

# Pratt Institute

## 2024 Annual Security and Fire Safety Compliance Report

CHEMISTRY  
BUILDING

ACCESSIBLE ENTRANCE  
LOCKED BEHIND  
CHEMISTRY BUILDING

**Pratt**

**Prepared by the Department of Campus Safety**

Includes Policy Statements, Crime and Fire Statistics for  
calendar years 2021, 2022 and 2023

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# Pratt Institute 2024 Annual Security and Fire Safety Compliance Report

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## A Message from Pratt Institute's President, Frances Bronet



Dear Members of the Pratt Community,

At Pratt, one of our highest priorities is a commitment to safety and security. During the past year, our dedicated Campus Safety officers remained a consistent presence supporting our care for the educational, social, and emotional needs of our students, and the health and safety of all community members. As valued essential workers, they have been, and continue to be, ambassadors to our campus community, providing assistance, direction, or response to a crisis.

Please take the time to read this informative document as it provides a comprehensive picture of the work of a group of dedicated, intelligent, and caring professionals.

Sincerely,  
**Frances Bronet**  
President  
Pratt Institute

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## A Message from the Assistant Vice President for Campus Safety and Preparedness



On behalf of the Division of Campus Safety and Preparedness, I'm pleased to present Pratt Institute's 2024 Annual Security and Fire Safety Report (ASR), created by the Department of Campus Safety and distributed to our community in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Pratt's Campus Safety team is committed to providing safety and security for our campus community and enabling the pursuit of academic excellence and professional goals. The mission of the Pratt Institute Department of Campus Safety is to ensure a safe and secure campus that is welcoming and inclusive. The Department assists the Institute in maintaining and fostering a student-centered, learning-focused, and diverse campus where community members and visitors can feel safe.

The ASR is a comprehensive account of safety and security data information at Pratt that includes three years of crime statistics, details on our campus safety programs, and the annual fire safety report. The ASR also contains helpful information for our community

about our operations, including descriptions of prevention and education programming and policies addressing alcohol and drug use, campus safety, sexual misconduct, relationship violence, and stalking, among others. Pratt's Department of Campus Safety is committed to serving our diverse community with professionalism and excellence.

Best,  
**Rodric S. Bowman**  
Assistant Vice President for Campus Safety and Preparedness  
Pratt Institute

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# Pratt Department of Campus Safety

## Pratt Department of Campus Safety Mission Statement

The Pratt Institute Department of Campus Safety is committed to serving and protecting all members of our diverse community through a partnership focused on public trust and providing a safe and welcoming environment for all.

## Pratt Department of Campus Safety Introduction

Pratt's Department of Campus Safety is responsible for providing campus safety and security services for the Brooklyn and Manhattan campuses. The Pratt Institute Department of Campus Safety administrative office is located on the Brooklyn campus in Chapel Hall, room #003 & #005. The Campus Safety Command Center, located in the Engineering Building, room #108, provides **24/7** operations and coordinates all campus-wide response activities. To contact Campus Safety for assistance or to report an incident, call the Command Center at **718.636.3540**, or email [publicsafety@pratt.edu](mailto:publicsafety@pratt.edu). If you are the victim of a crime, call **911** immediately, then report the incident to the Department of Campus Safety.

The director of Pratt campus safety reports to the assistant vice president for campus safety and preparedness. The department's staff consists of the director, associate director, assistant director, five tour supervisors, office manager, administrative assistant, and more than seventy uniformed campus safety and contractual officers who enforce Pratt Institute's policies and procedures. The campus safety officer workforce is a combination of full-time Pratt employees and contractual staff officers, who are responsible for a full range of services, including preparation of crime and condition reports, response to campus emergencies, conducting fire safety exercises, and responding to any other situation requiring the assistance of the Campus Safety team. Campus safety officers regularly survey the campuses for safety and security hazards. Pratt community members are also urged to report any safety and security concerns or hazards to the Department of Campus Safety.

Pratt campus safety and contractual officers are not police or sworn officers. Pratt campus safety and contractual officers have the same arrest powers as any other private citizen. Through Criminal Procedure Law 140.30 and Penal Law 35.30, New York permits any person to detain (arrest) another for an offense committed in your presence and for a felony that the suspect actually committed, even though out of sight. Pratt campus safety officers have the authority and responsibility to enforce the Institute's policies, including enforcing law violations. Campus Safety documents violations of the Institute policies and contact the local law enforcement agencies to report observed violations of local, federal, and state laws.

Campus safety officers patrol the campus and buildings by foot, bicycle, and vehicle, as well as by staffing several fixed posts on our campuses. Campus Safety's patrol jurisdiction is limited to any building or properties owned or controlled by Pratt Institute. Pratt tour supervisors and campus safety officers are on duty 24 hours a day, seven days a week, and 365 days a year. The Campus Safety Command Center can communicate across the Brooklyn and Manhattan campuses, as well as with all local NYC emergency response agencies.

All Pratt campus safety officers are certified and maintain a New York State security guard license. This certification requires that they submit to a comprehensive background investigation and participate in a rigorous initial training program and annual in-service training.

All members of the Pratt community, including students, faculty, and staff, are encouraged to promptly and accurately report all crimes to the Department of Public Safety and the NYPD.

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## **Pratt Department of Campus Safety Staff Training**

Pratt campus safety officers are trained in a variety of critical safety skills, including criminal law, first aid, CPR and Automated Electronic Defibrillators (AED), Narcan, traumatic bleeding control, public relations, implicit bias awareness, diversity, equity, inclusion, allies training, methods of de-escalation, effective communication, Clery campus security authority training, mental health awareness, and crisis intervention, critical incident response, and much more, to ensure the adequate protection of persons and property.

Training for Pratt Campus Safety is provided by various safety, security, and law enforcement professionals, including campus safety and security experts. In-service training and exercises are also offered on an annual basis, as well as during each tour or at roll call. This training gives updates on existing technologies, evaluates officer skills, and addresses safety concerns and trends on campus and among community members.





## Partnership with Emergency Service Agencies

### Work with Local Emergency Service Agencies and Other Higher Education Institutions

The Department of Campus Safety maintains a partnership with the New York City Police Department (NYPD), specifically the 88th Precinct in Brooklyn and the 6th Precinct in Manhattan. Regular meetings are held between the leaders of these agencies on both a formal and informal basis. Pratt Department of Campus Safety officers communicate regularly with local police leadership to remain abreast of community conditions and crime trends that may impact our campus community. The Department of Campus Safety team members work closely with NYPD investigators when incidents require joint investigative efforts, resources, crime-related reports, and information exchanges. The director and associate director of the Institute's Department of Campus Safety regularly attend conferences and meetings with NYPD, local and state law enforcement, and other campus public safety agencies to keep abreast of crime trends, incidents, or event-related information and to discuss concerns and needs of the Pratt community.

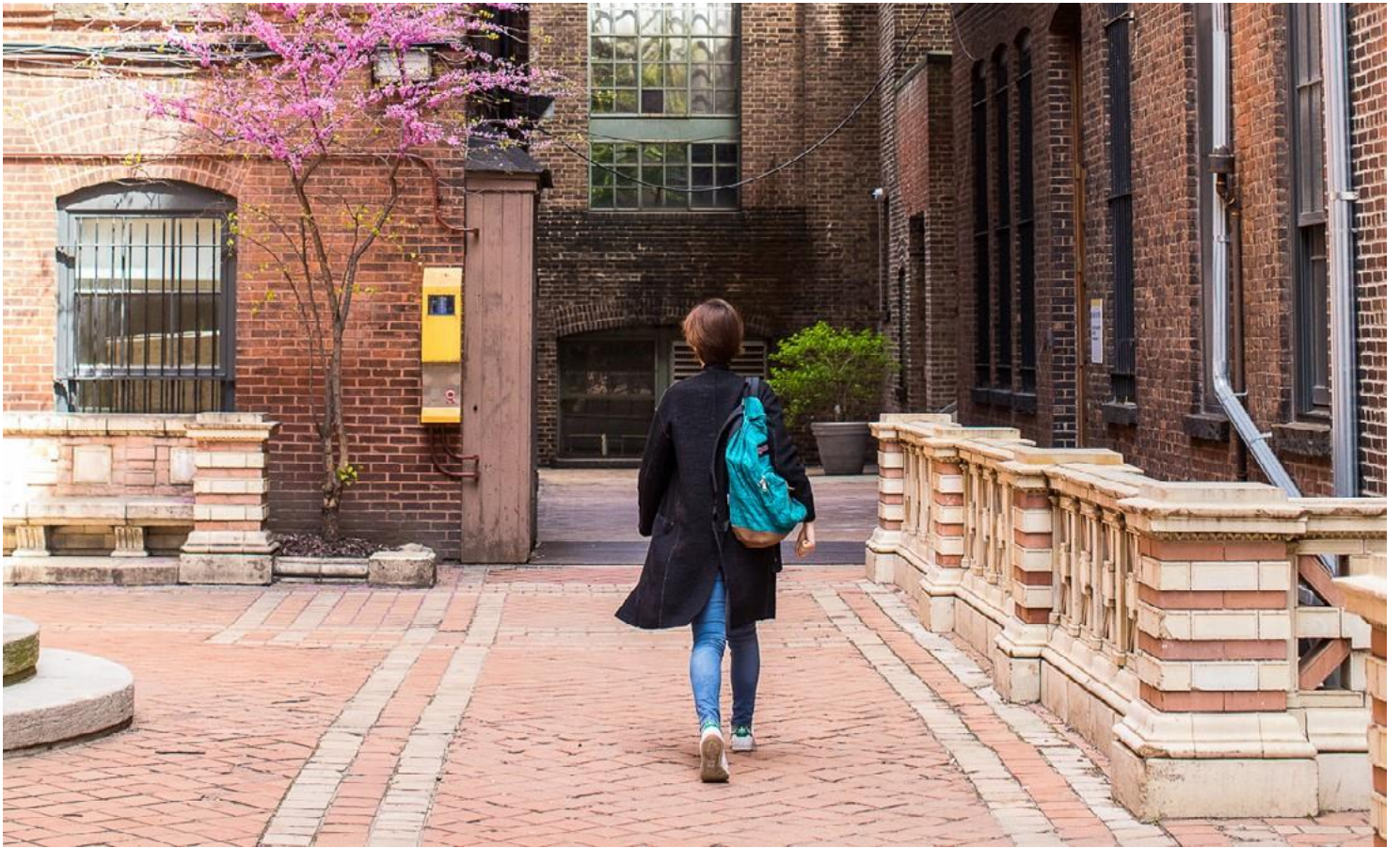
In Pratt's ongoing effort to be prepared and respond to an ever-changing landscape of potential risks and hazards, Campus Safety and Preparedness maintains a strong working partnership with several NYC colleges and universities, as well as the NYC Office of Emergency Management. These continued partnerships and our Internal preparedness efforts have ensured the department stands ready to respond to the needs of the Pratt community during a wide range of hazards and incidents. Pratt Institute regularly meets with and collaborates with other NYC colleges and universities, formally and informally, in sharing critical information and best practices in safety, security, and preparedness. In the fall of 2018, Pratt Institute

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joined the NYC Office of Emergency Management Partners in Preparedness program. This nationally recognized program, established in 2011, supports public and private organizations in preparing their employees, services, and facilities for a wide range of emergencies. Pratt's participation in this program includes access to communications around citywide incidents, emergency management, and business continuity training and resources needed to help support Pratt Institute's preparedness and resilience.

## **Memorandum of Understanding with Local Police and Emergency Responders**

Pratt Institute currently has a Memorandum of Understanding (MOU) with the NYPD, as required by New York State, FDNY, and the Office of Emergency Management (NYCEM). The (MOU) addresses the investigations of criminal incidents. As a benefit of our membership in the NYCEM Partners in Preparedness program, Pratt regularly receives critical citywide information regarding emergency activities, crime alerts, traffic, and weather-related emergency information that has the potential to impact our campus. Pratt Campus Safety team members work to continuously evaluate the Institute's emergency and business continuity plans to ensure they reflect best practices and procedures.



# Security Awareness and Crime Prevention Programs

## Security Awareness and Crime Prevention Programs Introduction

We believe crime should be fought proactively by preventing or minimizing opportunities for it to be committed. The Institute's crime prevention programs are based upon the dual concept of eliminating or minimizing criminal opportunities whenever possible and encouraging students, faculty, and staff to be responsible for their and other community members' safety.

During fall orientations in August, Pratt students are informed about the Department of Campus Safety's services. In-person and web-based presentations provide ways to maintain personal safety and security on and off campus. New students are provided with crime prevention strategies and resources available on campus and surrounding neighborhoods. Similar information is made available to Pratt's new employees.

## Pratt Safe Mobile Application

**Pratt Safe** is the Institute's mobile campus safety app, developed by App Armor and customized to meet Pratt's specifications established by the Department of Campus Safety. For more information on downloading the app, visit the Pratt Safe App web page at [Pratt Safe App](#).

The app provides safety and security services, including:

- 911-calling capability for life-threatening situations
- Push notifications for emergency communication

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- Mobile Blue Light: simultaneously send your location and call Pratt Campus Safety
  - Friend Walk and Virtual Walk Home feature
  - Reporting of incidents or tips via in-app forms or voice calls
  - Support resources including faculty and staff directory, Title IX, Health Services, and Counseling Center

## Crime and Sexual Assault Prevention Programs

Crime and Sexual Assault Prevention Programs are continually offered by the Department of Campus Safety and other departments within the Institute. Examples of programs routinely presented include crime prevention awareness, Title IX, bullying and harassment, theft prevention, vandalism, and educational sessions on personal safety and residence hall security. In addition, the Department of Campus Safety offers self-defense classes to students, faculty, and staff members at various times throughout the year.

A common theme among all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their safety and the safety of others.

In addition to seminars, information is disseminated to students, faculty, and staff through crime prevention awareness pamphlets, security alert posters, video display boards, videos, articles on the Institute's social media accounts, and the Pratt Safe App.

Because our students, faculty, and staff come from across the United States and worldwide, expectations regarding crime and safety can vary widely. One of the primary goals of the Department of Campus Safety is to educate students, faculty, and staff by sharing timely information on crime and safety.

Proactive crime prevention participation by all Pratt community members will help to ensure everyone's safety. The Department of Campus Safety asks that you help us to enhance the safety of our environment by doing the following:

- Lock dorm, residence hall doors, and offices when you leave.
- Secure valuables and mobile devices when they are out of your sight.
- Be cautious of those you have just met.
- Report suspicious activity or behavior as soon as possible:  
**Pratt Department of Campus Safety at Brooklyn Campus 718.636.3540**  
**Pratt Department of Campus Safety at Manhattan Campus 212.647.7776**  
**For local police, call 911 or 9-911 if calling from an Institute phone.**  
**Download the Pratt Safe App to report a crime tip at [Pratt Safe App](#).**
- When going out at night, travel with friends. There is safety in numbers.
- Don't leave friends behind when you leave a party or a nightclub.
- Take public transportation to destinations off campus or car service.
- Card access readers protect many doors on campus. They should not be held open or propped open for strangers. Don't let people into residence halls or other campus buildings, unless you know they are members of the Pratt community.
- Don't hesitate to approach any campus safety officer. Get to know how and where to locate Campus Safety if needed, and feel free to share questions or concerns.

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## Crime Prevention Presentations Provided

New Student Orientation to Campus Safety – Orientation to Campus Safety is offered during fall orientation periods and is available throughout the year. The information is designed to provide students with knowledge of general campus safety operations, the various layers of security and safety features employed on campus, how to contact Campus Safety, how to make emergency calls, and what telephone numbers to call when requesting assistance. Also discussed are crime prevention programs, partnerships with local law enforcement, and how to use and access our Pratt Safe App.

Crime Prevention on Campus – Crime Prevention on Campus is a seminar to inform students of the importance of safeguarding their personal property and devices such as laptops, iPhones, other electronic equipment, and bicycles. Students are also provided information on reporting crimes and other suspicious activity to Pratt Campus Safety and NYC emergency agencies. Pratt Department of Campus Safety partners with NYPD 88th Precinct's "Operation ID" program to register students' electronic devices, such as laptops and cell phones, as well as bicycles.

Safety in the City – Safety in the City is a training seminar designed to familiarize students (particularly those unfamiliar with New York City) with standard safety practices to use as they travel in the city and the safety features built into NYC transit systems.

The Department of Campus Safety and the New York City Police Department present crime prevention/safety lectures and hold discussions for the campus community.

Campus Safety team members can also conduct safety workshops throughout the academic year. Students are encouraged to contact their RA or Campus Safety directly for more details and to schedule a safety workshop.

## Emergency Preparedness

### Timely Warnings

In the event a crime is reported, within the Pratt Institute Clery Geography on campus, public property, and non-campus that in the judgement of the director of Pratt campus safety or designee constitutes an ongoing or serious threat, a campus-wide "timely warning" will be issued by the director of Pratt campus safety or their designee, with the approval of the assistant vice president for campus safety and preparedness. Timely Warning notices are typically written and distributed by the director of Pratt campus safety or designee.

Timely Warnings are typically issued for the following Uniform Crime Reporting Program (URC) National Incident Based Reporting System (NIBRS) crime classifications.

- Murder/Non-Negligent Manslaughter.
- A string of Burglaries or Motor Vehicle Thefts that occur in reasonably close proximity to one another.
- Aggravated Assault (cases involving assaults among know parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case-by-case basis to determine if the individual is believed to be an ongoing treat to the larger Pratt Institute community.
- Robbery involving force or violence (cases including pick pocketing and purse snatching will typically not result in the issuance of a Timely Warning Notice, but will be assessed on a case-by case basis).
- Sexual Assault (considered on a case-by-case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the director of Pratt campus safety or designee). In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a "timely" warning notice to the community. All cases of sexual assault, including stranger and non-stranger/acquaintance cases, will be assessed for potential issuance of a Timely Warning Notice.

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- Major Incidents of Arson.
  - Other Clery crimes as determined necessary by the director of Pratt campus safety or designee in their absence.

Timely Warning Notices will be distributed as soon as pertinent Information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

The warning will be issued through the Institute's email alert system to students, faculty, and staff and posted at residence halls and academic buildings when deemed necessary by the director of Pratt campus safety or their designee.

Depending on the particular circumstances of a crime, especially in situations that could pose a serious or continuing threat to the Pratt community, the director of Pratt campus safety or their designee may also post a timely warning notice on the Department of Campus Safety's web page [Security and Safety Alerts](#) to provide the Pratt community with immediate notification.

Anyone with information they believe may require a timely warning to the Pratt community is urged to report the circumstances to the Pratt Department of Campus Safety by phone at **718.636.3540** or in person to our Campus Safety Command Center 24/7, located in the **Engineering Building, Room #108**, or at the Campus Safety booth located at the Main entrance on Willoughby Avenue.

