

Campus Security Report and other Student Life Annual Notifications

In compliance with federal law, the following is sent annually to all students, faculty, and staff. This notice contains information that the University is legally required to convey to you; **you are strongly encouraged to read it.** Thank you for your attention to this matter.

The following matters are included:

1. Annual Campus Security Report Notice
2. Student Rights Related to Educational Records Notice
3. Drug Free School and Communities Act Notice
4. Right to Vote Notice
5. Student Right to Know Law Notice
6. Equity in Athletics Notice
7. Copyright (Music, Software, Video Piracy) Notice
8. Ethics Reporting Notice

Baylor University rules, regulations, and policies applicable to students are listed in the [Student Policies and Procedures](#) electronic publication on the Baylor Web site. Since the Student Policies and Procedures may be revised semester to semester, it is the responsibility of the student to view revisions online or to obtain revisions from [Judicial Affairs](#).

Baylor University Annual Campus Security Report

Pursuant to federal law, all currently enrolled students, campus employees, and all prospective students and prospective employees are entitled to request and receive a copy of the Baylor University Annual Campus Security Report.

The report contains crime statistics about certain specified crimes/incidents that have been reported to Campus Security Authorities over the past three years and that have occurred either on campus, in off-campus buildings or property owned or controlled by the University, or on public property adjacent to campus.

Policies and practices pertaining to campus security, crime reporting, alcohol and drugs, victim's assistance programs, student discipline, campus resources, community safety alerts, crime prevention, and access to campus facilities/properties as well as personal safety tips are contained in this report. This annual document encourages the reporting of all crimes and tells how and to whom to report crimes. These statistics are updated by October 1 of each year,

Copies of this report may be obtained in person from the Baylor University Police Department or at Baylor's [Police Department Web site](#).

To report a crime, contact the Baylor Police Department at (254) 710-2222 or by using the emergency call boxes located on campus and in the parking garages. In addition, you may report a crime to the following University officials:

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| 1. Associate Dean for Judicial Affairs | (254) 710-1715 | Clifton Robinson Tower |
| 2. Director, Counseling Services | (254) 710-2467 | McLane Student Life Center |
| 3. Director, Health Services | (254) 710-1010 | McLane Student Life Center |
| 4. Associate Vice President for Student Life | (254) 710-1314 | McLane Student Life Center |

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| 5. Director, Campus Living and Learning | (254) 710-3642 | Penland Residence Hall |
| 6. Director, Student Activities | (254) 710-2371 | Bill Daniel Student Center |
| 7. Associate Vice President for
Human Resources | (254) 710-8562 | Clifton Robinson Tower |
| 8. Director of Athletics | (254) 710-1222 | Simpson Athletic Center |

Student Rights Related to Educational Records

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. Additional information regarding students' rights under FERPA may be found in Baylor University's Student Policies and Procedures under the section entitled [Student Records](#). These rights include:

1. The right to inspect and review the student's educational records within 45 days of the day the University receives a request for access. Any student who desires to review his or her student record in a University office may make a written request to the University custodian of the record.
2. The right to request the amendment of the student's educational record that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Any student who desires amendment of his or her record shall follow the procedure set forth below:
 - A. A student shall submit to the custodian of the record a written request asking that the record be amended if the student has reason to believe that the educational record contains information that is inaccurate, misleading, or in violation of the student's rights of privacy.
 - B. The custodian of the record shall decide whether to amend the record as requested within a reasonable time after receiving the request.
 - C. If the custodian decides not to amend the record, the student shall be informed of his or her right to a hearing regarding the amending of the record. In cases regarding academic records, a request for a hearing should be submitted in writing to the Provost. For all other educational records, a request for a hearing should be submitted in writing to the Vice President for Student Life.
 - D. If a hearing is requested, the University shall follow the procedure set forth below:
 - a. A hearing shall be held within a reasonable time after the request has been received.
 - b. The student shall be given notice of the date, time, and place, reasonably in advance of the hearing.
 - c. The Provost or Vice President for Student Life will determine the school official who will conduct the hearing; the school official must be an official of the institution who does not have a direct interest in the outcome of the hearing.
 - d. The student may present relevant evidence and may be assisted by individuals of their choice at the hearing.
 - e. The official in charge of the hearing shall make his or her decision in writing within a reasonable period of time after the hearing.

