Annual Fire Safety and 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. Baylor University Annual Fire Safety and Security Report
2. Higher Education Opportunity Act & Required Disclosures
3. Sex Discrimination, Harassment, and Assault: Baylor University Title IX Coordinator
4. Student Rights Related to Educational Records
5. Drug Free School and Communities Act
6. Right to Vote
7. Notification of Penalty under Texas Law for Making False Alarm or Report of an Emergency Involving a Public or Private Institution of Higher Education
8. Student Right to Know Law
9. Equity in Athletics
10. Summary of Baylor Policy, Information, and Penalties for Copyright Infringement
11. Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
12. Ethics Reporting
13. Baylor University Whistleblower Policy

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 Student Conduct Administration.

1. Baylor University Annual Fire Safety and 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 Fire Safety and 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, response to sexual violence, domestic violence, dating violence and stalking 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:

1.	Associate Dean for Student Conduct Administration	(254) 710-1715	Clifton Robinson Tower
2.	Director, Counseling Services	(254) 710-2467	McLane Student Life Center
3.	Medical Director	(254) 710-1010	McLane Student Life Center
4.	Associate Vice President for Student Life	(254) 710-1314	McLane Student Life Center
5.	Director, Campus Living and Learning	(254) 710-3642	Penland Residence Hall
6.	Director, Student Activities	(254) 710-2371	Bill Daniel Student Center
7.	Interim Executive Director for Human Resources	(254) 710-2000	Clifton Robinson Tower
8.	Vice President and Athletics Director	(254) 710-1222	Simpson Athletics and Academic Center

2. Higher Education Opportunity Act & Required Disclosures

In August of 2008, Congress enacted the Higher Education Opportunity Act (the "Act") to reauthorize the Higher Education Act of 1965, as amended. Several of the Act's provisions require the University to make specific information available to students and the public. ***These required disclosures can be found at the following link:*** http://www.baylor.edu/heoa/.

3. Sex Discrimination, Harassment, and Assault: Baylor University Title IX Coordinator

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Baylor University's Title IX Coordinator is:

Patty Crawford
IX Coordinator
(254) 710-8454
Clifton Robinson Tower Suite 480
One Bear Place #97011
Waco, TX 76798-7011
Patty_Crawford@baylor.edu

If you have a complaint against a Baylor student, visitor, or staff or faculty member for sexual harassment, sex discrimination, or sexual assault, you should contact the Title IX Coordinator. Victims of sexual assault should also consider contacting the Baylor Police Department at (254) 710-2222.

4. Student Rights Related to Educational Records

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their educational records. These rights include:

a. The right to inspect and review the student's educational records. Any student who desires to review his or her educational record in a University office may make a written request to the University custodian of the record. The custodian shall provide the opportunity to the student to inspect and review the record in not more than 45 days.

b. The right to request an amendment of the student's educational records to ensure they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. Any student who desires amendment of his or her record shall follow the procedure set forth below:

   1) 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.

2) The custodian of the record shall decide whether to amend the record as requested within a reasonable time after receiving the request.

3) 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.

4) 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.

c. 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. Baylor University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interest. School officials are those individuals who engage in the instructional, advisory, administrative, governance, public safety, and support functions of the University. They do not necessarily need to be paid employees of the University, which may include contractors, consultants, volunteers, or other parties to whom Baylor University has outsourced institutional services or functions. Legitimate educational interest is when a school official requires a student's educational record in the course of performing his or her duties for the University.

d. 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 20202-5920

e. Directory information is that information that is customarily made public without the written consent of the student. However, under the provisions of the Family Educational Rights and Privacy Act of 1974, a student may ask Baylor University not to disclose directory information by making written notice to

the Office of the Registrar. Request for nondisclosure will be honored by the University until notified in writing that information should no longer be withheld. Directory information includes: name, address, telephone number, e-mail address, dates of attendance, level and classification, University ID card photograph, previous institution(s) attended, major field of study, awards, scholarships, honors, degree(s) conferred and date(s), full-time/part-time status, earned hours, expected graduation date or degree candidacy, thesis and dissertation titles and advisors, past and present participation in officially recognized sports and activities, physical factors of athletes (age, height, weight), and date and place of birth.

(It is the practice of the University not to release a student's date of birth except as required by law or as a means to validate positive identification of a student when furnished by a person making an inquiry.)

Additional information about FERPA may be found at: http://www.baylor.edu/registrar/ferpa.

5. 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.

6. 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 Student Conduct Administration.

7. Notification of penalty under Texas law for making false alarm or report of an emergency involving a public or private institution of higher education

Pursuant to Texas Education Code 51.219, Baylor University must advise all incoming students that Texas Penal Code 42.06(b) provides that making a false alarm or report of an emergency involving a public or private institution of higher education is a state jail felony. A state jail felony is punishable by a fine of up to $10,000 and a jail term from 180 days to two years.

8. 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.

9. Equity in Athletics

By October 1 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.

10. Summary of Baylor Policy, Information, and Penalties for Copyright Infringement

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 two weeks for a first time copyright infringement, and disconnection and referral to student judicial services of a subsequent 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.

11. Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws
Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at http://www.copyright.gov, especially their FAQ's at http://www.copyright.gov/help/faq/. Credit: Department of Education.

12. Ethics Reporting
Baylor University has selected EthicsPoint to provide individuals with simple, risk-free ways to report anonymously and confidentially 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.

13. Baylor's Whistleblower Policy
Baylor University requires its employees and contractors to comply with state and federal law as well as Baylor internal policies and procedures. In order to achieve that goal, Baylor encourages its faculty, staff, students, contractors, and volunteers to report any known or suspected violations of law or policy. Baylor's Whistleblower Policy, BU-PP 037, provides a means for these reports to be made through appropriate channels as well as an assurance that such report will not result in adverse action to the reporter. If you are aware of conduct which might violate law or Baylor policy, please review the Whistleblower Policy at the following link: http://www.baylor.edu/content/services/document.php/184654.pdf and determine what, if any, action you believe you need to take. Should you have any questions related to the Whistleblower Policy, or any other policy, please contact Human Resources (254) 710-2000 or the Office of General Counsel (254) 710-3821.