The institution is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

## Emergency Notifications

Pratt Institute has developed a process to notify the campus community in cases of emergency. While it is impossible to predict every significant emergency or dangerous situation that may occur on campus, the following identified situations are examples which may warrant an emergency (immediate) notification after confirmation: armed/hostile intruder, bomb/explosives threat; communicable disease outbreak; severe weather; terrorist incident; civil unrest; natural disaster, hazardous materials incident and structural fire.

Individuals can report emergencies occurring at Pratt Institute by calling Pratt Department of Campus Safety Command Center at 718.636.3540.

After receiving confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, and staff, the director of Pratt campus safety or their designee will immediately notify all community members via emergency text message and email using the Pratt emergency mass notification system. Follow-up notifications will be sent to community members via the emergency mass notification system once updates become available.

The director of Pratt campus safety or their designee is responsible for determining the contents of the message and for initiating the notification system. If the director of Pratt campus safety or designee, in conjunction with other institute administrators, local responders, and Public Officials, confirms that there is an emergency or dangerous situation that poses an immediate threat to the well-being of the Pratt Institute community, the Department of Pratt Campus Safety and Communications may collaborate to determine the content of the message and use the emergency mass notification system. Immediate notice may be delayed if it is determined that immediate notification could compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

Pratt Institute will without delay and taking into account the safety of the community, determine the content of the notification and initiate the emergency mass notification system, unless issuing a notification will in the judgement of the first responders (including, but no limited to; Pratt Campus Safety, Local Police, and or the Local Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

These methods of notification allow those authorized Pratt officials to alert, inform, and reassure the Pratt community, as well as provide timely instructions concerning a critical incident within moments of determining

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the specifics of the situation. The emergency mass notification system is tested twice annually, each semester. All members of the Pratt community are automatically enrolled in Pratt's emergency mass notification system.

If there is an immediate threat to the health or safety of students or employees occurring on campus, an institution must follow its emergency notification procedures. An institution that follows its emergency notification procedures is not required to issue a timely warning based on the same circumstances; however, the institution must provide adequate follow-up information to the campus community as needed.

## **Emergency Preparedness, Response, and Evacuation**

The Institute continually prepares to prevent and mitigate, respond to, and recover from a wide range of hazardous incidents. The Pratt Department of Campus Safety continually updates emergency protocols and plans and includes local emergency responders.

While the Institute and community have little control over some hazards that could negatively impact the campus, (such as a public utility failure, significant weather-related incidents, or public health emergencies) there are preventative measures and actions that can be taken to reduce the impact of such events. Other events, such as fire and medical emergencies, trespassers, and vandalism, are more likely to occur and actions have been taken to prevent and minimize the likelihood of their occurrence.

When responding to emergencies, the Institute has found that it is important to work cooperatively with local first response agencies. As appropriate, coordination and input from local emergency response agencies, including the NYC Office of Emergency Management, FDNY, and NYPD, as well as local hospital/medical staff and mental health professionals, will be sought to develop an appropriate plan of response.

The Pratt Department of Campus Safety, along with the Departments of Health Services, Student Affairs, Residential Life, and Facilities constantly monitor conditions on and off campus for natural and man-made hazards or concerns that may potentially have a negative impact on our community. These departments are prepared to report any safety and security concerns immediately to ensure that measures can be put into place to mitigate and respond to an incident. In cases of significant emergencies, the director of Pratt campus safety, or in their absence the associate director, will be notified. Based on the information provided about the nature of the incident, all necessary steps will be taken to protect human life and property.

The Institute will communicate important emergency information through a variety of channels, including issuing an emergency alert through text messaging, email, and via Pratt's emergency mass notification system and the Pratt Safe App. If any these systems fail or the Institute deems it appropriate, in person communication may be used to communicate an emergency. Immediate notice may be delayed if it is determined that the immediate notification could compromise efforts to assist victims, negatively impact the incident response, or that it would otherwise mitigate the emergency efforts. If the need exists to disseminate information about a significant campus emergency to the larger community, the NYPD, NYC Office of Emergency Management, or the appropriate first response agency will be alerted by the Institute. The persons responsible for initiating these alerts are:

**Joseph Della Monica - Director**  
**Department of Campus Safety**  
**Tel: 718.636.3540**  
[jdell376@pratt.edu](mailto:jdell376@pratt.edu)

**Peter Hernandez**  
**Associate Director of Public Safety**  
**Department of Campus Safety**  
**Tel: 718.636.3540**  
[pherna80@pratt.edu](mailto:pherna80@pratt.edu)

This emergency notification requirement does not replace the timely warning requirements of the Clery Act. While timely warnings apply to Clery reportable crimes, emergency notification requirements address a wider

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range of threats and hazards (i.e., gas leaks, tornadoes, hurricanes, contagious viruses or pathogens, etc.).

Pratt Institute conducts emergency evacuation drills, which are described and documented once every academic semester. Evacuation plans are posted in all buildings and residential halls.

## Missing Persons Student Policy and Procedures

### Definition of a Missing Student

Missing student means any student of Pratt Institute subject to the provisions of Section 355(17) of the New York State Education Law and the Jeanne Clery Act, who resides in a facility owned or operated by the Pratt Institute who is reported to the Institute as missing from his or her residence.

Pratt Institute requires all new students to enter, at a minimum, a name and phone number of a person they want to be notified in case of an emergency. This process begins during the spring new student housing application process. After the first week of classes, all continuing students (and any new students who failed to comply with providing emergency contacts in the spring) are contacted and advised to enter an emergency contact into the housing database system, which is accessible to only authorized campus officials and law enforcement officers in the furtherance of a missing person's investigation.

Pratt students are advised that even if they have not registered a contact person, local law enforcement will be notified within 24 hours that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing. Students are advised if under the age of 18 and not emancipated the student's parent or guardian will also be notified, in addition to notifying any additional contact person designated by the student.

### Response and Investigation

If a member of Pratt Institute has reason to believe that a student has been missing for 24 hours, a report should be made immediately to the Department of Campus Safety by calling **718.636.3540**, Office of Student Affairs by calling **718.399.4546**, Office of Residential Life, by calling **718.399.4555**, Health Services by calling **718.399.4542**, and Counseling Services by calling **718.687.5356**. Suspected missing students should be reported immediately to the Pratt Institute Department of Campus Safety. All possible efforts will be made to locate the student to determine their state of health and well-being through the collaboration of the Department of Campus Safety and the Office of Student Affairs. If the student is an on-campus resident, the Department of Campus Safety will secure authorization to make a welfare entry into the student's dorm room. If a student resides off campus and is reported missing, the Department of Campus Safety will enlist the aid of the local police agency having jurisdiction. Concurrently, Institute officials will endeavor to determine the student's whereabouts through contact with friends, associates, and/or employers of the student. Whether or not the student has been attending classes, labs, functions, and scheduled organizational or academic meetings, or appearing for scheduled work shifts will be established.

If located, verification of the student's state of health and intentions of returning to campus will be made. When and where appropriate, a referral will be made to Health Services, Counseling Services, and Student Affairs.

If not located, notification will be made to the missing person contact no later than 24 hours after the determination that the student is missing for 24 hours.

If the student is an off-campus resident, appropriate family members or associates are encouraged to make an official missing person's report to the law enforcement agency with jurisdiction. If a student is under 18 years of age, and not an emancipated individual, the Institute will contact the custodial parent or legal guardian of the student, and any other designated contact person within 24 hours. Regardless of whether the student has identified a contact person, is above, or is an emancipated minor, Pratt Institute will inform the local Police or the local law enforcement with jurisdiction that the student is missing within 24 hours.

The Institute will cooperate, aid, and assist the primary investigative agency in all ways prescribed by law.





## The Jeanne Clery Act



CLERY ACT &  
CRIME REPORTING

### The Jeanne Clery Act Introduction

The Student Right to Know and Campus Security Act of 1990, later renamed “The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act,” was enacted by Congress and signed into law in November of 1990. In 1992, and again in 2002, Congress significantly amended the law, expanding the reporting criteria.

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). Among other provisions, this law amended section 85(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Clery Act. These statutory changes require institutions to compile statistics for certain crimes that are reported to campus security authorities or local police agencies including incidents of sexual violence, domestic violence, dating violence, and stalking. Additionally, as of October 2015, institutions are required to include policies, procedures, and programs pertaining to these crimes in their annual security reports.

### Annual Disclosure of Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses. In order to comply with the provisions of “The Jeanne Clery Act,” reports from

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the Institute's community, which includes the Departments of Campus Safety, Residential Life, Office of Student Conduct, Title IX Office, Athletics, Human Resources, Division of Student Affairs, Office of International Affairs, and local law enforcement agencies are compiled and published annually by Pratt Institute Department of Campus Safety. As campus safety professionals tasked with the maintenance of a safe and secure educational environment, it is our responsibility to provide an accurate and comprehensive report regarding the campus safety and security environment, which includes the incidence of crime.

## Annual Report

This report has been prepared by Pratt Institute's Department of Campus Safety in partnership with Institute professionals from Title IX Office, Legal Affairs, Risk Management, the Division of Student Affairs, including the Office of Student Conduct and Residential Life. Pratt Campus Safety meets throughout the year to discuss security and safety issues and review existing policies. In addition, Pratt Campus Safety meets regularly with local police officials to discuss safety in the area and the crime statistics included in this report.

This report summarizes safety and security policies in effect at Pratt Institute. It also highlights crime reporting procedures, crime prevention programs, and other services available to the campus community. Crime statistics for 2021, 2022, and 2023 calendar years are provided as well as information regarding the number of arrests made for certain designated criminal offenses during these periods of time. It should be noted that the crime statistics included in this publication are organized by locations that are identified as either owned or leased property to Pratt Institute, or where an agreement or memorandum of understanding is in place as defined by the Clery Act.

## Crime Statistics Reporting

Statistics for this report are collected from a variety of sources, including 1. Daily incidents reported to Pratt Campus Safety, including those made anonymously, regardless of whether there has been an adjudication of the matter; 2. Incidents reported to designated campus security authorities, including those made anonymously, regardless of whether there has been an adjudication of the matter; and 3. Crime information gathered from local law enforcement authorities. The statistics include incidents involving non-student, non-faculty, and non-staff individuals occurring on campus, in residential facilities, as well as non-campus buildings and public properties.

## Clery Act Geography Definitions

The Pratt Department of Campus Safety discloses statistics for reported Clery Act crimes that occur within the Institute's Clery geography. Clery Act Geography includes all buildings or property that meet the definition of on-campus or non-campus buildings, and public property or property as defined below:

### On-Campus

- Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and
- Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as food or other retail vendors).
- **On-Campus Residence Halls Are a Subset of On-Campus Geography**; residence halls are located within the on-campus property.

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## Non-Campus

- Property owned or controlled by an officially recognized student organization; property owned or controlled by the University that is used in direct support of, or in relation to, the University's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the University.

## Public Property

- All public property within the campus (as defined above) or immediately adjacent to and accessible from the campus.

## Legal Requirements of the Campus Security Act

The Campus Security Act requires colleges and universities to:

Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.

Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other Institute officials who have "significant responsibility for student and campus activities.

Provide "timely warning" notices of those crimes that have occurred and pose an ongoing threat to students and employees.

Disclose in a public crime log any crime that occurred on campus or within the patrol jurisdiction of the campus police or the Campus Safety Department and is reported to the campus police or the Campus Safety Department.

The Pratt Department of Campus Safety is responsible for preparing and distributing the annual security report. Information is compiled through a cooperative effort with other campus departments including Student Affairs, Title IX Office, Athletics, Residential Life, and external agencies such as the New York City Police Department and other local law enforcement agencies. We encourage members of the Pratt community to use this report as a guide for safe practices on and off campus.

## Daily Crime Log

In compliance with the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act, Pratt Institute's Department of Campus Safety maintains a Daily Campus Crime Log. Clery Act crimes reported to non-campus safety Campus Security Authorities (CSAs) must be promptly reported to Campus Safety for inclusion in the Daily Crime Log.

Crime log case numbers do not run sequentially. Only case numbers generated for criminal activity are listed in the crime log. Crimes are listed in chronological order. The most recent crimes are at the bottom of the list. The five areas of information typically covered in the crime log are as follows: Nature/Classification, Date/Time Reported, Date/Time Occurred, Location and Disposition. The crime must be placed into the Daily Crime Log within two business days after the crime has been reported.

A hard copy of the Daily Crime Log is available for public inspection at the Pratt Department of Campus Safety Administrative Office, located in Chapel Hall, Room #003 & 005. This log may be viewed Monday through Friday during normal business hours.

If you have any questions or concerns regarding the Jeanne Clery Act or the Daily Campus Crime Log, contact the **Campus Safety Command Center at 718.636.3540** or send an email to [publicsafety@pratt.edu](mailto:publicsafety@pratt.edu).

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## How to Obtain a Copy and View the Annual Report

You may obtain a printed copy of Pratt's Annual Security Report in person on the Brooklyn campus at the Pratt Institute Department of Campus Safety, located in Chapel Hall, Room #003 & 005, during normal business hours. You may request to have a copy of the report mailed to you by contacting the Pratt Department of Campus Safety at 718.636.3540 or by email at [publicsafety@pratt.edu](mailto:publicsafety@pratt.edu). You can also download a PDF version of the report from the Pratt Department of Campus Safety's web page: [Pratt's Annual Security & Fire Safety Report](#).

## Crime Reporting Policy

Pratt Institute encourages accurate and prompt reporting of all crimes to the Pratt Department of Campus Safety and the appropriate law enforcement agencies when the victim of a crime elects to do so or is able to make such a report. This is the most effective way to ensure the safety and well-being of the campus community. If this is not possible for some reason, community members may report criminal activity to any one of the following Campus Security Authorities (CSAs): Athletics, Student Affairs, Residential Life, Health Services, Title IX, or to any faculty or staff member who the student is comfortable talking to about the crime. The Pratt Department of Campus Safety will investigate every crime and request assistance from state and local law enforcement agencies as needed.

## Crime Reporting Policy Regarding Sexual Assault

**In the area of sexual assault, all faculty and staff are strongly encouraged to assist the victim with reporting to the Office of Institutional Equity and Title IX and accessing support services through Health and Counseling Services, even if there is not a report filed with the Department of Campus Safety or local police. It is highly recommended that the victim complete and submit the [Title IX, Nondiscrimination and Anti-Harassment Disclosure Form](#). All Institute employees, with the exception of designated confidential employees, must report incidents of sexual assault (including dating violence, domestic violence, stalking, and other forms of unlawful discrimination and harassment) to the Office of Institutional Equity and Title IX.**

## Confidential Crime Reporting

Confidential crime reporting is an essential, if not a preferred, method of reporting. The primary point of contact for reporting on-campus crime should be the Department of Campus Safety. If you are the victim of a crime and do not want to pursue action within the Institute system or the criminal justice system, you may still want to consider making a confidential report. If you choose to file a confidential report through the Pratt Department of Campus Safety, with your permission, the director of Pratt Campus Safety or their designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the Institute can keep an accurate record of the number of incidents involving students, employees, and visitors; determine if and where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to a potential danger. Reports filed in this manner are counted and disclosed in the Institute's annual crime statistics report. It is the policy of the Institute to encourage the reporting of crimes even if the victim does not wish to file a formal complaint.

Campus "**Pastoral Counselors**" and "**Professional Counselors**" when acting as such are not considered to be a campus security authority for Clery Act purposes and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the professional counselors at Pratt Institute are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedure to report crimes on a voluntary confidential basis.

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**Pastoral Counselor:** An employee of an institution, who is associated with a religious order or denomination, recognized by the religious order of denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

**Professional Counselor:** An employee of the institution whose official responsibilities include providing psychological counseling to members of the institution's community, and who is functioning within the scope of their license or certification.

## How to Report an Incident

Students, faculty, staff, and guests of Pratt Institute are asked to report emergencies and suspicious or criminal activity to the Pratt Department of Campus Safety. To report an incident, for immediate assistance call the Pratt Campus Safety Command Center 24/7 at 718.636.3540. An email can be sent to [publicsafety@pratt.edu](mailto:publicsafety@pratt.edu) or via the *Pratt Safe App* ([Pratt Safe App](#)) to report a crime tip.

Victims of, or witnesses to, any criminal activity may report an incident by calling the Pratt Department of Campus Safety at **718.636.3540**. If you are off campus and have an emergency, Police/Fire/EMS can be accessed by dialing **911** from any on-campus landline or cellular telephone. We strongly encourage adherence to all local, state, and federal laws and Pratt Institute's rules and code of conduct.

## Campus Security Authorities

While Pratt prefers that campus community members promptly report all crimes and other emergencies directly to the Pratt Department of Campus Safety by calling **718.636.3540**, we also recognize that some may prefer to report to other individuals or offices within the Institute. The Clery Act recognizes certain Pratt officials and offices as "Campus Security Authorities" (CSAs). The Act defines these individuals as *"an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution."* Examples of CSAs within the Institute are director of human resources, director of residential life and Res-Life personnel, student resident assistants or graduate assistants, director of athletics and athletics coaches, director of student life, director of the learning/access center, director of the office of international affairs, director of study abroad and international partnerships, vice president for student affairs, Title IX coordinator, academic advisers, Office of Student Conduct, director of health services, as well as faculty advisers to student groups.

The director of Pratt campus safety or their designee will review all crimes reported for the necessity of a timely warning. All reported crimes are recorded in a daily crime log, and this data is reflected in the annual statistical disclosure.

## What Happens After an Incident Report Is Filed

When reports are received by the Pratt Department of Campus Safety or by a Campus Security Authority (CSA), the following actions are taken: Community members are referred to the appropriate offices or agencies on and off campus, including law enforcement, Counseling Services, Health Services, the Title IX coordinator (for sexual offenses, relationship violence, and stalking), and the Office of Student Conduct. Incident reports concerning students are promptly sent to Student Affairs, the Office of Student Conduct, Residential Life, Health Services, Counseling Services, and the vice president or their designee for Student Affairs. Incident reports concerning staff and faculty are sent to appropriate administrative or academic departments for review and follow-up, as appropriate.

Additional information obtained via the investigation will also be forward to Student Conduct, the Office of Student Affairs. If assistance is required from the Local Police Department or the Local Fire Department, Pratt Institute Department of Campus Safety will contact the appropriate agency. If a sexual assault or rape should occur, Pratt Campus Safety, and other staff on the scene will offer the victim a wide variety of support services.

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## Federal Bureau of Investigation Uniform Crime Reporting and National Incident-Based Reporting System Crime Definitions

The following definitions are used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations, and liquor law violations are excerpted from the Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

### Crime Definitions from the Summary Reporting System (SRS) Uniform Crime Reporting Handbook

- **Arson** – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Criminal Homicide-Manslaughter by Negligence** – The killing of another person through gross negligence.
- **Criminal Homicide-Murder and Non-Negligent Manslaughter** – The willful (non-negligent) killing of one human being by another.
- **Rape** – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Robbery** – The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault** – An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed).
- **Burglary** – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft** – The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned including joyriding).
- **Weapon Law Violations** – The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; possessing deadly weapons; and all attempts to commit any of the aforementioned.
- **Drug Abuse Violations** – Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of controlled substances. The relevant substances include opium and its derivatives (morphine, heroin, codeine); cocaine, marijuana; synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations** – The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places;

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bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

## **Sex Offenses Definitions from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program**

- **Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary mental incapacity.
- **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – Sexual Intercourse with a person who is under the statutory age of consent.