- f. The decision must be based solely on the evidence presented at the hearing and must include a summary of the evidence and the reasons for the decision.

NOTE: The above procedure shall not be available to challenge the validity of a grade given by a professor or any other decision of a University professor or official but only whether the recording of such grade or decision is accurate and complete.

3. Students have the right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the University in an administrative, supervisory, academic, or support staff position (including the Baylor Police Department and Health Center staff); a person or company with whom the University has contracted (such as an attorney, auditor, or service provider); a person serving on the Board of Regents; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her responsibilities to Baylor University.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirement of FERPA. The name and address of the office that administers FERPA is:

[Family Policy Compliance Office](#)
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Drug Free Schools and Communities Act

The Drug-Free Schools and Communities Act requires that Baylor notify each student and employee annually of its programs to prevent the illicit use of drugs and the abuse of alcohol by students and employees. Baylor University has a number of programs to combat the misuse and abuse of alcohol and other chemical substances. Information relating to these programs is available [online](#).

Right to Vote

The 1998 Higher Education Act requires Baylor to advise and assist students in obtaining voter registration forms. The Texas Secretary of State offers a [Web site](#) with an online voter registration form which may be completed online, printed out, and mailed to the voter registration official in the county in which you reside. Students who wish to register to vote in other states or who are already registered to vote in other states and wish to obtain an absentee ballot should contact the Secretary of State for their home state. Students in need of additional assistance may wish to contact the [Office of Governmental Relations](#) or [Judicial Affairs](#).

The Student Right to Know Law

This law requires that Baylor University disclose graduation rates for the student body. A copy of the most recent report is available on Baylor's [Institutional Research and Testing](#) Web site.

Equity in Athletics

By October 15 of each year, each coeducational institution of higher education that participates in any federal student aid program and has an intercollegiate athletic program must prepare an

Equity in Athletics Disclosure Act (EADA) report and make it available upon request to students, potential students, and the public. Baylor University's report may be found on [Baylor's Athletics Web site](#). Printed copies of the report may also be obtained from the Baylor University Athletic Director (254) 710-1222.

Copyright Notification

Under the Digital Millennium Copyright Act (DMCA) all network providers including Baylor University have a requirement to assist in copyright enforcement. As such, Baylor University takes remediation action of disconnecting computers from the network for a period of time when notified of copyright infringement. The Information Technology Policy BU-PP-025 states:

Software and other materials that are protected by copyright, patent, trade secret, or another form of legal protection ("Protected Materials") may not be copied, altered, transmitted, or stored using Baylor-owned or operated technology systems, except as permitted by law or by the contract, license agreement, or express written consent of the owner of the Protected Materials. The use of software on a local area network or on multiple computers must be in accordance with the software license agreement.

Baylor University encourages students to educate themselves on copyright law as well as seek legal alternatives to peer-to-peer file sharing. A good reference list of legal alternatives is maintained by Cornell University at <http://www.cit.cornell.edu/policies/copyright/index.cfm>. Baylor provides information and a number of resources at <http://www.baylor.edu/copyright/student> to help students understand and comply with federal copyright.

Ethics Reporting

Baylor University has selected EthicsPoint to provide individuals with simple, risk-free ways to anonymously and confidentially report activities that may involve criminal, unethical, or otherwise inappropriate behavior in violation of Baylor University's policies. You may file a report on the Baylor University Web site at https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=6771 or by telephone through EthicsPoint by dialing toll-free **866-384-4277**. Baylor University guarantees that reports submitted via EthicsPoint will be handled promptly and discreetly. No retaliatory action will be taken against anyone for reporting or inquiring in good faith about potential breaches of Baylor University's policies or for seeking guidance on how to handle suspected breaches.