http://www.nsvrc.org

Temporary Protective Order (TPO) Assistance

Protective orders are free to file and can be filed online at any time. Please see the website for DeKalb County Clerk of Superior Court, under Protective Orders, for instructions on how to file. The Clerk's website also contains the necessary forms to fill out.

For assistance with filing online and safety planning, please contact the Women's Resource Center (WRC) at (404) 370-7670. Their services are free and open to anyone seeking to file for a TPO.

Protective Orders | DeKalb County Clerk of Superior Court

For more information continue reading on TPOs here, https://dekalbcountymagistratecourt.com/civil-matters/protective-orders/.

Crime Statistics for the Past Three Years

The following criminal offenses occurred during the calendar years listed

Criminal Offenses	On-Campus			Public Property		
	2025	2024	2023	2025	2024	2023
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0

VAWA Offenses	On-Campus			Public Property		
	2025	2024	2023	2025	2024	2023
a. Domestic violence	0	0	0	0	0	0
b. Dating violence	0	0	0	0	0	0
c. Stalking	0	0	0	0	0	0

Arrests	On-Campus			Public Property		
	2025	2024	2023	2025	2024	2023
a. Weapons: carrying, possessing, etc.	0	0	0	0	0	0
b. Drug abuse violations	0	0	0	0	0	0
c. Liquor law violations	0	0	0	0	0	0

Disciplinary Actions	On-Campus			Public Property		
	2025	2024	2023	2025	2024	2023
a. Weapons: carrying, possessing, etc.	0	0	0	0	0	0
b. Drug abuse violations	0	0	0	0	0	0
c. Liquor law violations	0	0	0	0	0	0

Unfounded Crimes	On-Campus			Public Property		
	2025	2024	2023	2025	2024	2023
a. Total unfounded crimes	0	0	0	0	0	0

Hate Crimes

Criminal Offense - On-Campus - 2025	Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	1	0	1	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Criminal Offense - On-Campus - 2024	Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Criminal Offense - On-Campus - 2023	Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Hate Crimes

Criminal Offense - Public Property - 2025	Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Criminal Offense - Public Property - 2024	Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

Criminal Offense - Public Property - 2023	Total	Race	Religion	Sexual orientation	Gender	Gender identity	Disability	Ethnicity	National Origin
a. Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
b. Negligent manslaughter	0	0	0	0	0	0	0	0	0
c. Rape	0	0	0	0	0	0	0	0	0
d. Fondling	0	0	0	0	0	0	0	0	0
e. Incest	0	0	0	0	0	0	0	0	0
f. Statutory rape	0	0	0	0	0	0	0	0	0
g. Robbery	0	0	0	0	0	0	0	0	0
h. Aggravated assault	0	0	0	0	0	0	0	0	0
i. Burglary	0	0	0	0	0	0	0	0	0
j. Motor vehicle theft	0	0	0	0	0	0	0	0	0
k. Arson	0	0	0	0	0	0	0	0	0
l. Simple assault	0	0	0	0	0	0	0	0	0
m. Larceny-theft	0	0	0	0	0	0	0	0	0
n. Intimidation	0	0	0	0	0	0	0	0	0
o. Destruction/damage/ vandalism of property	0	0	0	0	0	0	0	0	0

The College does not maintain any residential facilities.

Hate Crimes – Hate crimes are those crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The categories of bias include the victim's actual or perceived race, religion, sexual orientation, gender, gender identity, disability, ethnicity, and national origin.

The College reports all hate crime statistics separately for the applicability categories of criminal offenses listed in the chart above that occur within the College's Clery geography. Additionally, hate crime statistics are also reported separately for the following offenses: simple assault, larceny-theft, intimidation, and destruction/damage/vandalism of property.

There were no reported hate crimes for the years 2023, 2024, or 2025 at Gupton-Jones College of Funeral Service.

Unfounded Crimes – Unfounded crimes are those crimes that are removed or withheld from the annual security report after it has been determined that the reported crime was false or baseless. Only sworn commissioned law enforcement personnel can make a formal determination that the report was false or baseless when made and that the crime report was therefore "unfounded."

There were no reported crimes for the years 2023, 2024, or 2025 that were determined to be unfounded at Gupton-Jones College of Funeral Service.

Residential Facilities – The College does not maintain College-operated student housing facilities.

Fire Safety Reporting – Because the College does not maintain College-operated student housing facilities, it is not required to maintain a log of all fire related incidents, disclose fire statistics, or publish an annual fire safety report.

Missing Persons – Because the College does not maintain College-operated student housing facilities, it is not required to publish a missing student notification policy. However, students are encouraged to contact the local police if they have information about a missing person.

Monitoring Off Campus Locations of Recognized Student Organizations – The College does not have any officially recognized student organizations with off campus locations and therefore does not monitor or record criminal conduct occurring at such locations.