# Pratt Brooklyn Campus

## Pratt Institute Historic District

Pratt Institute is situated on an enclosed landscaped 25-acre campus located in Clinton Hill, Brooklyn, with historic buildings, a library, and an athletic center. As a residential campus, it offers several kinds of housing options, including traditional dorms, apartments, and townhouses. There are four entrances to the campus, Hall Street is open from 8 a.m. to midnight, Willoughby Avenue is open 24/7, and Ryerson Walk, which closes in the evening hours. The Main gate and Emerson gate, located on Willoughby Avenue, provides access for both pedestrians and vehicles and is staffed by Campus Safety 24 hours a day. The Hall Street entrance is convenient for commuters using mass transit and pedestrian traffic. The contemporary sculpture park on campus is open to visitors during the day.

In 2016, Pratt acquired the entire 7th floor of the Pfizer building, located at 630 Flushing Avenue in Brooklyn, one mile from the main campus, to serve as a studio space for the Master of Fine Arts (MFA) program. This location also houses several fine arts shops for metal and wood working.

Pratt Institute and the Brooklyn Navy Yard Development Corporation (BNYDC) are partnering on the Research Yard, a new advanced research and learning facility. The Research Yard will expand on the Institute's ongoing relationship with the historic shipyard that is now a dynamic hub for technology, design, manufacturing, and interdisciplinary innovation in New York. The 27,000-square-foot Research Yard was designed by architecture firm Smith-Miller + Hawkinson LLP. The open-plan facility includes fabrication labs as well as research areas that include robotics, information visualization, sustainability, community development, environmental sensing, design incubation, and digital archaeology.

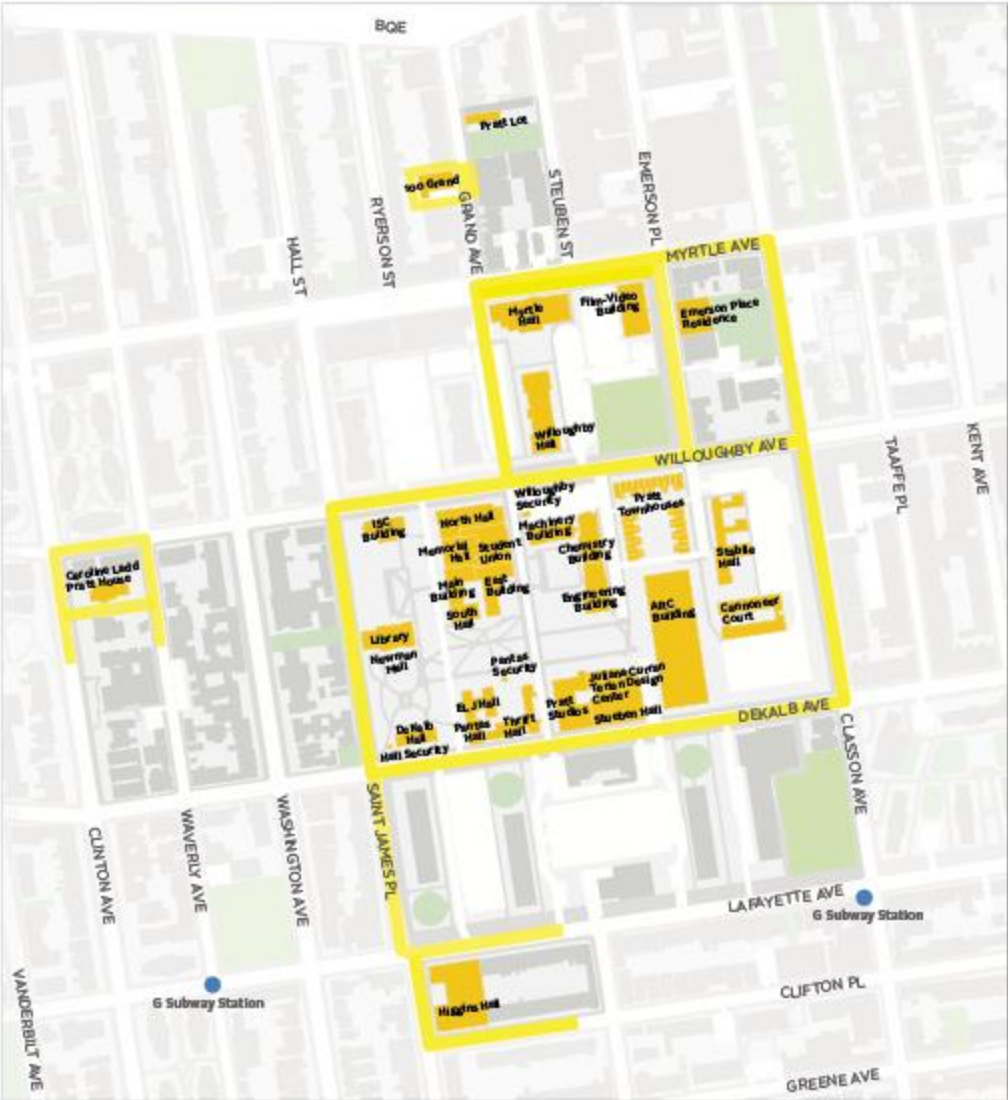
Pratt's Brooklyn campus is located a few blocks south of the Brooklyn Navy Yard, which sits on the banks of the East River and holds more than 500 businesses. The Research Yard is in the Navy Yard's located at 63



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Flushing Avenue, building 3, an 11-story warehouse constructed in 1918 that already houses tenants such as Honeybee Robotics, an engineering company that has worked on Mars missions, as well as the Brooklyn Grange, which has a rooftop farm that grows produce and collects stormwater. Pratt and its partners are enriching this vibrant environment by transforming a traditional warehouse and fulfillment center into a 21st-century industry-education research model supporting the creative economy. Pratt launched the Research Yard space on the 7th floor of building 3 in March 2023.

# Brooklyn Campus Clery Geography Map



**Pratt Institute  
Main Campus  
Clery Geography Map**  
200 Willoughby Street, Brooklyn

- Pratt Building
- Clery Crime Reportable Street
- Subway Station

Brooklyn Campus  
**Crimes Reported to Pratt's  
 Department of Campus Safety**

Three-Year Comparison

Offense Type	Year	On-Campus	Residential Facilities	Non-Campus	Public Property
<b>Murder &amp; Non-Negligent Manslaughter</b>	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
<b>Manslaughter by Negligence</b>	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
<b>Rape</b>	2021	1	1	0	0
	2022	2	2	0	0
	2023	4	3	0	0
<b>Fondling</b>	2021	0	0	0	0
	2022	1	1	0	2
	2023	7	3	0	1
<b>Incest</b>	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
<b>Statutory Rape</b>	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
<b>Robbery</b>	2021	0	0	0	2
	2022	0	0	0	0
	2023	0	0	0	1
<b>Aggravated Assault</b>	2021	1	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
<b>Burglary</b>	2021	0	0	0	0
	2022	0	0	0	0
	2023	3	0	0	0
<b>Motor Vehicle Theft</b>	2021	0	0	0	1
	2022	0	0	0	0
	2023	0	0	0	0
<b>Arson</b>	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

**Brooklyn Campus**  
**Number of Arrests**  
**for Selected Offenses**

Three-Year Comparison

Offense Type	Year	On-Campus	Residential Facilities	Non-Campus	Public Property
Liquor Law Violations*	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Drug Law Violations	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Weapons Law Violations	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

**Brooklyn Campus**  
**Number of Referrals**  
**for Selected Offenses**

Three-Year Comparison  
 (Does not include incidents that involve arrest)

Offense Type	Year	On-Campus	Residential Facilities	Non-Campus	Public Property
Liquor Law Violations*	2021	12	12	0	0
	2022	14	14	0	0
	2023	25	25	0	0
Drug Law Violations	2021	4	4	0	0
	2022	4	4	0	0
	2023	9	9	0	0
Weapons Law Violations	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0

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# Pratt Manhattan Campus

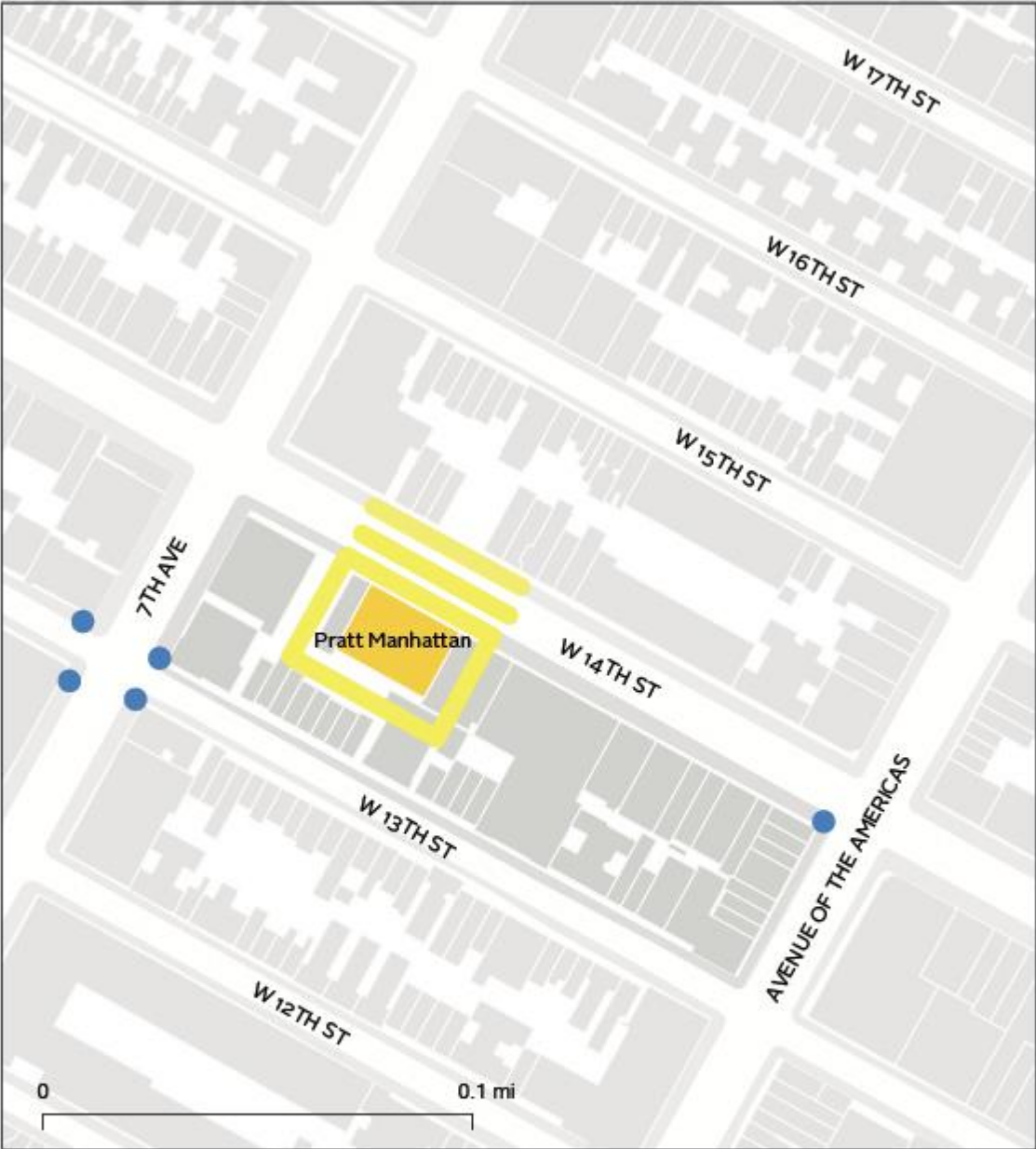


## Pratt Manhattan Campus Introduction


The Manhattan campus is located at 144 West 14th Street, between 6th and 7th Avenues. This location is home to Pratt's Associate Degree Programs in Graphic Design, Illustration, and Digital Design and Interactive Media; an undergraduate program in Construction Management; and several of Pratt's graduate programs, including those offered within the School of Information, Historic Preservation, Facilities Management and Design Management, and Arts and Cultural Management.

The seven-story building houses classrooms, faculty offices, gallery space, a library, computer lab, student support services, a micro mart, and a student lounge.

Manhattan Campus  
**Clery Geography Map**



**Pratt Institute  
Manhattan Campus  
Clery Geography Map**  
144 West 14th Street, Manhattan

-  Pratt Building
-  Clery Crime Reportable Street
-  Subway Station

Manhattan Campus  
**Crimes Reported to Pratt's  
 Department of Campus Safety**

Three-Year Comparison

Offense Type	Year	On-Campus	Public Property
<b>Murder &amp; Non-Negligent Manslaughter</b>	2021	0	0
	2022	0	0
	2023	0	0
<b>Manslaughter by Negligence</b>	2021	0	0
	2022	0	0
	2023	0	0
<b>Rape</b>	2021	0	0
	2022	0	0
	2023	0	0
<b>Fondling</b>	2021	0	0
	2022	0	0
	2023	0	0
<b>Incest</b>	2021	0	0
	2022	0	0
	2023	0	0
<b>Statutory Rape</b>	2021	0	0
	2022	0	0
	2023	0	0
<b>Robbery</b>	2021	0	0
	2022	0	0
	2023	0	0
<b>Aggravated Assault</b>	2021	0	0
	2022	0	0
	2023	0	1
<b>Burglary</b>	2021	0	0
	2022	0	0
	2023	0	4
<b>Motor Vehicle Theft</b>	2021	0	0
	2022	0	0
	2023	0	0
<b>Arson</b>	2021	0	0
	2022	0	0
	2023	0	0

**Manhattan Campus**  
**Number of Arrests**  
**for Selected Offenses**

Three-Year Comparison

Offense Type	Year	On-Campus	Public Property
Liquor Law Violations	2021	0	0
	2022	0	0
	2023	0	0
Drug Law Violations	2021	0	0
	2022	0	0
	2023	0	0
Weapons Law Violations	2021	0	0
	2022	0	0
	2023	0	0

**Manhattan Campus**  
**Number of Referrals**  
**for Selected Offenses**

Three-Year Comparison  
 (Does not include incidents that involve arrest)

Offense Type	Year	On-Campus	Public Property
Liquor Law Violations	2021	0	0
	2022	0	0
	2023	0	0
Drug Law Violations	2021	0	0
	2022	0	0
	2023	0	0
Weapons Law Violations	2021	0	0
	2022	0	0
	2023	0	0



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# Pratt Rome Program Campus



## Pratt Rome Program Campus Introduction

This program gives fourth-year undergraduate architecture students the opportunity to live and study in Rome during the spring semester. The 18-credit curricular structure consists of seven core credits in architectural design and urban studies.

The Summer Program in Rome gives students in architecture and related design fields, as well as art history, an opportunity to study an extraordinary multimedia range of architecture, painting, and sculpture from the most ancient to the most recent times in Rome, Florence, Mantua, Vicenza, and Venice.

Pratt Institute's students who wish to participate in the study abroad program must complete the following traveler safety steps *before* their trip abroad:

- **Complete and submit an application in the Terra Dotta system.**
- **Register their itinerary with Alert Traveler.**
- **Purchase GeoBlue study abroad health insurance through Pratt.**
- **Participate in a pre-departure orientation at the end of the semester before their trip abroad.**

For additional information, visit Pratt's Rome study abroad program web page:  
<https://www.pratt.edu/resources/study-abroad-summer-program-rome/>

Rome Program Campus  
**Clery Geography Map**



**Pratt Institute  
Rome Campus  
Clery Geography Map**

Piazza di Sant'Apollonia, 3,  
00153 Roma RM, Italy

-  Pratt Building
-  Clery Crime Reportable Street

Rome Program Campus  
**Crimes Reported to Pratt's  
 Department of Campus Safety**

Three-Year Comparison

Offense Type	Year	On-Campus	Public Property
<b>Murder &amp; Non-Negligent Manslaughter</b>	2021	0	0
	2022	0	0
	2023	0	0
<b>Manslaughter by Negligence</b>	2021	0	0
	2022	0	0
	2023	0	0
<b>Rape</b>	2021	0	0
	2022	0	0
	2023	0	0
<b>Fondling</b>	2021	0	0
	2022	0	0
	2023	0	0
<b>Incest</b>	2021	0	0
	2022	0	0
	2022	0	0
<b>Statutory Rape</b>	2021	0	0
	2022	0	0
	2023	0	0
<b>Robbery</b>	2021	0	0
	2022	0	0
	2023	0	0
<b>Aggravated Assault</b>	2021	0	0
	2022	0	0
	2023	0	0
<b>Burglary</b>	2021	0	0
	2022	0	0
	2023	0	0
<b>Motor Vehicle Theft</b>	2021	0	0
	2022	0	0
	2023	0	0
<b>Arson</b>	2021	0	0
	2022	0	0
	2023	0	0

Rome Program Campus  
**Number of Arrests  
 for Selected Offenses**

Three-Year Comparison

Offense Type	Year	On-Campus	Public Property
Liquor Law Violations	2021	0	0
	2022	0	0
	2023	0	0
Drug Law Violations	2021	0	0
	2022	0	0
	2023	0	0
Weapons Law Violations	2021	0	0
	2022	0	0
	2023	0	0

Rome Program Campus  
**Number of Referrals  
 for Selected Offenses**

Three-Year Comparison  
 (Does not include incidents that involve arrest)

Offense Type	Year	On-Campus	Public Property
Liquor Law Violations	2021	0	0
	2022	0	0
	2023	0	0
Drug Law Violations	2021	0	0
	2022	0	0
	2023	0	0
Weapons Law Violations	2021	0	0
	2022	0	0
	2023	0	0

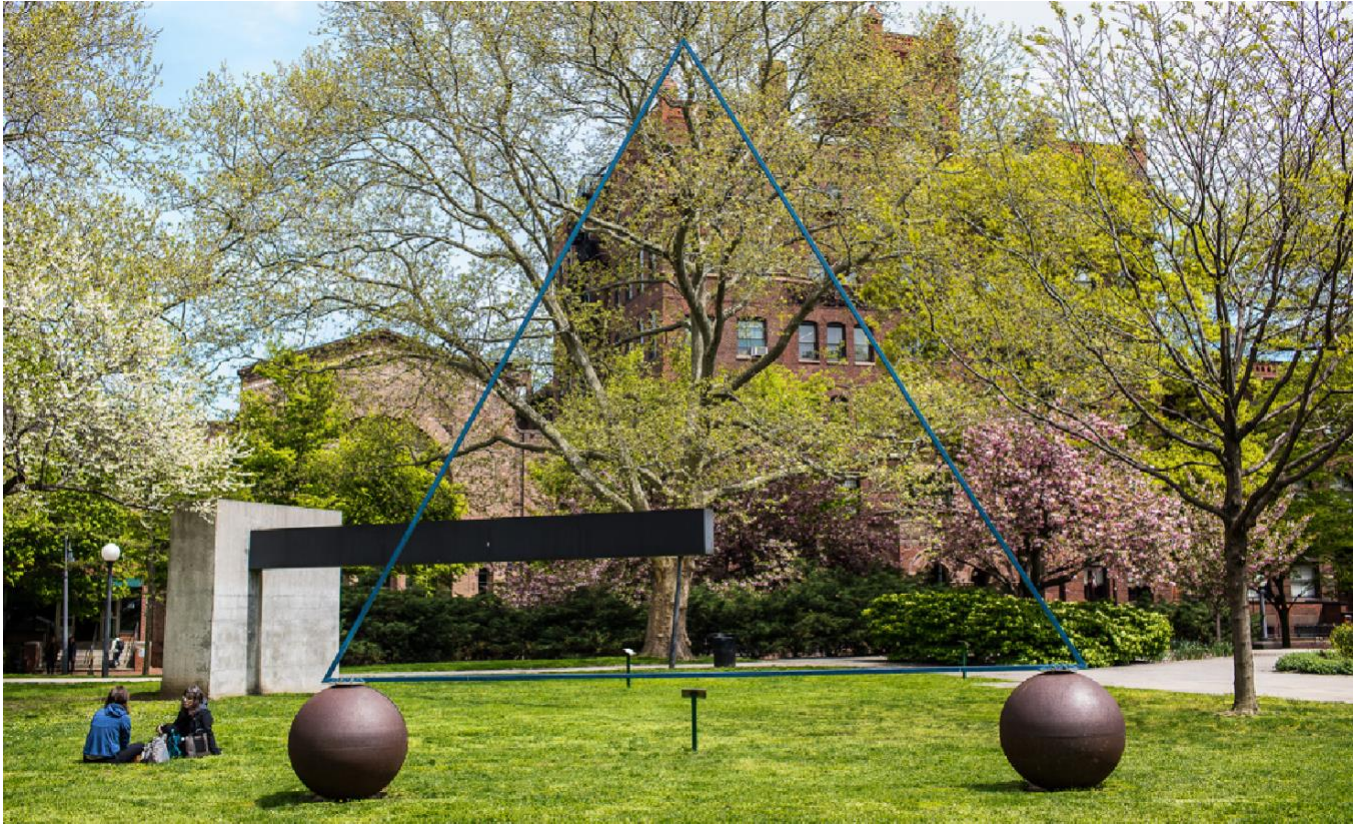
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# Pratt Munson College of Art and Design



Pratt also offers classes in Utica, New York, at the Munson-Williams-Proctor Arts Institute, referred to as Pratt Munson College of Art and Design. Students have the option to complete their first two years of study at Pratt Munson College of Art and Design and finish their bachelor of fine arts (BFA) degree at Pratt's Brooklyn campus.

Pratt Munson College of Art and Design has a world-class museum, extensive academic facilities, and programs in Graphic Design, Illustration, Fine Arts, Art Education, Photography, and Interior Design. *Information regarding safety and security at Pratt Munson College of Art and Design can be found at <https://www.prattmunson.edu/health-safety>*



## The Violence Against Women Act

On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act. Included in the bill was the Campus Sexual Violence Elimination Act (Campus SaVE), which amends the Clery Act and affords additional rights to campus victims of sexual violence, dating violence, domestic violence, and stalking.

The Violence Against Women Act (VAWA) is a landmark piece of federal legislation that sought to improve the criminal justice and community-based responses to domestic violence, dating violence, sexual assault, and stalking in the United States. The passage of VAWA in 1994, and its reauthorization in 2000, 2005, and again in 2013, has changed the landscape for victims of domestic violence, dating violence, sexual assault, and stalking.

Pratt Institute prohibits the offenses of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the campus community. Pratt addresses this statement of the policy to inform the campus community of the institution's programs to address domestic violence, dating violence, sexual assault, and stalking as well as procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to the Pratt Department of Campus Safety or another Institute official.

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**Every post-secondary institution participating in Title IV financial aid programs is required to:**

- Compile statistics of incidents of sexual assault, domestic violence, dating violence, and stalking that occur within Clery geography and are reported to campus security authorities;
- Include within its Annual Security Report a statement of policy regarding
  - Programs to prevent domestic violence, dating violence, sexual assault, and stalking;
  - The procedures that will be followed once an incident of these crimes has been reported, including a statement of the standard of evidence that will be used during any institutional conduct proceeding arising from the report;

Educational programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking, which shall include primary prevention and awareness programs for incoming students and new employees, as well as ongoing prevention and awareness programs for students and faculty, and includes:

- A statement that the institution prohibits these offenses;
- The definition of domestic violence, dating violence, sexual assault, and stalking in its jurisdiction;
- The definition of consent in reference to sexual activity;
- Safe and positive options for bystander intervention;
- Information on risk reduction to recognize warning signs of abusive behavior;

Possible sanctions on protective measures the institution may impose following a final determination of an institutional disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault, or stalking;

Procedures victims should follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information in writing about:

- Importance of preserving evidence;
- To whom the alleged offense should be reported;
- Options regarding law enforcement and campus authorities, including notification of the victim's option to notify law enforcement (on campus and local police), be assisted by campus authorities in notifying law enforcement if the victim so chooses, the option to decline to notify such authorities, and, where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court;

Procedures for institutional disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, and stalking, which shall include statements that proceedings shall:

- Provide a prompt, fair, and impartial investigation and resolution;
- Be conducted by officials who receive annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
- The accuser and the accused are entitled to the same opportunity to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice;
- Both the accuser and the accused shall be simultaneously informed, in writing, of;
- The outcome of the institutional disciplinary proceeding;
- The institution's procedures for the accused and the victim to appeal the results;
- Any change in the results that occur prior to the time the results become final;

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Information about how the institution will protect the confidentiality of victims;

Written notification of students about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims on-campus and in the community;

Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested by the victim and such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement;

A student or employee who reports to the institution that they have been a victim of one of the aforementioned crimes shall be provided with a written explanation of the student or employee's rights and options.

## Definitions of Dating Violence, Domestic Violence, Sexual Assault, and Stalking

### Dating Violence

Dating violence: violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship;
  - The type of relationship; and
  - The frequency of interaction between the people involved in the relationship.

### Domestic Violence

The term "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 who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, 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.

For the purposes of complying with the requirements for this section (section 668.41), any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

### Sexual Assault

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

**Rape** is defined 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.

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



**Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.

### Stalking

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or the safety of others; or
- Suffer substantial emotional distress.
  - For the purposes of this definition—
    - Course of conduct means two or more acts, including, but not limited to, acts 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.
  - For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

## Brooklyn Campus VAWA Crimes Reporting Table

Three-Year Comparison

Offense Type	Year	On-Campus Property	On-Campus Student Housing Facility	Non-Campus Property	Public Property
Domestic Violence	2021	0	0	0	0
	2022	0	0	0	0
	2023	0	0	0	0
Dating Violence	2021	1	1	0	0
	2022	0	0	0	0
	2023	5	5	0	1
Stalking	2021	0	0	0	1
	2022	5	1	0	0
	2023	2	1	0	0

## Manhattan Campus VAWA Crimes Reporting Table

Three-Year Comparison

Offense Type	Year	On-Campus Property	Public Property
Domestic Violence	2021	0	0
	2022	0	0
	2023	0	0
Dating Violence	2021	0	0
	2022	0	0
	2023	0	0
Stalking	2021	0	0
	2022	1	0
	2023	0	0

## Rome Program Campus VAWA Crimes Reporting Table

Three-Year Comparison

Offense Type	Year	On-Campus Property	Public Property
Domestic Violence	2021	0	0
	2022	0	0
	2023	0	0
Dating Violence	2021	0	0
	2022	0	0
	2023	0	0
Stalking	2021	0	0
	2022	0	0
	2023	0	0



# Pratt Institute's Title IX and Sexual Misconduct Policy

**Responsible Administrator:** Director, Office of Title IX and Nondiscrimination and Title IX Coordinator  
**Responsible Office:** [Office of Title IX and Nondiscrimination](#)  
**Issue Date:** 8/1/2024

## I. Introduction

### A. Purpose of the Policy

This policy is effective August 1, 2024 and identifies and defines conduct prohibited under this policy, the procedures for reporting Title IX concerns, discrimination, harassment and sexual misconduct, and the process that will be used to respond to allegations of Prohibited Conduct.

Pratt Institute (“the Institute” or “Pratt”) will act on all notices of allegations of discrimination, harassment, or retaliation. It will take necessary measures to end conduct that is in violation of this policy, prevent its recurrence, and remedy its effect on individuals and the community. Within any process related to this policy, the Institute provides reasonable accommodations to persons with disabilities and reasonable religious accommodations, when that accommodation is consistent with local, state, and federal law.

Situations involving other conduct that may be in violation of other Institute student or employee conduct policies should be reported to Student Affairs for matters involving students, or Human Resources for matters

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involving faculty or staff. Situations involving other conduct relating to nonaffiliates should be reported to the Campus Safety Department.

## **B. Statement of Nondiscrimination**

Pratt Institute does not discriminate and prohibits discrimination against any individual based on any category protected under applicable federal, state, or local laws.

Accordingly, the Institute does not discriminate, and strictly prohibits unlawful discrimination on the basis race (including traits historically associated with race, such as hair texture and protective hairstyles), color, religion, creed, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), sex stereotypes, sex characteristics, gender, gender identity or expression, sexual orientation, age, physical or mental disability, citizenship, genetic information or predisposing genetic characteristics, marital status, familial status, domestic violence victim status, caregiver status, military status, including past, current, or prospective service in the uniformed services, or any other category or characteristic protected under applicable local, state or federal law.

The Institute will promptly and effectively address any such discrimination of which it has Knowledge/Notice according to the procedures below and any applicable collective bargaining agreement.

At the conclusion of the processes identified in this policy, union represented employees may avail themselves of protections afforded to them by applicable collective bargaining agreements.

## **C. Title IX of the Education Amendments of 1972**

In both practice and policy, Pratt Institute adheres to the requirements of the Americans with Disabilities Act of 1990, as amended 2008 (ADAAA); Sections 504 and 508 of the Rehabilitation Act of 1973, as amended; and all other federal and state laws and regulations prohibiting discrimination on the basis of disability. The Institute is committed to providing individuals with disabilities equal access and opportunity, and strives in its policies and practices to provide for the full participation of individuals with disabilities in all aspects of campus life.

As related to the implementation of this policy, parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point, including making a disclosure or report, and initiating a resolution procedure. Accommodations will be granted if they are appropriate and do not fundamentally alter the process. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the parties, even where the parties may be receiving accommodations in other Institute programs and activities. With the consent of the impacted student or employee, the Title IX Coordinator will work collaboratively with the Learning/Access Center for students and/or Human Resources for employee accommodations to ensure that approved reasonable accommodations (disability-related) are honored as applicable throughout any process related to this policy.

## **D. To Whom the Policy Applies**

This policy applies to the entire Pratt Institute community, including, but not limited to, students, student organizations, faculty, administrators, and staff, whether on or off campus, and third parties such as guests, visitors, volunteers, invitees, and alumni when they are on campus or participating in Institute sponsored activities, including on study abroad programs.

This policy may also pertain to instances in which the conduct occurred outside of the campus or Institute sponsored activity, including online activity, if the Institute determines that the off-campus conduct affects a substantial Institute interest, including access to the educational program or activity, safety and security, compliance with applicable law, and meeting its educational mission. When such incidents are reported to the Institute, it will engage in a variety of means to address and mitigate the effects. These means may

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include use of the Resolution Process to address off-campus or online conduct whose effects contribute to limiting or denying a person access to the Institute's education program or activity.

Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational or employment opportunities and/or benefits of any member of the Institute community on the basis of a protected category is in violation of this policy.

Any respondent who is not an Institute student, faculty member, or staff member is generally considered a third party. The Institute's ability to take appropriate corrective action against a third party may be limited and will depend on the nature of the third party's relationship, if any, to the institution. When appropriate, the Title IX Coordinator will refer such allegations against third-party respondents to the appropriate office.

The status of a party may impact which resources and remedies are available to them, as described in this policy.

Alleged incidents of Prohibited Conduct under this policy occurring on or after the original effective date of this policy will follow the protocols and procedures outlined in this policy. Resolution of reports made under this policy shall follow the protocols and procedure in effect at the time the incident occurred. However, the definitions of Prohibited Conduct in effect at the time of the incident will govern, unless otherwise directed by the Title IX Coordinator.

## E. Academic Freedom and Freedom of Expression

Pratt Institute is dedicated to an uncompromising standard of academic excellence and an unwavering commitment to academic freedom, freedom of inquiry, and freedom of expression in the search for truth. The Board of Trustees reinforced these ideals by passing a resolution on freedom of expression in 1992: "It is resolved that: Pratt Institute supports and upholds freedom of speech and other forms of expression because these freedoms are essential to an educational mission and to ideas, values, and opinion. At the same time, Pratt recognizes that such freedoms exist in the context of law and responsibility by one's actions and, therefore, the exercise of these rights must not deny the same rights of others."

This policy and procedures are not intended to inhibit or restrict free expression or exchange of ideas, abridge academic freedom, or prohibit educational content or discussions inside or outside of the classroom that includes germane but controversial or sensitive subject matters protected by academic freedom.

Members of the Institute's community are free to express their views on any academic subject — regardless of whether those viewpoints are provocative or controversial, however such conduct may not infringe on the rights of others or create a hostile environment. Off-campus speech by employees, whether online or in person, may be regulated by the Institute only when such speech has an impact on their employment with the Institute.

The Title IX Coordinator will take action as needed to restore or preserve a person's access to the Institute's education program or activity, as appropriate and necessary.

## II. Key Definitions

**Advisor:** Each party has the right to choose and consult with an advisor of their choice at their own expense. The advisor may be any person, including a friend, family member, therapist, union representative, or an attorney. The Institute will not limit their choice of advisor. Parties in this process may be accompanied by an advisor of choice to any meeting or proceeding to which they are required or are eligible to attend.

Except where explicitly stated by this policy, advisors shall not participate directly in the process. The Institute will provide the parties equal access to advisors; any restrictions on advisor participation will be applied equally.

The advisor may not represent, advocate, or speak on behalf of a complainant or respondent. An advisor may not disrupt or impede any resolution proceeding.

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A party requiring an accommodation to participate in the process may also be entitled to have an additional person present in addition to their advisor of choice, if necessary for the purpose of providing the accommodation. This additional person and/or advisor may consult with the party that they are assisting at appropriate times, but may not interfere with the investigation or complaint resolution process.

**Affirmative Consent:** A knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance does not in and of itself, demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent may be initially given but withdrawn at any time. Consent cannot be given when a person is incapacitated. Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm. When consent is withdrawn or can no longer be given, sexual activity must stop. Children under 17 years of age cannot legally consent under New York State law to having sex or sexual contact with an adult (i.e., someone who is 17 years of age or older).

**Days:** Any reference to days refers to business days when the Institute is in normal operation.

**Agent of the Institute:** Any person authorized by the Institute to provide an aid, benefit, or service under the Institute's education program or activity.

**Amnesty:** A provision whereby a student who makes a report or assists another in making a report to the Institute or who participates in the resolution of a complaint under this policy will not be subject to the Institute's policy concerning alcohol or drug use for actions that may have occurred at or near the time of the Prohibited Conduct defined within this policy, unless the alcohol or drug-related misconduct threatens the health or safety of another.

**Coercion/Force:** Consent cannot be procured by the use of physical force, compulsion, threats, intimidating behavior, or coercion. Sexual activity accompanied by coercion or force is not consensual.

Coercion refers to unreasonable pressure for sexual activity. When someone makes it clear that they do not want to engage in sexual activity or do not want to go beyond a certain point of sexual interaction, continued pressure beyond that point can be considered coercive. The use of coercion can involve the use of pressure, manipulation, substances, or force. Ignoring objections of another person is a form of coercion.

Force refers to the use of physical violence or imposing on someone physically to engage in sexual contact or intercourse. Force can also include threats, intimidation (implied threats), or coercion used to overcome resistance.

**Complaint:** A complaint means an oral or written request to the Title IX Coordinator that objectively can be understood as a request for the Institute to investigate and make a determination about alleged discrimination under this policy. A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail ([marno58@pratt.edu](mailto:marno58@pratt.edu) or [titleix@pratt.edu](mailto:titleix@pratt.edu)), by using the contact information listed on the Institutional Equity and Title IX website ([www.pratt.edu/administrative-departments/student-affairs/office-of-institutional-equity-title-ix/](http://www.pratt.edu/administrative-departments/student-affairs/office-of-institutional-equity-title-ix/)) or as described in this policy. Individuals who would like more information about filing a complaint are invited to contact the Title IX Coordinator for additional information.

**Complainant:** Any individual who has reported being or is alleged to be impacted by Prohibited Conduct as defined by this policy, and who was participating in an Institute program or activity at the time of the alleged misconduct.

**Confidential Resources:** Any individual identified by the Institute who receives information about conduct prohibited under this policy in their confidential capacity and who are privileged under state law will not report prohibited conduct disclosed to them without written consent. Designation as a confidential resource under this policy only exempts such individuals from disclosure to the Title IX Coordinator. It does not affect other mandatory reporting obligations under state child abuse reporting laws, the Clery Act as a campus security authority, or other laws that require reporting to campus or local law enforcement.

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**Conflict of Interest:** Occurs when an individual's personal interests – family, friendships, financial, or social factors - or professional responsibilities could compromise an individual's judgment, decisions, or actions.

**Decision Maker:** Trained professional designated by the Institute to decide responsibility, sanction, or appeals. A Decision Maker may be one person, or a panel of multiple people as determined by the Institute. When there is no hearing, the Investigator may be appointed as the Decision Maker.

**Disclosure or Report:** A disclosure or report may be made by anyone, whether they learned about conduct potentially constituting discrimination or harassment under this policy, or whether they personally experienced such conduct. A person making a disclosure or report may or may not be seeking to initiate an investigation.

**Education Program or Activity:** The Institute's "education program or activity."

Includes any program or activity in any on-campus facility, property, or building owned or controlled by the Institute.

Includes all campus operations.

Includes off-campus settings that are operated or overseen by the Institute, including, for example, field trips, online classes, and athletic programs; conduct subject to the Institute's disciplinary authority that occurs off-campus; conduct that takes place via the Institute-sponsored electronic devices, computer and internet networks and digital platforms operated by, or used in the operations of, the Institute.

Conduct that occurs outside of the education program or activity may contribute to a hostile environment within the program or activity.

**Finding:** A written conclusion by a preponderance of the evidence, issued by a Decision Maker(s), that the conduct did or did not occur as alleged.

**Final Determination:** A conclusion by the standard of proof that the alleged conduct did or did not violate Policy.

**Hate Crime:** A hate crime is a criminal act involving violence, intimidation, and destruction of property based upon bias and prejudice. As defined by article 485 of the New York Penal Law, a hate crime is when a person commits a specified offense and either:

Intentionally selects the person against whom the offense is committed or intended to be committed in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

Intentionally commits the act or acts constituting the offense in whole or in substantial part because of a belief or perception regarding the race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of a person, regardless of whether the belief or perception is correct.

**Hearing Coordinator:** An individual trained to facilitate the logistics and technology of a hearing. The Hearing Coordinator may be the Title IX Coordinator.

**Incapacitation:** Occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing and informed consent (e.g., to understand the "who, what, when, where, why, and how" of their sexual interaction). Incapacitation is determined through consideration of all relevant indicators of a person's state and is not synonymous with intoxication, impairment, or being under the influence of drugs or alcohol. This policy also covers a person whose incapacity results from temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating drugs, or who are sleeping.

Under this policy, the Institute will consider whether a respondent knew or should have known the complainant to be incapacitated, based on an objective, reasonable person standard that assumes the reasonable person is both sober and exercising sound judgment. The fact that the respondent was unaware of the complainant's incapacity due to the respondent's own drug or alcohol use shall not be considered as an excuse.

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**Knowledge:** When the Institute receives notice of conduct that reasonably may constitute harassment, discrimination, or retaliation in its Education Program or Activity.

**No Contact Order:** A No Contact Order is a document issued by an Institute administrator that is designed to limit or prohibit contact or communications between the parties. A No-Contact Order may be mutual or unilateral, with the exception that a No Contact Order issued as either a sanction or remedy shall be unilateral, directing that the respondent does not contact the complainant.

**Notice:** When an employee, student, or third party informs the Title IX Coordinator of the alleged occurrence of discriminatory, harassing, and/or retaliatory conduct or the Title IX Coordinator becomes aware through other means.

**Official Communication:** Communication between the Institute and parties, witnesses, or other individuals relevant to this policy. All official communications under this policy are written and sent to the student or employee's assigned Pratt Institute email address or delivered via Certified Mail to the local or permanent address(es) of the parties as indicated in official Institute records, or personally delivered to the intended recipient. Official communication includes, but is not limited to all notices of allegation, investigation, or hearing; procedural correspondence; supportive measures; and determination letters.

**Party/Parties:** Referring to complainant(s), respondent(s), or both/all complainant(s) and respondent(s).

**Remedies:** Remedies means measures provided, as appropriate, to a complainant or any other person the Institute identifies as having had their equal access to the [Institution]'s education program or activity limited or denied by discrimination or other prohibited conduct covered by this policy. These measures are provided to restore or preserve that person's access to the education program or activity after the Institute determines that discrimination occurred. Only the complainant will be informed of any remedies pertaining to them, except when doing so impairs the ability of the Institute to provide the remedy. Some examples are academic support and/or opportunity to retake a class or resubmit work or time extensions on course or degree completion, or non-academic support such as counseling, or changes to work assignments or locations. The Title IX Coordinator is responsible for implementation of remedies.

**Respondent:** An individual, or group of individuals such as a student organization, who has been reported to be the perpetrator of conduct that could constitute Prohibited Conduct under this policy; or retaliation for engaging in a protected activity.

**Sanction:** A consequence imposed on a respondent who is found to have violated this Policy.

**Sex:** Sex assigned at birth, sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

**Student:** Any person who has (or will have) attained student status by way of:

1. Admission, housing, or other service that requires student status.
2. Registration for one or more credit hours.
3. Enrollment in any non-credit, certificate or other program offered by the Institute.

**Supportive Measures:** Supportive measures are non-disciplinary and non-punitive individualized services provided by the Institute, free of charge, to the complainant or respondent to restore or preserve equal access to the Institute's education program or activity, protect the safety of the parties, or protect the Institute's educational environment without unreasonably burdening either party.

**Title IX Coordinator:** At least one official designated by the Institute to ensure oversight of compliance with Title IX and the Institute's Title IX program. References to the Coordinator throughout the Policy may also encompass a designee of the Title IX Coordinator for specific tasks.



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## III. Prohibited Conduct

This policy prohibits the following conduct defined below. The acts referenced below shall also be referred to as Prohibited Conduct under this policy.

### Discrimination

Discrimination is defined as treating members of a protected category less favorably because of their actual or perceived membership in that category or as having a policy or practice that adversely impacts the members of one protected category more than others.

Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

### Discriminatory Harassment

Discriminatory Harassment is unwelcome non-verbal or physical, verbal, or online conduct where such conduct is based on actual or perceived membership in a protected category and subjects an individual to inferior terms, conditions, or privileges that unreasonably interfere with an individual's work or academic performance or creates an intimidating, hostile or offensive environment and would have such an effect on a reasonable person. Harassment need not be severe or pervasive and can be any harassing conduct that consists of more than petty slights or trivial inconveniences.

Protected categories include race (including traits historically associated with race, such as hair texture and protective hairstyles), color, religion, creed, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), sex stereotypes, sex characteristics, gender, gender identity or expression, sexual orientation, age, physical or mental disability, citizenship, genetic information or predisposing genetic characteristics, marital status, familial status, domestic violence victim status, caregiver status, military status, including past, current, or prospective service in the uniformed services, or any other category or characteristic protected or any other protected category under applicable local, state or federal law.

### Sex-Based Harassment

- Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. Sex-Based Harassment includes the following:
  - Quid pro quo harassment: An employee, agent, or other person authorized by the Institute to provide an aid, benefit, or service under the Institute's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.
  - Hostile environment harassment: Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the Institute's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
    - The degree to which the conduct affected the complainant's ability to access the Institute's education program or activity;
    - The type, frequency, and duration of the conduct;
    - The parties' ages, roles within the Institute's education program or activity, previous interactions, and other factors about a party that may be relevant to evaluating the effects of the conduct;
    - The location of the conduct and the context in which the conduct occurred; and

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- Other sex-based harassment in the Institute's education program or activity.
  - Sexual assault: an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Specifically, this includes:
    - Rape – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
    - Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
    - Incest – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
    - Statutory Rape – Sexual intercourse with a person who is under the statutory age of consent.
  - Dating violence: Violence committed by a person:
    - Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
    - Where the existence of such a relationship shall be determined based on a consideration of the following factors:
      - The length of the relationship;
      - The type of relationship; and
      - The frequency of interaction between the people involved in the relationship.
      - Emotional and psychological abuse do not constitute violence for the purposes of this definition.
  - Domestic violence: Felony or misdemeanor crimes of violence committed by a person who:
    - Is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the Institution, or a person similarly situated to a spouse of the victim;
    - Is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;
    - Shares a child in common with the victim; or
    - Commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.
    - Emotional and psychological abuse do not constitute violence for the purposes of this definition.
  - Stalking: Engaging in a course of conduct, on the basis of sex, 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.
  - Sexual Coercion: The application of unreasonable pressure, including emotionally or physically manipulative actions or statements, or direct or implied threats, in order to compel the person to engage in sexual activity.
  - Sexual Exploitation is the abuse or exploitation of another person's sexuality without consent, for the perpetrators own advantage or benefit, or for the benefit or advantage of anyone other than the one being exploited. Sexual Exploitation includes, without limitation, causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over that person; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and/or knowingly transmitting a sexually transmitted infection, including HIV, to another person.

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## Prohibited Conduct Specific to New York Sexual Harassment in Employment Situations

In the State of New York, the following definition of sexual harassment will be applied to situations involving employees when the definitions above are not applicable, as determined by the Title IX Coordinator.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful and can be any harassing conduct that consists of more than petty slights or trivial inconveniences. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

New York State workplace sexual harassment can take a variety of forms. Examples include, but are not limited to:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body, or poking another employee's body; or
  - Rape, sexual battery, molestation, or attempts to commit these assaults, which may be considered criminal conduct outside the scope of this policy.
- Unwanted sexual comments, advances, or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion, or other job benefits;
    - This can include sexual advances/pressure placed on a service industry employee by customers or clients, especially those industries where hospitality and tips are essential to the customer/employee relationship;
  - Subtle or obvious pressure for unwelcome sexual activities; or
  - Repeated requests for dates or romantic gestures, including gift-giving.
- Sexually oriented gestures, noises, remarks or jokes, or questions and comments about a person's sexuality, sexual experience, or romantic history which create a hostile work environment. This is not limited to interactions in person. Remarks made over virtual platforms and in messaging apps when employees are working remotely can create a similarly hostile work environment.
- Sex stereotyping, which occurs when someone's conduct or personality traits are judged based on other people's ideas or perceptions about how individuals of a particular sex should act or look:
  - Remarks regarding an employee's gender expression, such as wearing a garment typically associated with a different gender identity; or
  - Asking employees to take on traditionally gendered roles, such as asking a woman to serve meeting refreshments when it is not part of, or appropriate to, her job duties.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials, or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace;

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- This also extends to the virtual or remote workspace and can include having such materials visible in the background of one's home during a virtual meeting.
  - Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, or gender expression, such as:
    - Interfering with, destroying, or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
    - Sabotaging an individual's work;
    - Bullying, yelling, or name-calling;
    - Intentional misuse of an individual's preferred pronouns; or
    - Creating different expectations for individuals based on their perceived identities:
      - Dress codes that place more emphasis on women's attire;
      - Leaving parents/caregivers out of meetings.

## Retaliation

Retaliation is any materially adverse action taken against an individual because they were involved in the disclosure, reporting, investigation, or resolution of a report of Prohibited Conduct. Retaliation includes threats, intimidation, harassment, coercion, discrimination, violence, or any other conduct against any person by the Institute, a student, or an employee or other person authorized by the Institute to provide aid, benefit, or service under the Institute's education program or activity, for the purpose of interfering with any right or privilege secured by this policy or by law, including Title IX or its regulations. Adverse action does not include perceived or petty slights, or trivial annoyances.

The prohibition against retaliation applies to any individuals who participate (or refuse to participate) in any manner in an investigation, proceeding, or hearing, and to any student who refuses to participate in an investigation, proceeding, or hearing.

Retaliation may occur even where there is a finding of "not responsible" under this policy. Good faith actions lawfully pursued in response to a report of Prohibited Conduct are not Retaliation.

Retaliation should be promptly reported to the Title IX Coordinator.

- Retaliation specific to discrimination on the basis of sex and sex-based harassment will be investigated and resolved via the procedures set forth in this policy.
- At the Title IX Coordinator's discretion, retaliation specific to all other forms of Prohibited Conduct may be investigated and resolved via the procedures set forth in this policy or referred to Human Resources or the Student Code of Conduct for investigation and resolution.

## IV. Title IX Coordinator

The Institute is committed to promoting a diverse, equitable, and inclusive working and learning environment free from discrimination and harassment. The Title IX Coordinator is charged with monitoring compliance with Title IX; providing education and training; and coordinating the Institute's response, investigation, and resolution of all reports of Prohibited Conduct under this policy. The Title IX Coordinator acts with independence and authority and oversees all resolutions under this policy free from bias and conflicts of interest. The Title IX Coordinator is available to meet with any individual to discuss this policy or the accompanying procedures and can be contacted at:

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**Michael Arno - Director of Institutional Equity and Title IX, Title IX Coordinator**  
**200 Willoughby Avenue**  
**Brooklyn, NY 11205**  
**718.687.5171**  
[marno58@pratt.edu](mailto:marno58@pratt.edu) or [titleix@pratt.edu](mailto:titleix@pratt.edu)

## **A. Delegation of Duties Under This Policy**

Obligations in this policy assigned to a particular title, such as the Title IX Coordinator, may be designated as appropriate by the Institution, including to external professionals.

## **V. Conflicts of Interest or Bias**

Any individual carrying out any part of this policy shall be free from any actual conflict of interest or demonstrated bias that would impact the handling of a matter.

- Should the Title IX coordinator have a conflict of interest, the Title IX coordinator is to immediately notify the assistant vice president for student affairs/dean of students, who will either take, or reassign, the role of Title IX coordinator for purposes of carrying out the handling and finalization of the matter at issue.
- Should any investigator, decision maker(s), or appeals officer have a conflict of interest, the investigator, decision maker(s), or appeals officer is to notify the Title IX coordinator upon discovery of the conflict so that the Title IX coordinator may reassign the role as appropriate.
- After a Notice of Allegation/Investigation is issued to all parties, any party may object to the participation of the Title IX coordinator or designated Investigator on the grounds of a demonstrated bias or actual conflict of interest. All parties will have three (3) business days from the date of the Notice of Allegation/Investigation to object to the selection of the Investigator or the Title IX coordinator. Objections to the Title IX coordinator are to be made, in writing, to the assistant vice president for student affairs/dean of students. Objections to the appointment of the Investigator are to be made in writing, to the Title IX coordinator. All objections will be considered, and changes made as appropriate. If the objection is substantiated as to either the Title IX coordinator or the investigator, that individual shall be replaced. Any change will be communicated in writing.
- After a Notice of Hearing/Appeal review, any party may object to the participation of any decision maker or appeal panelist on the grounds of a demonstrated bias or actual conflict of interest. All parties will have three (3) business days from the date of the Notice of Hearing/Appeal to object to the selection of the decision maker(s) or appeal officer(s). Objections to the appointment of the decision maker(s) or appeal officer(s) are to be made in writing, to the Title IX Coordinator. All objections will be considered, and changes made as appropriate. If the objection is substantiated the individual shall be replaced. Any change will be communicated in writing.

## **VI. Crime and Incident Disclosure Obligations**

The Clery Act is a federal crime and incident disclosure law. It requires, among other things, that the Institute report the number of incidents of certain crimes, including some of the Prohibited Conduct in this policy, that occur in particular campus-related locations. The Clery Act also requires the Institute to issue a warning to the community in certain circumstances. New York State Education Law requires that the Institute report aggregate data about the reports of hate crimes, domestic violence, dating violence, stalking, and sexual assault.

In the statistical disclosures and warnings to the community, the Institute will ensure that a complainant's

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name and other identifying information is not disclosed. The Title IX Coordinator will refer information to the Campus Safety Department when appropriate for a determination about Clery-related actions, such as disclosing crime statistics or sending campus notifications.

## VII. Consensual Relationships

Pratt Institute prohibits romantic or sexual relationships between faculty/staff and undergraduate students. Further, the Institute prohibits romantic or sexual relationships between faculty/staff and graduate students if they are active within the same school, department, or program, or if the faculty member has any academic, professional or supervisory authority over the graduate student. Violations of this prohibited conduct are addressed through the process identified in the Community Standards for faculty and staff.

## VIII. Sexual Misconduct, Discrimination, and Harassment Bill of Rights

### **Sexual Misconduct, Discrimination, and Harassment Bill of Rights**

All Pratt community members have the right to:

- Make a report (or decline to report) to local law enforcement and/or state police;
- Have disclosures of Sexual Assault, Domestic Violence, Dating Violence, and Stalking and all other forms of Prohibited Conduct treated seriously;
- Make a decision about whether or not to disclose a crime or violation and participate in the complaint resolution process and/or criminal justice process free from pressure by the institution;
- Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
- Be treated with dignity and to receive from the Institute courteous, fair, and respectful health care and counseling services, where available;
- Be free from any suggestion that the Complainant is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
- Describe the incident to as few representatives of the Institute as practicable and not be required to unnecessarily repeat a description of the incident;
- Be protected from retaliation by the Institute, any student, the Respondent, and/or their friends, family and acquaintances within the jurisdiction of the Institute;
- Access to at least one level of appeal of a determination;
- Be accompanied by an Advisor of choice who may assist and advise a Complainant or a Respondent during any meetings and hearings under the policy and procedures; and
- Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or complaint resolution process of the Institute.

## IX. Burden and Standard of Review

The Institute has the burden of conducting an investigation that gathers sufficient evidence to determine whether Prohibited Conduct occurred. This burden does not rest with any party, and any party may decide to limit their participation in part or all of the process, or to decline to participate. This does not shift the burden of

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proof away from the Institute and does not indicate responsibility. The standard of proof used in any investigation and decision-making process is the preponderance of the evidence standard, which means more likely than not.

## X. Reporting Harassment and Discrimination

A Complainant has the option to report or decline to report prohibited conduct to the Institute, law enforcement, and/or other authorities. There are various resources and reporting options, both internal and external to the Institute, available to individuals as needed or desired. The Institute also provides individuals with the opportunity to discuss the alleged incident with a trained professional on campus and understands that parties may wish to discuss the incident with the assurance that the discussion will be confidential. All of these options are provided and explained below.

### XI. A. How to Make a Report to the Institute

All reports of violations of this policy will be taken seriously and in good faith. The Title IX Coordinator will provide information and guidance regarding how to file a complaint with the Institute and/or local law enforcement, as well as information and assistance about what course of action may best support the individual(s) involved and how best to address the complaint.

Every reasonable effort will be made to maintain the privacy of those making a report to the extent possible. In all cases, the Institute will give consideration to the party bringing forward a report with respect to how the matter is pursued. The Institute may, when necessary to protect the community, initiate an investigation or take other responsive actions to a report, even when the person identifying a concern chooses not to participate in a resolution process and/or requests that the Institute not initiate an investigation.

There is no timeline for making a complaint of harassment or discrimination under this policy, however, the Institute encourages the prompt reporting of a complaint as the ability of the Institute to pursue the complaint to conclusion may be hindered by the passage of time. Additionally, federal, state, and local regulatory agencies have specific timelines in which complaints must be filed.

#### 1. Reporting to the Title IX Coordinator

Any person may report prohibited conduct (whether or not the person reporting is the person alleged to be the victim of conduct), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's oral or written report.

**Michael Arno - Director of Institutional Equity  
and Title IX, Title IX Coordinator**

200 Willoughby Avenue  
Brooklyn, NY 11205  
718.687.5171

[marno58@pratt.edu](mailto:marno58@pratt.edu) or [titleix@pratt.edu](mailto:titleix@pratt.edu)

A disclosure may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator. Please [click here](#) or visit [https://cm.maxient.com/reportingform.php?PrattInstitute&layout\\_id=6](https://cm.maxient.com/reportingform.php?PrattInstitute&layout_id=6) to report any misconduct related to this policy.

A reporting party has the right to withdraw a report or involvement from the Institute's process at any time. If

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the Respondent is an employee of the Institute, the reporting party has the right to disclose the incident to the Institute's human resources authority or the right to request that a confidential or private employee assist in reporting to the appropriate human resources authority.

## **2. Bystander Reports**

If the Institute receives a report of alleged Prohibited Conduct by someone other than the alleged victim (e.g., by a friend or coworker, roommate, resident advisor), the Institute's Title IX coordinator will promptly notify the alleged victim of the report, and inform the alleged victim of the available resources and assistance. To the extent possible, the Institute will respond to the report as if the victim had made the initial report.

## **3. Anonymous Reporting**

Reports regarding Prohibited Conduct may be made anonymously and still prompt a need to investigate. Anonymous reports will be preliminarily investigated, to the extent possible, both to assess the underlying allegation(s) and to determine supportive measures. However, anonymous reports often limit the Institute's ability to investigate and respond, depending on what information is shared. The Institute will still endeavor to provide supportive measures to all complainants, which may be a challenge with an anonymous report where the complainant is not identified.

## **4. Public Awareness Events**

Employees are required to report to the Title IX Coordinator information about sex discrimination and sex-based harassment they learn about at public awareness events such as Take Back the Night. Should a report identify a complainant, the Title IX Coordinator will contact the complainant to offer supportive measures and provide information about the complainant's applicable rights and procedures. Typically, the Title IX Coordinator will only refer reports of sex-based harassment occurring within the Institute's education program or activity disclosed at public awareness events to the resolution process when the complainant consents to resolution or if there is an imminent and serious threat to someone's health or safety. The Title IX Coordinator will respond to reports, in accordance with this policy, of conduct that could constitute sex discrimination other than sex-based harassment if disclosed at public awareness events, wherever they occur. In all cases the Institute must use the information to inform its efforts to prevent sex-based harassment, including by providing tailored training to address alleged sex-based harassment in a particular part of its education program or activity or at a specific location when information indicates there may be multiple incidents of sex-based harassment.

## **5. Reports with Employee Respondents**

Allegations of Prohibited Conduct against an employee will be addressed by the Title IX Coordinator in partnership with the Institute's Human Resources Department. This includes student-employees when the Prohibited Conduct is alleged to have occurred in the context of their employment.

## **6. Reports with Third-Party Respondents**

Any respondent who is not an Institute student, faculty member, or staff member is generally considered a Third Party. The Institute's ability to take appropriate corrective action against a Third Party may be limited, and will depend on the nature of the Third Party's relationship, if any, to the Institute. The Institute Title IX Coordinator will determine which office(s) will address allegations against all other Third-Party respondents.

## **7. Section 504/Americans with Disabilities Act Discrimination Reports**

Generally, allegations of discrimination specific to disability protections under the Americans with Disabilities Act of 1990, as amended 2008 (ADAAA); Sections 504 and 508 of the Rehabilitation Act of 1973, will be reviewed collaboratively by the Title IX coordinator and the Institute's 504 Coordinator (or designee), and when appropriate, the Institute's Human Resources department. To maintain compliance with federal and state laws and to provide for the full participation of individuals with disabilities in all aspects of campus life,



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reports may be referred to the Institute's 504 Coordinator and/or Human Resources for resolution independent of this policy (when Prohibited Conduct defined in this policy is not alleged) or concurrent with this policy (when Prohibited Conduct defined in this policy is alleged).

## **8. Section 504/Americans with Disabilities Act Discrimination Reports**

Generally, allegations of discrimination specific to disability protections under the Americans with Disabilities Act of 1990, as amended 2008 (ADAAA); Sections 504 and 508 of the Rehabilitation Act of 1973, will be reviewed collaboratively by the Title IX Coordinator and the Institute's 504 Coordinator (or designee), and when appropriate, the Institute's Human Resources Department. To maintain compliance with federal and state laws and to provide for the full participation of individuals with disabilities in all aspects of campus life, reports may be referred to the Institute's 504 Coordinator and/or Human Resources for resolution independent of this policy (when Prohibited Conduct defined in this policy is not alleged) or concurrent with this policy (when Prohibited Conduct defined in this policy is alleged).

## **B. Employee Reporting Obligations**

Pratt Institute believes it is important to be proactive in taking reasonable steps to identify and prevent incidents of harassment or discrimination. All employees, including student employees, with limited exceptions as identified by the Institute, are required to promptly provide to the Title IX Coordinator all complaints or reports of Prohibited Conduct to the Title IX Coordinator and share all information reported or made available to the employee.

Researchers conducting IRB-approved human subjects research study designed to gather information about Prohibited Conduct are not required to report to the Title IX Coordinator disclosures made in the course of that study.

The Institute also encourages employees who themselves experience harassment, discrimination, sex-based harassment and sexual and interpersonal violence to bring their concerns to the Title IX Coordinator, though they are not required to do so.

When providing this information to the Title IX Coordinator, the employee must include their own name and contact information, and all known details about an incident, which may include, if known, the dates, times, locations, names of involved individuals and the nature of the incident.

Aside from this reporting obligation, employees will, to the fullest extent possible, maintain the privacy of an individual's information, consistent with FERPA.

### **1. Employee Obligations Relating to Pregnancy or Related Condition Disclosure**

Any employee, including confidential employees, who becomes aware of a student's pregnancy or related condition is required to provide the student with the Title IX Coordinator's contact information and communicate that the Title IX Coordinator can help take specific actions to prevent discrimination and ensure equal access to the student's educational program.

## **C. Amnesty**

The health and safety of every student at Pratt Institute is of the utmost importance. The Institute recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at a time that violence (including but not limited to domestic violence, dating violence, stalking, or sexual assault) or any Prohibited Conduct under this policy occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The Institute strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault or any Prohibited Conduct under this policy to Institute officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault or any Prohibited Conduct under this policy to Institute officials or law enforcement will not be subject to discipline under Pratt's Alcohol and

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Drug Use Policy for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault or any Prohibited Conduct under this policy.

This policy does not provide amnesty for drug dealers or those who use drugs or alcohol as a weapon or to facilitate Prohibited Conduct.

## **D. Privacy, Confidentiality, and Resources**

The Institute values the privacy of its students, employees, and other community members. Community members should be able to seek the assistance they need and access this policy without fear that the information they provide will be shared more broadly.

References made to privacy mean Institute offices and employees who cannot guarantee confidentiality, but will maintain privacy to the greatest extent possible, relaying information as necessary to investigate or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible for tracking patterns and spotting systemic issues. The Institute will limit the disclosure as much as practicable.

All activities under these procedures shall be conducted with the privacy interests of those involved. While the Institute will take all reasonable steps to protect the privacy of individuals involved in a complaint, it may be necessary to disclose some information to individuals or offices on campus in order to address a complaint or provide for the physical safety of an individual or the campus. Thus, the Institute cannot, and does not, guarantee that all information related to complaints will be kept confidential.

Generally, the Institute will not share information about a report or record of prohibited conduct under this policy without the permission of the party, unless required by law. The Federal Education Rights and Privacy Act (FERPA) permits institutions to share information with parents/guardians of students when: (i) there is a health or safety emergency, or (ii) when the student is a dependent on either parent's prior year federal income tax return.

In order to maintain the privacy of evidence gathered as part of any resolution process, access to materials under the procedures in this policy will be provided only by a secure method and parties and advisors are not permitted to make copies of any documents shared or make use of the documents outside of the processes described in this policy. Parties may request to review a hard copy of materials, and the Institute will make that available in a supervised on-site or monitored setting. Inappropriately sharing materials provided during this process may constitute retaliation and result in disciplinary action.

### **1. Confidential Reporting Options**

The Institute employs confidential employees. These employees include clergy, healthcare professionals, mental health professionals, and other employees identified as confidential by the Institute. For an Institute employee to be confidential, the employee must be hired for and functioning within the scope of their duties to which the privilege or confidentiality applies. Disclosures made to these employees means that information cannot be disclosed to anyone internal or external to the Institute without the expressed permission from the individual disclosing the information.

State law requires professional counselors to report: (i) when a patient is likely to engage in conduct that would result in serious harm to the patient or others; (ii) if there is reasonable cause to suspect that a minor has been sexually abused.

### **2. Confidential Resources**

The following is the contact information for on-campus confidential resources for students:

- [Counseling Center](#), ISC Building, Room 314, 718.687.5356 (Available Monday–Friday 9 AM–5 PM)
  - After hours crisis support available after hours by calling 718.687.5356

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- [Health Services](#), Willoughby Hall, Suite 117, 718.399.4542 (Available Monday–Friday 9 AM–5 PM)

The following is the contact information for confidential resources for employees:

- Employee Assistance Program (EAP Guidance Resources Program)  
Call: 800-311-4327  
TDD: 800-697-0353  
Online: [guidanceresources.com](https://guidanceresources.com)  
Your company Web ID: GEN311

**The following is the contact information for off-campus confidential resources for any individual:**

- [Safe Horizon](#): 800-621-HOPE (4673)
- [RAINN National Sexual Assault Hotline](#): 800-656-HOPE
- [National Domestic Violence Hotline](#): 800-799-SAFE
- New York State Domestic Violence Hotline, 1-800-942-6906
- New York State Office of Victim Services, 1-800-247-8035
- New York State Division of Human Rights Sexual Workplace Sexual Harassment: 1-800-HARASS
- Medical/Emergency Rooms
  - Brooklyn: Woodhull Hospital: 718-963-8000
  - Manhattan: Bellevue Hospital: 212-562-5555

These confidential resources can help and provide information regarding medical assistance and treatment (including information about sexually transmitted infections, and sexual assault forensic examinations), and resources available through the New York State Office of Victim Services, and law enforcement options.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting on and off campus resources. When a report is made to these resources, you are not making a report to the Institute and it will not result in other supportive measures, an investigation, or other corrective measures. Any person who desires supportive measures (such as a change in housing, academic or work assignments) or wishes to seek formal action in response to their allegations (such as investigation, hearing, and/or sanctions) must make their report/disclosure to the Title IX Coordinator.

### 3. Confidential Resources

The Institute also has non-confidential campus resources available to the Pratt community. These non-confidential resources are required to report disclosures of Prohibited Conduct to the Title IX coordinator.

The following is the contact information for on campus non-confidential resources for any individual:

- Title IX Coordinator: [titleix@pratt.edu](mailto:titleix@pratt.edu) or 718.687.5171
- Assistant Vice President for Student Affairs/Dean of Students: [jkelle30@pratt.edu](mailto:jkelle30@pratt.edu) or 718.687.5443
- Student Support and Advocacy: [Studentadvocate@pratt.edu](mailto:Studentadvocate@pratt.edu) or 718.399.4546
- Pratt Institute 504 Coordinator: [esulliv5@pratt.edu](mailto:esulliv5@pratt.edu) or 718.636.3711
- Human Resources Senior Employer Labor Specialist: [dsimonette@pratt.edu](mailto:dsimonette@pratt.edu) or 718.687.5438

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## E. Reporting to Law Enforcement

Some Prohibited Conduct may constitute a violation of both the law and the Institute's policies. The Institute encourages students to report alleged crimes promptly to local law enforcement agencies. All persons have the right to file with law enforcement, as well as the right to decline to file with law enforcement. Pratt's Campus Safety Department is available 24/7 to assist you in notifying law enforcement of an incident and in contacting law enforcement or legal service organizations to learn about these remedies (Note: Pratt's Manhattan Campus Safety Department is available during building hours). The decision not to pursue a criminal charge shall not be considered as evidence that there was not a violation of Institute policy.

Criminal investigations may be useful in the gathering of relevant evidence, particularly forensic evidence. The standards for finding a violation of criminal law are different from the standards for finding a violation of this policy. Conduct may constitute Prohibited Conduct under this policy even if it is not deemed to constitute a crime or there is not a finding of a criminal violation.

Resolution proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. However, when a complaint is made to the Institute as well as to law enforcement, the Institute may temporarily delay its resolution process if a law enforcement agency requests that Pratt temporarily delay its resolution process while law enforcement gathers evidence. Temporary delays should not last more than ten (10) business days except when law enforcement specifically requests and justifies a longer delay.

Criminal or legal proceedings are separate from the processes in this policy and do not determine whether this policy has been violated.

All investigations and hearings under this policy will be thorough, reliable and impartial, and will seek to collect evidence and names of witnesses to gather information that is directly or substantially relevant to whether the alleged policy violation occurred, and will not be based on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

In the case of an emergency, where the physical well-being of a member of the Institute community or the safety of the Institute as an institution is threatened, any individual with such knowledge should promptly inform the Campus Safety Department. The Institute may take any immediate steps as may be necessary and appropriate under the circumstances to ensure the well-being of the Institute community and Pratt as an institution.

### 1. Orders of Protection

Orders of protection may be available to individuals who have experienced or are threatened with violence, through the court system. The Institute will abide by a lawfully issued order of protection. Pratt officials will, upon request, provide reasonable assistance to students and employees in obtaining an order of protection or, if outside of New York State, an equivalent protective or restraining order. If an order of protection is granted, the complainant and the respondent have the right to receive a copy of the order of protection when the order is received by the Institute. Both parties will also have the opportunity to have an appropriate Institute employee explain the order, the consequences for violating the order, and answer any questions about the order. Additionally, if the respondent violates the order of protection, the complainant may receive assistance from the Institute in calling local law enforcement to inform them of the violation.

### 2. Local Protections and the Local Police Department

Many localities enforce laws protecting individuals from forms of Prohibited Conduct. An individual should contact the county, city or town in which they live to find out if such a law exists. If the harassment involves unwanted physical touching, coerced physical confinement, coerced sex acts, stalking, or hate crimes the conduct may constitute a crime. Contact the local police department.

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### 3. Hate Crime Reporting

Pursuant to Title 7, Article 129A, Section 6434 of New York State Education Law, the Title IX Coordinator or designee will report hate crimes occurring at or on property owned or controlled by Pratt Institute to local law enforcement for prompt investigation. Reports to law enforcement are made as soon as practicable but no more than twenty-four hours after receipt of a report of a hate crime. A victim of a hate crime is encouraged, but not required, to cooperate with law enforcement in the investigation of such crimes.

## F. External Reporting

An individual who has experienced harassment may file a report/complaint with the Institute and/or an external enforcement agency. Filing a report/complaint internally with the Institute does not extend the time to file with an external enforcement agency or in court. An attorney is not required to file a complaint with the Institute or an external agency and there is no cost to file a complaint in either venue.

U.S. and New York State Departments of Education

- U.S. Department of Education Office for Civil Rights  
400 Maryland Avenue, SW  
Washington, D.C. 20202  
Telephone: 1-800-421-348; TDD: 800-877-8339  
FAX: (202) 453-6021  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Office for Civil Rights, New York Office  
U. S. Department of Education  
32 Old Slip, 26th Floor New York, NY 10005-2500  
Telephone: (646) 428-3800; TDD: 800-877-8339  
Fax: (646) 428-3843  
Email: [OCR.NewYork@ed.gov](mailto:OCR.NewYork@ed.gov)
- New York State Education Department  
Office of Higher Education  
89 Washington Avenue  
Albany, NY 12234  
Telephone: (518) 486-3633  
[www.nysed.gov](http://www.nysed.gov)

U.S. Equal Employment Opportunity Commission (EEOC)

- Telephone: 1-800-669-4000; TTY: 1- 800-669-6820  
Email: [info@eeoc.gov](mailto:info@eeoc.gov)  
[www.eeoc.gov](http://www.eeoc.gov)

New York State Division of Human Rights

- NYS Division of Human Rights  
One Fordham Plaza, Fourth Floor  
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Telephone: (888) 392-3644; TDD/TTY: (718) 741-8300  
[www.dhr.ny.gov/complaint](http://www.dhr.ny.gov/complaint)

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## G. False Allegations and Information

Members of the Institute's community are expected to provide truthful information in any report, meeting, or proceeding under this policy. Deliberately false and/or malicious accusations under this policy are a serious offense and will be subject to appropriate disciplinary action under either the Student Code of Conduct or via Human Resources. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination. Additionally, witnesses and parties providing knowingly false evidence or deliberately misleading an official conducting an investigation may be subject to discipline as appropriate.

## XI. Responding to a Report

The following process will be used following the receipt of a report of Prohibited Conduct.

### A. Initial Contact

Following receipt of a report alleging a potential violation of this policy, the Title IX Coordinator will contact the Complainant to meet with the Title IX Coordinator for an initial intake and assessment meeting, and will provide the following:

- An invitation to meet to offer assistance and explain their rights, resources, and options under this policy;
- Access to this policy;
- Written information regarding available campus and community resources, including confidential resources, for counseling, health care, mental health, or victim advocacy. Upon request, information regarding legal assistance, visa and immigration assistance, student financial aid and other available services may be provided;
- The availability of Supportive Measures, including the availability of no contact orders, regardless of whether a complaint is filed and/or any resolution is initiated;
- The options for resolution and how to initiate a resolution process;
- The right to notify law enforcement as well as the right not to notify law enforcement, and/or seek a protective order;
- The importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible (if applicable);
- In the case of potential criminal misconduct, how to get assistance from Campus Safety or local law enforcement in preserving evidence;
- The Institute uses the preponderance of the evidence standard when determining responsibility and that this standard is different from the one used in the criminal process;
- The right to an advisor of choice, if applicable, during the Institute's proceedings under this policy including the initial meeting with the Title IX Coordinator;
- A statement that retaliation for filing a complaint, or participating in the complaint process, is prohibited;
- Receive assistance from appropriate institution representatives in initiating legal proceedings in family court or civil court;
- The option to withdraw a complaint or involvement from the institution process at any time;
- Explain the Institute's prohibition against retaliation and that the Institute will take prompt action in response to any act of retaliation.

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## B. Initial Intake and Assessment

The Initial Assessment process seeks to gather information about the nature and circumstances of the report to determine whether this policy applies to the report and, if so, which resolution process may be appropriate. The Title IX Coordinator will respond to any immediate safety or well-being concerns raised by the disclosure or report. The Title IX Coordinator may also determine that the provision of supportive measures only is the appropriate response under the policy. The initial assessment is not a finding of fact or responsibility. If the individual bringing forward the complaint is not the actual complainant, the Title IX Coordinator will limit communication to general information on policies and processes.

Should the complainant wish to initiate a resolution process, the Title IX Coordinator will determine whether this policy applies and, if so, the appropriate process under this policy. The Title IX coordinator will communicate to the complainant this determination.

If the information provided does not suggest a potential violation of this policy, the Title IX Coordinator will provide the complainant written notice that the matter is being referred for handling under a different policy, and/or to another appropriate office for handling.

## C. Requests for Confidentiality or No Further Action

When a complainant requests that the Institute not use their name as part of any resolution process, or that the Institute not take any further action, the Institute will generally try to honor those requests. However, there are certain instances in which the Institute has a broader obligation to the community and may need to act against the wishes of the complainant. In such circumstances, the Title IX Coordinator will notify the complainant in writing of the need to take action. The Title IX Coordinator may consider whether to move forward against a complainant's wishes at any point, including after an initial disclosure or report (whether by the impacted party or another individual), after intake, or after the complainant wishes to withdraw their request to investigate. The factors the Title IX Coordinator may consider when determining whether to act against the wishes of a complainant include but are not limited to:

1. The complainant's request not to proceed with initiation of a complaint;
2. The complainant's reasonable safety concerns regarding initiation of a complaint;
3. The risk that additional acts of Prohibited Conduct would occur if a complaint is not initiated;
4. The severity of the alleged Prohibited Conduct, including whether the Prohibited Conduct, if established, would require the removal of a respondent from campus or imposition of another disciplinary sanction to end the Prohibited Conduct and prevent its recurrence;
5. The age and relationship of the parties, including whether the respondent is an employee of the Institute;
6. The scope of the alleged Prohibited Conduct, including information suggesting a pattern, ongoing or an escalation of Prohibited Conduct by the Respondent, or Prohibited Conduct alleged to have impacted multiple individuals;
7. Whether the respondent has a history of arrests or disciplinary records or if there is an increased risk that the respondent will commit additional acts of violence; and other aggravating circumstances;
8. The availability of evidence to assist a Decision Maker(s) in determining whether discrimination occurred;
9. Whether the Institute could end the alleged discrimination and prevent its recurrence without initiating its resolution procedures under this policy;
10. Whether the conduct as alleged presents an imminent and serious threat to the health or safety of the complainant or other persons, or that the conduct as alleged prevents the Institute from ensuring equal access on the basis of sex to its education program or activity;
11. Whether the incident involves a weapon or violence.

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The Title IX Coordinator has ultimate discretion over whether the Institute proceeds when the complainant does not wish to do so. This policy provides the complainant with as much control over the process as possible, while respecting the Institute's obligation to protect its community and follow the law. If the Title IX Coordinator determines that not taking action would be clearly unreasonable, then the Title IX coordinator will take the applicable action, inform the complainant or reporting party of the action(s), and provide necessary support to protect and assist them.

## **D. Supportive Measures**

Supportive measures are non-disciplinary and non-punitive individualized services provided by the Institute, free of charge, to the complainant or respondent to restore or preserve equal access to the Institute's education program or activity, protect the safety of the parties, or protect the Institute's educational environment without unreasonably burdening the either party. Supportive measures can be provided at the time of a report; before, during, or after a resolution process is initiated; or where a report is made but no formal resolution process is initiated. A formal report or an individual's participation in a resolution process is not required to obtain supportive measures. Supportive measures will be offered to respondents when they are notified of the allegations.

Supportive measures may include but are not limited to: counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of the campus; restrictions on contact applied to one or more parties; leaves of absence; changes in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable alternative; no-contact directives (which may be mutual or unilateral at the discretion of the Title IX Coordinator); and training and education programs related to discrimination or harassment.

Any supportive measures put in place will be kept confidential, except when doing so impairs the ability of the Institute to provide the supportive measures.

The Institute will offer and coordinate supportive measures as appropriate for the parties as applicable to restore or preserve their access to the Institute's program or activity or provide support during the Institute's resolution procedures. At any time, a party may request additional or alternate supportive measures by contacting the Title IX Coordinator.

A party may challenge the Institute's decision to provide, deny, modify, or terminate supportive measures, and be afforded a prompt review, reasonable under the circumstances, when such measures are applicable to them. Parties are allowed to submit evidence in support of their challenge. An impartial employee will be designated to consider modification or reversal of the Institute's decision to provide, deny, modify, or terminate supportive measures. When the individual providing supportive measures is a Deputy Title IX Coordinator or other individual identified by the Title IX Coordinator to provide supportive measures, the Title IX Coordinator will be designated to consider the challenge regarding supportive measures. The impartial employee will typically respond to the challenge within five (5) business days.

The Title IX Coordinator has the discretion to implement or modify supportive measures. Violation of the parameters of supportive measures may violate existing codes or handbooks and, if applicable, such violation will be resolved via the existing code or handbook.

## **E. Emergency Removal**

For all forms of reported Prohibited Conduct, the Institute retains the authority to remove a student respondent from the Institute's program or activity on an emergency basis, where the Institute (1) undertakes an individualized safety and risk analysis, (2) determines that an immediate and serious threat to the health or safety of a complainant or any student, employee, or other individual arising from the allegations of sex discrimination justifies a removal, and (3) the Institute provides the respondent with notice of and an opportunity to challenge the decision immediately following the removal.

The respondent may challenge the decision immediately following the removal, by notifying the Title IX Coordinator in writing. The Institute will designate an impartial individual, not otherwise



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involved in the case, to consider the challenge to the removal and determine if the emergency removal was reasonable.

For employees, the Institute may defer to its administrative leave provision of this policy.

## **F. Administrative Leave**

The Institute retains the authority to place an employee respondent or student-employee respondent on administrative leave during a pending complaint process under this policy, with or without pay as appropriate. Student-employee respondents may only be placed on administrative leave in the context of their student employment. Administrative leave may be imposed as a supportive measure or emergency removal, consistent with applicable law, and/or applicable collective bargaining agreement. An administrative leave implemented as a supportive measure or as emergency removal is subject to the procedural provisions above, including the right to challenge the decision to implement that measure.

## **G. Dismissal of a Report/ Complain**

Before dismissing a report/complaint of Prohibited Conduct, the Institute will make reasonable efforts to clarify the allegations with the complainant.

- The Institute may dismiss a complaint if:
- The Institute is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in the Institute's education program or activity and is not employed by the Institute;
- The complainant voluntarily withdraws their complaint in writing and the Title IX Coordinator declines to initiate a complaint;
- The complainant voluntarily withdraws some but not all allegations in a complaint in writing, and the Institute determines that the conduct that remains alleged in the complaint would not constitute Prohibited Conduct under this policy; or
- The Institute determines the conduct alleged in the complaint, even if proven, would not constitute Prohibited Conduct under this policy.

Upon dismissal, the Institute will promptly notify the complainant in writing of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then the Institute will notify the Parties simultaneously in writing. If a dismissal of one or more allegations changes the appropriate decision-making process under these procedures, the Title IX Coordinator will include that information in the notification.

The Institute will notify the complainant that a dismissal may be appealed on the basis outlined in the Appeals section. If dismissal occurs after the respondent has been notified of the allegations, then the Institute will also notify the respondent that the dismissal may be appealed on the same bases. If a dismissal is appealed, the Institute will follow the procedures outlined in the Appeals section of these procedures.

When a complaint is dismissed, the Institute will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that discrimination does not continue or recur within the Institute's education program or activity.

A complainant who decides to withdraw a complaint or any portion of it may later request to reinstate it or refile it.

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## H. Referrals for Other Misconduct

The Institute has the discretion to refer complaints of misconduct not covered by this policy for handling under any other applicable Institute policy or code. As part of any such referral for further handling, the Institute may use evidence already gathered through any process covered by this policy.

Should there be a conflict between the provision of this policy and other Institute policies, procedures, rules, regulations, or terms or conditions of employment, the provisions of this policy will govern unless specifically stated otherwise.

This policy and these procedures are separate from the Institute's student disciplinary processes, by which Institute may bring a discipline charge against a student for violating Institute policy according to the provisions found in Institute's Student Code of Conduct.

## I. Consolidation of Cases

The Institute may consolidate complaints under this policy as appropriate: for example, if there are multiple complaints where the allegations of Prohibited Conduct arise out of the same facts or circumstances, or there are multiple complaints with overlapping parties.

The Institute also reserves the right to use this policy to adjudicate other allegations and conduct charges as defined by policies outside of the scope of this policy in instances when the conduct is associated with an alleged issue of Prohibited Conduct under this policy. The Title IX Coordinator will address these consolidated complaints in collaboration and coordination with other appropriate offices, such as Student Affairs and Human Resources. Allegations of a violation of a separate policy are not required to be handled using the procedural requirements set forth in this policy.

## J. Student Withdraw or Employee Resignation while Matters Are Pending

If after receiving notice of allegations of Prohibited Conduct, a student or employee respondent permanently withdraws or resigns from the Institution with unresolved allegations pending, the Institute will consider whether and how to proceed with the resolution process. The Institute will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s) and any ongoing effects of the alleged harassment, discrimination or retaliation. The Institute reserves the right to restrict any individual who withdraws or resigns from the Institute with unresolved allegations pending from Institute property or events.

A student respondent who withdraws from the Institute while the process is pending may not register for classes or re-enroll into the Institute without first resolving any pending matters. Such exclusion applies to all Institute campuses and programs. When a student respondent withdraws with pending Prohibited Conduct charges that also constitute a crime of violence, the student's academic transcript will be notated to reflect that the student withdrew from the Institute with conduct charges pending. See Section XIII "Transcript Notations" for more information.

For alleged non-Title IX Prohibited Conduct, the Title IX Coordinator will determine if a student respondent on a leave of absence status is eligible to register for classes or access the Institute's property or events while the process is pending. For all forms of alleged Title IX Prohibited Conduct, eligibility for a student respondent on a leave of absence status to register for classes or access the Institute's property or events while the process is pending will be based on an individualized safety and risk analysis in accordance with the Emergency Removals section of this policy. Title IX Prohibited conduct includes sex discrimination, sex-based harassment, and retaliation specific to sex discrimination and sex-based harassment.

The Institute may continue the resolution process remotely, while the student is on a withdrawal or leave status. Such exclusion applies to all Institute campuses and programs.

For employees, the Institute may defer to its administrative leave provision of this policy.

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## XII. Options for Resolution

There are multiple ways to resolve a complaint or report of harassment and discrimination. Whenever possible, the Institute will utilize the resolution method chosen by the complainant. When applicable, the Title IX Coordinator will implement reasonable supportive measures designed to assist all parties (complainants and respondents) and community members in maintaining access to and participation in the Institute's programs, services and activities during the resolution of the complaint.

This section includes information on three resolution options for complaints of Title IX violations or sexual discrimination: Support-Based Resolution, Informal Resolution, and Formal Resolution. The Institute will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to the formal resolution process.

The Institute will follow these procedures for complaints specific to sex discrimination, sex-based harassment, and retaliation specific to sex discrimination and sex-based harassment. For other forms of Prohibited Conduct, the Institute, may in its discretion, follow alternate resolution procedures as appropriate and in compliance with Institute policies and collective bargaining agreements, if applicable. Any alternate process will include at a minimum a fair and thorough investigation and an opportunity for all involved parties to be heard and present evidence supporting their case.

### A. Support-Based Resolution Process

A support-based resolution is an option for a complainant who does not wish the Institute to take any further steps to address their concern, and when the Title IX Coordinator determines that another form of resolution, or further action, is not required. Some types of support that may be appropriate include: adjustments or changes to class schedules; moving from one residence hall room to another; adjusted deadlines for projects or assignments; adjustments to work schedule or arrangements; escorts to and around campus; or counseling.

The Institute cannot require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment consistent with this section. Similarly, the Institute cannot require the parties to participate in an informal resolution process under this section. A support-based resolution does not preclude later use of another form of resolution, for example if new information becomes available to the Institute and the Title IX Coordinator determines there is need for additional steps to be taken, or the complainant later decides to pursue Informal Resolution or the Formal Resolution Process.

### B. Notice of Allegations and Investigation

Prior to the commencement of the Informal or Formal resolution process, the Complainant (if applicable) and Respondent will receive a Notice of Allegations. This Notice shall include, at a minimum:

- The Institute's investigation procedures, including the applicable determination procedure that will be used in this investigation and resolution, and a link to the relevant policies;
- Information about the agreement-based resolution process, with a link to the full procedures;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), a description of the facts alleged to constitute Prohibited Conduct, the type of Prohibited Conduct, and the date(s) and location(s) of the alleged incident(s);
- A statement that retaliation is prohibited;
- Expected length of the major stages of the resolution process, as well as any applicable deadlines;
- Inform the parties that the Investigator or Title IX Coordinator will establish and communicate, in writing, all investigation deadlines, including the final deadlines for submitting names of witnesses,

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evidence, and relevant questions to ask a party or witness. These deadlines may be extended by the Title IX Coordinator for good cause, and any changes will be provided, in writing, to the parties, along with the rationale for the revised deadline(s);

- The name and contact information for the appointed Investigator(s);
- The process for raising a challenge to the appointed Investigator or Title IX Coordinator, and the deadline for doing so;
- A statement that the Respondent is presumed not responsible for Prohibited Conduct until a determination is made at the conclusion of the resolution process. Prior to such a determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial Decision Maker(s);
- A statement that the parties may have an advisor of their choice who may be a friend, parent, therapist, colleague, or attorney;
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or including an investigation report that accurately summarizes this evidence;
- Resolution process decorum rules which shall include at a minimum:
  - Individuals participating in the resolution process are expected to maintain decorum and abide by any expectations detailed in this policy or provided by the Investigator, Decision Maker(s) or Title IX Coordinator. These expectations are applied equally to all parties and advisors.
  - Questions must be conveyed in a neutral tone;
  - Parties and Advisors will refer to other parties, witnesses, advisors, and institutional staff using the name and gender used by the person and shall not intentionally mis-name or mis-gender that person in communication or questioning;
  - No party may act abusively or disrespectfully toward any other party, witness, Investigator, or any other resolution process participant;
  - Parties may not use profanity or make irrelevant ad hominem attacks upon a party or witness. Questions are meant to be interrogative statements used to test knowledge or understand a fact, they may not include accusations within the text of the question;
  - Parties and Advisors may take no action that a reasonable person in the shoes of the affected party would see as intended to intimidate that person (whether party, witness, or official) into not participating in the process or meaningfully modifying their participation in the process.
  - No unauthorized audio or video recording of any kind is permitted during any proceeding or meeting. If the Investigator or Title IX Coordinator elects to audio and/or video record interviews, meetings, or proceedings, all involved parties must be made aware of audio and/or video recording.
- The Institute has the discretion to remove, with or without prior warning, from any meeting or proceeding an involved party, witness, or advisor who does not comply with any rule of decorum;
- Neither party is restricted from discussing the allegations or gathering and presenting evidence;
- The Institute prohibits knowingly making false statements or knowingly submitting false information during the resolution procedures; and
- Informs the parties that if during the investigation, the Institute decides to investigate allegations about the complainant or respondent that are not included in this original notice described above, the Institute will provide notice of the additional allegations to the parties whose identities are known

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## C. Informal Resolution

Informal Resolution is an agreement-based alternative to the formal resolution process where the parties each voluntarily agree to resolve the complaint in a way that does not include an investigation and/or hearing. Informal Resolution is a voluntary, structured interaction between or among affected parties that balances support and accountability. An informal resolution does not necessarily require the parties to meet together. An informal resolution may involve an Institute employee and/or a third-party facilitator, acting as neutral facilitator of the process, to be selected by the Institute. Anyone designated to facilitate an informal resolution process will not have a conflict of interest or bias. Informal resolution may involve mediation or restorative practices, by which the parties reach a mutually agreed upon resolution of an allegation. An informal resolution can include an acceptance of responsibility by the respondent. The Title IX Coordinator or designee may also, with the consent of the parties, negotiate and implement an agreement to resolve the allegations that satisfies all parties. If Informal Resolution is initiated, the Title IX Coordinator must still take other prompt and effective steps as needed to ensure that discrimination does not continue or recur within the education program or activity.

Any party may design a proposed agreement between the parties. The Title IX Coordinator must approve of the use of the Informal Resolution process, and approve the final agreement between the parties. Informal Resolution may be initiated by any party at any time prior to the release of a hearing or decision maker outcome. Once the final terms of the Informal Resolution Agreement have been agreed upon by all parties, in writing, and approved by the Title IX Coordinator, the matter will be considered closed, and no further action will be taken. Agreements reached via the Informal Resolution Process are final and cannot be appealed.

At any time, the Title IX Coordinator has the discretion to determine that Informal Resolution is not an appropriate way to address the reported conduct, and can refer the matter to the Formal Resolution Process.

### 1. Initiating the Informal Resolution Process

Prior to the initiation of Informal Resolution, the Title IX Coordinator will provide the parties written notice that includes:

- The specific allegation and the specific conduct that is alleged to have occurred;
- The requirements of the Informal Resolution process;
- Any consequences resulting from participating in the Informal Resolution process, including the records that will be maintained or could be shared, and whether the Institute could disclose such information for use in a future Institute resolution/grievance process, including an investigation and resolution process arising from the same or different allegations, as may be appropriate;
- Notice that once an agreement is finalized and signed by the parties, the agreement is binding only on the parties, the resolution is not subject to appeal, and the parties cannot initiate or continue an investigation procedure arising from the same allegations;
- A statement that the respondent is presumed not responsible for violating this policy, unless respondent admits to or accepts responsibility for violations of this policy;
- An explanation that all parties may be accompanied by an [advisor](#) of their choice;
- A statement that any party has the right to withdraw from the Informal Resolution process and initiate or resume formal resolution procedures at any time before agreeing to a resolution;
- Notice that any violations of the agreed terms of the Informal Resolution Agreement may result in referral to the Student Code of Conduct or Human Resources for disciplinary action; and
- Information regarding Supportive Measures, which are available equally to the parties.

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## D. Formal Resolution Process:

This section includes information regarding the investigation and hearing procedures involving all forms of prohibited conduct matters that are not resolved via Informal Resolution or Support Based Resolution.

### 1. Investigation

The Investigation is a fact gathering administrative process. All investigations are thorough, reliable, impartial, prompt, and fair. They involve interviews with all relevant parties and witnesses, obtaining relevant evidence, and identifying sources of expert information, as necessary.

The investigation will be performed by appropriate trained persons. Once the decision to commence a formal investigation is made, the Title IX Coordinator will appoint a trained Investigator(s) to conduct the investigation (the "Investigator"). A party wishing to challenge the selection of the Investigator must notify the Title IX Coordinator, in writing, within 3 business days of receipt of the name and contact information of the Investigator, stating the specific reason(s) for the party's objection. The Title IX Coordinator will determine whether the challenge has merit, and reserves discretion to make changes to the individual assigned as the Investigator. No Investigator will have a conflict of interest or bias.

Allegations of Prohibited Conduct will normally be investigated within 45 to 60 business days from the issuance of the formal Notice of Allegation and Investigation, though some investigations may take more time depending on the nature and specific circumstances of the case, involvement of law enforcement, and/or availability of witnesses. This timeframe may be paused if the parties enter into Informal Resolution. The Institute will make a good faith effort to complete investigations as promptly as possible and will communicate regularly with the parties to update them on progress, timing of the investigation and delay for good cause, if necessary.

During the investigation, the Institute has the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility. While the complainant and the respondent are not restricted from gathering and presenting relevant evidence, the Investigator is responsible for gathering relevant evidence to the extent reasonably possible.

The following types of evidence, and questions seeking that evidence, are impermissible. This means this information will not be accessed or considered, except by the Institute to determine whether one of the exceptions listed below applies. This information will not be disclosed or otherwise used, regardless of relevance:

- Evidence that is protected under a privilege recognized by Federal, State, or local law, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- Evidence provided to an employee designated by the Institute as exempt from internal reporting under this policy, unless the person who made the disclosure or otherwise provided evidence to that employee has voluntarily consented to re-disclosure;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless the Institute obtains that party's or witness's voluntary, written consent for use in its resolution procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to alleged sex-based harassment. The fact of prior consensual sexual conduct between the parties does not by itself demonstrate or imply the complainant's consent to other sexual activity or preclude a determination that Prohibited Conduct occurred.

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The Investigator retains discretion to determine the order and method of investigation, witnesses as unnecessary or inappropriate, and to determine what evidence is relevant. Character evidence is not relevant evidence, and therefore will not be considered. Information will be obtained from each party separately. An Investigation usually involves the following steps and expectations:

- Interviews of the complainant and respondent (e.g. parties), including witnesses, and conduct follow-up interviews with each, as necessary. A good faith effort is made to interview all parties. Interviews are typically conducted via video conferencing software.
- A party's advisor may attend these interviews, subject to the rules described in this policy. Additional attendees may be permitted at the discretion of the Title IX Coordinator in connection with an approved disability-related accommodation. All persons present at any time during any part of the investigation or resolution process are expected to maintain the privacy of the proceedings and not discuss or otherwise share any information learned as part of the resolution process, and may be subject to further the Institute's discipline for failure to do so.
- Gathering and reviewing relevant evidence. The parties will be given an equal opportunity to present information in the context of the investigation, such as documents, communications, photographs, and other evidence, and the opportunity to suggest fact and expert witnesses and other inculpatory or exculpatory evidence. Parties and witnesses are expected to provide all available relevant evidence to the Investigator during the investigation. If relevant evidence is destroyed by a party, the Decision Maker(s) can take that into account in assessing the credibility of the parties, and the weight of evidence in the case.
- Parties whose participation is invited or expected at an investigative interview or other meeting will be provided written notice of the date, time, location, participants, and purpose of said event. Typically Institute employees (who are not a complainant) are required to participate in an investigation.
- Ask the parties to provide a list of questions they would like asked of the other party or any witnesses. The Investigator will ask those questions deemed relevant, and for any question deemed not relevant, will provide a rationale for not asking the question.
- Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript or recording) of the relevant evidence/testimony from their respective interviews and meetings.

## **2. Evidence Review**

At the conclusion of all fact-gathering, the Investigator will prepare a Draft Investigation Report and evidence file that gathers, assesses, and synthesizes the evidence, accurately summarizes the investigation, and party and witness interviews, and provides all relevant evidence. This report and evidence file will be shared via a secure electronic file sharing program with each party and their advisor. Typically, only written transcripts of audio or audiovisual recordings are provided in this file. To maintain the privacy of those participating in the process, the Institute reserves the right to only make available at an in-person and monitored meeting on campus non-transcribed audio or audiovisual recordings or other evidence that cannot be reasonably secured via the file sharing program.

The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation, to submit any additional relevant evidence, and the names of any additional witnesses with relevant information. This is the final opportunity to offer evidence or names of witnesses. Evidence not provided during the investigation process will not be considered by the Decision Maker(s).

The parties will have a minimum of five (5) business days to inspect and review the evidence and submit a written response in writing to the Investigator. The Title IX Coordinator shall have the discretion to extend the evidence review period based on the volume and nature of the evidence.

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When deemed appropriate by the Investigator, the Investigator shall then conduct any additional fact-gathering as may be necessary. If new, relevant evidence was submitted as part of evidence review, or is gathered during this second fact-gathering period, the new relevant evidence will be made available for review by the parties and their advisors. The parties shall have five (5) business days to provide a response to the newly-gathered evidence. No new evidence will be accepted as part of any response, except that the Investigator shall have the discretion to accept relevant evidence that was not previously available or known to exist, and that was not previously discoverable with the exercise of reasonable diligence.

The Investigator will consider the parties' written responses before finalizing the investigation report. Written responses will be shared between the parties during the final evidence review.

At the conclusion of the comment period, the Investigator will prepare a Final Investigation Report and evidence file. This report and evidence file will be shared via a secure electronic file sharing program with each party and their advisor. The parties and their advisors will be provided as an opportunity to inspect and review all relevant evidence obtained as part of the investigation for a period of seven (7) business days prior to the hearing or decision-making process.

Given the sensitive nature of the information provided during both review periods, none of the parties nor their advisors may copy, remove, photograph, print, image, videotape, record, or in any manner otherwise duplicate or remove the information provided. Any student or employee who fails to abide by this may be subject to discipline. Any advisor who fails to abide by this may be subject to discipline and/or may be excluded from further participation in the process.

### **3. Acceptance and Responsibility**

If a respondent accepts responsibility for all or part of the Prohibited Conduct alleged prior to a final determination, the Title IX Coordinator may:

- Refer the violations and remaining allegations (if applicable) to the Informal Resolution Process (the parties must consent to participate in the Informal Resolution Process).
- Refer the violations to a Decision Maker(s) who will issue an appropriate sanction and continue processing any remaining allegations of Prohibited Conduct via the Formal Resolution Process, if any.

### **4. Hearing**

Following the conclusion of the investigation, a hearing will be scheduled. The purpose of a hearing is for the Decision Maker(s) to determine whether the conduct occurred as alleged, and if so, whether that conduct violates this policy. Each party shall be provided with a Notice of Hearing, which shall include:

- Information regarding the date of the hearing;
- The identity of the Decision Maker(s);
- The process to be used at the hearing;
- Deadlines for submission of optional comments to the final investigation report/evidence file;
- The process for identifying witnesses;
- The process to submit questions to be asked by the Decision Maker(s) at the hearing; and
- Instructions for scheduling an optional pre-hearing meeting with the Title IX Coordinator.

The hearing shall be scheduled no less than seven (7) business days from the date of the Notice of Hearing and the parties will be provided at least seven (7) business days to review the final investigation report and evidence file prior to the hearing.

No Decision Maker(s) shall have a conflict of interest or bias. Each party will be provided the opportunity to object to the Decision Maker(s) on the basis of a demonstrated bias or actual conflict of interest. Any



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objections to the Decision Maker(s) must be made in writing to the Title IX Coordinator, identifying the bias or actual conflict of interest, within three (3) business days of receipt of the Notice of Hearing. Should the Title IX Coordinator determine that there is an actual bias or conflict of interest, the Title IX Coordinator shall remove the Decision Maker(s) and appoint another. This process will repeat for any newly appointed Decision Makers.

### **a. Hearing Procedures**

The Institute expects that all individuals who participate in the hearing process do so truthfully and that all who have a responsibility for carrying out one or more aspects of

the hearing process do so fairly and without prejudice or bias. Hearings may be conducted in person or via video conferencing.

The Institute will appoint the Decision Maker(s), who may be the same person as the Title IX Coordinator or Investigator, and may be a single Decision Maker or Panel of three (3), who will determine whether a violation of the Institute policy has occurred. If compelling circumstances arise

that require a change in the hearing date or time, the Institute will provide the parties with written notice explaining the reason for such change. Typically, an advisor's or witness's inability to attend a hearing will not be a compelling reason to change the hearing date or time.

Parties are not obligated to participate in the hearing; however, the Institute may require witnesses that are Institute employees to participate in the hearing process. The Title IX Coordinator may determine that the hearing will continue in the absence of any party or any witness. The Decision Maker(s) shall not draw an inference about the determination regarding responsibility based solely on a party's absence from the hearing or refusal to answer questions posed.

Each hearing shall be recorded by the Institute and this recording will be considered the only official recording of the hearing. No other individual is permitted to record while the hearing is taking place. The recording is the property of the Institute but shall be available for listening until the conclusion of the appeals process to the complainant, respondent, each party's respective advisor, Decision Maker(s), and Appeals Officer(s) by contacting the Title IX Coordinator.

#### *Witness Participation*

The parties and the Hearing Officer all have the right to identify and request witnesses participate in the hearing. Witnesses participating in the hearing must have information relevant to the allegations. Parties who wish to call witnesses must submit the name of the witness to the Title IX Coordinator within (3) business days upon receipt of the Notice of Hearing to the Title IX Coordinator.

Only witnesses who participated in the investigation will be permitted to participate in the hearing, unless the witness was otherwise unknown or not known to have relevant information during the course of the investigation. If the witness did not participate in the investigation, the party must also provide the reason the witness was not interviewed by the Investigator, and what information the witness has that is relevant to the allegations.

The list of witnesses requested by the parties will be shared with the Decision Maker(s). The Decision Maker(s) will then determine whether the witness has relevant information and if there is sufficient justification for permitting the witness to participate. The Decision Maker(s) may instead send the case back to the Investigator to interview the newly proffered witness prior to the hearing taking place.

A list of witnesses approved by the Decision Maker(s) will be provided to the parties at least three (3) business days prior to the hearing.

- Questions must be conveyed in a neutral tone.
- Parties and advisors will refer to other parties, witnesses, advisors, and institutional staff using the name and gender used by the person and shall not intentionally mis-name or mis-gender that person in communication or questioning.
- No party may act abusively or disrespectfully during the hearing toward any other party or to

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witnesses, advisors, Decision Maker(s), or any other hearing participant.

- Parties may not use profanity or make irrelevant ad hominem attacks upon a party or witness. Questions are meant to be interrogative statements used to test knowledge or understand a fact, they may not include accusations within the text of the question.
- The parties may not ask repetitive questions. This includes questions that have already been asked by the Decision Maker(s) or the party (through the Decision Maker).
- Parties and advisors may take no action at the hearing that a reasonable person in the shows of the affected party would see as intended to intimidate that person (whether party, witness, or official) into not participating in the process or meaningfully modifying their participation in the process.

The Decision Maker(s) has the authority to determine the relevance of evidence submitted and of questions asked; and to determine whether any questions are abusive, intimidating, or disrespectful, and will not permit such questions.

The Decision Maker(s) or Hearing Coordinator (if applicable) shall have the authority to limit the time allotted to any phase of the hearing, and/or to limit the time allotted to the full hearing. During the hearing, the Decision Maker(s) or Hearing Coordinator (if applicable) have the discretion to manage hearing time accordingly. This means limiting opening/closing statements and questioning to specific timeframes. The Decision Maker(s) or Hearing Coordinator will determine when reasonable breaks are permitted and the duration of each break. Parties are permitted to request breaks during the hearing.

#### *Newly-Discovered Evidence*

As a general rule, no new evidence or witnesses may be submitted during the live hearing. If a party identifies new evidence or witnesses that were not reasonably available during the investigation and could affect the outcome of the matter, the party may request that such evidence or witnesses be considered at the live hearing. The Decision Maker(s) will consider this request and make a determination regarding: whether such evidence or witness testimony was unavailable by reasonable effort prior to the hearing, and whether such evidence or witness testimony could affect the outcome of the matter. The party offering the newly-discovered evidence or witness has the burden of establishing these questions by the preponderance of the evidence.

#### *Role of the Advisor*

Each party is entitled to be accompanied by one advisor at the hearing. The role of the advisor is to assist the party with understanding and navigating the proceedings. The advisor may not advocate for, respond for, or otherwise speak on behalf of, a party during the hearing. In the event that a party does not appear for the hearing, the advisor for that party may not participate in the hearing or submit questions to be asked on behalf of the party

#### *Hearing Statements, Questioning, and Presentation of Evidence*

During the hearing, each party will be permitted to provide a brief introductory statement. Following introductory statements, the Decision Maker(s) will call parties and witnesses for questioning. The order of questioning shall be determined by the Decision Maker(s). The Decision Maker(s) will pose questions to the parties and witnesses including the questions the Decision Maker(s) approved to be asked that were submitted by each party prior to the hearing. Each party will then be provided an opportunity to submit follow-up written questions to the Decision Maker(s) for the Decision Maker(s) to pose to the other party or witnesses. If the Decision Maker(s) determines that any questions are not relevant to the allegations, or seek otherwise impermissible evidence, the Decision Maker(s) shall exclude the question and explain the reason for the exclusion of the question at the hearing and offer an opportunity to the party to reframe or resubmit the question. Questions that are unclear or harassing of the party or witness being questioned will not be permitted.

Only the Decision Maker(s) is permitted to ask questions of parties and witnesses. Neither party may directly question the other party or witness. Advisors are not permitted to directly or indirectly question the other party or witness. Following the questioning of parties and witnesses, each party will be permitted to provide a closing statement. An advisor is not permitted to provide a closing statement on behalf of their party.

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## **b. Impact Statements**

The parties may each submit a written impact statement prior to the conclusion of the resolution process. The impact statement is not evidence and will be reviewed only after a determination of responsibility is reached. Impact statements must be submitted to the Title IX Coordinator no more than two (2) business days after the hearing concludes. Impact statements will be provided to the Decision Maker(s) while they are deliberating on appropriate sanctions. The impact statement may be up to three (3) pages single spaced. The Title IX Coordinator will provide the impact statements to the parties for review. The parties may not respond to any submitted impact statements. The Title IX Coordinator will provide any submitted impact statements to the Decision Maker(s), only if there is a finding of responsibility, and only once the Decision Maker(s) is deliberating on appropriate sanctions.

## **c. Hearing Outcomes**

The Decision Maker(s) must issue a written determination regarding responsibility using the preponderance of the evidence standard. In reaching this decision, all relevant evidence must be objectively evaluated, and credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness. The Decision Maker(s) cannot defer to any conclusions in the investigative report and must make an independent determination of responsibility.

If the Decision Maker(s) concludes that the respondent is responsible for a violation of this policy, then the Decision Maker(s) shall receive the respondent's disciplinary record (i.e., any previous disciplinary action or other violation of Institute policy, including this policy, for which the respondent was found responsible), and the party's impact statements to consider, as appropriate, in determining sanctions. The disciplinary sanction(s) for a violation of this policy will be based on a consideration of all of the circumstances, including but not limited to: the nature and severity of the conduct, the respondent's disciplinary history, and any other information deemed relevant by the Decision Maker(s).

Within five (5) business days of the conclusion of the hearing process, the Decision Maker(s) will issue a written determination regarding responsibility to the Title IX Coordinator.

The determination report will include:

- A description of the alleged Prohibited Conduct;
- A reference to the policies and procedures used to evaluate the allegations;
- Description of all procedural steps taken to date;
- The Decision Maker(s)'s evaluation of the relevant and not otherwise impermissible evidence along with the finding of facts;
- Determinations for each allegation, with the rationale;
- Sanction determination (if applicable);
- Whether remedies will be provided;
- The procedures for an appeal; and
- When the determination becomes final.

The Institute will provide the written determination to the parties simultaneously. The Title IX Coordinator is responsible for effective implementation of any remedies. The Institute must wait to act on the determination regarding responsibility, including implementing disciplinary sanctions or remedies, until the determination becomes final. The determination regarding responsibility becomes final either on the date that the Institute provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely. Both parties have the right to choose whether to disclose or discuss the outcome of the formal resolution process.

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#### **d. Disciplinary Sanctions and Remedies**

Disciplinary sanctions are imposed on a respondent who has been found responsible and range from a warning up to and including expulsion/termination from the Institute. The disciplinary sanction(s) for a violation of this policy will be based on a consideration of all of the circumstances, including but not limited to: the nature and severity of the conduct, the respondent's disciplinary history, previous allegations involving similar conduct, the disciplinary provisions of applicable collective bargaining agreements (for employees represented by a union), and any other information deemed relevant by the Decision Maker(s). The following is a possible list of sanction(s) that may be imposed:

- Behavioral requirement
- Change of class/job assignment and/or housing/work location
- Educational and/or restorative requirements
- Expulsion/termination
- Institute Service
- Loss of privileges
- Oral or Written warning/letter of reprimand or censure
- Removal from office/position, demotion, and/or reduction in pay
- Restitution
- Restriction from Institute facilities, programs, or activities
- Restriction from personal contact/no contact order
- Student residential/Institute probation
- Suspension/expulsion from Institute housing
- Suspension/leave with or without pay

Remedies will be provided to a complainant where a respondent has been found responsible, through formal or informal resolution. Supportive remedies, which can include the supportive measures, range from referral to supportive services such as counseling or medical services to class and housing modifications, withdrawals, or leaves of absence; punitive or corrective sanctions or remedies range from a warning up to and including expulsion/termination from the Institute or revocation of a degree.

The Institute must wait to act on a determination regarding responsibility, including implementing disciplinary sanctions or remedies, until the determination becomes final. The determination regarding responsibility becomes final either on the date that the Institute provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

#### **1. Failure to Complete Sanctions/Comply with Responsive Actions**

All responding parties are expected to comply with conduct sanctions/responsive actions/corrective actions within the timeframe specified by the Institute. Responding parties needing an extension to comply with their sanctions must submit a written request to the Title IX Coordinator stating the reasons for needing additional time.

Failure to complete conduct sanctions/responsive actions/corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in disciplinary action, which can include additional sanctions/responsive actions/corrective actions, such as suspension, expulsion, termination, or a transcript notation. Reports that a student failed to comply with conduct sanctions/responsive actions/corrective actions will be referred to the Assistant Vice President/Dean of Students or designee and reviewed in accordance

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with the Institute's Student Code of Conduct. Reports that an employee failed to comply with conduct sanctions/responsive actions/corrective actions will be referred to Human Resources and reviewed in accordance with Human Resources procedures.

## F. Appeals

Following issuance of a written determination regarding a determination of responsibility or the Institute's dismissal of a formal complaint or any included allegations, the Complainant and/or Respondent, may file an appeal with the Title IX Coordinator via email or online form:

[https://cm.maxient.com/reportingform.php?PrattInstitute&layout\\_id=7](https://cm.maxient.com/reportingform.php?PrattInstitute&layout_id=7).

A written appeal, based on one or more of the grounds listed below, must be made within five (5) business days of the receipt of the written decision or notification of dismissal and must clearly and fully set forth the evidence to support each identified ground of appeal which the appealing party is asserting. The grounds for appeal are limited to:

1. **Procedural Error:** A procedural error occurred would change the outcome. A description of the error and its impact on the outcome of the case must be included in the written appeal; or
2. **New Evidence:** New evidence or information has arisen that was not available or known to the party during the investigation or hearing, that would change the outcome. Information that was known to the party during the resolution process but which they chose not to present is not considered new information. The new evidence, an explanation as to why the evidence was not previously available or known, and an explanation of its potential impact on the investigation findings must be included in the written appeal; or
3. **Actual Conflict of Interest or Demonstrated Bias:** The Title IX Coordinator, Investigator, Decision-Maker, or others with a role in the process with an actual conflict of interest or demonstrated bias for or against complainants or respondents generally, or the individual complainant or respondent, that would change the outcome. Any evidence supporting the alleged conflict of interest or demonstrated bias must be included in the written appeal.
4. **Unreasonable Sanction:** The sanction is objectively unreasonable in light of the facts and circumstances.

When an appeal is filed, the Title IX Coordinator will determine if the written appeal clearly identifies one or more of the grounds for appeal. The Title IX Coordinator will not assess the merit of the appeal, but will review the documentation to confirm that grounds for an appeal have been asserted in the appeal. If a request for appeal is accepted, both parties will be notified in writing that an appeal is filed. The non-appealing party will be provided the opportunity to review the appeal and will be permitted three (3) business days from the date of review of the appeal to submit a written statement in support of, or challenging, the appeal. Any party's decision not to submit a reply to an appeal is not evidence that the non-appealing party agreed with the appeal.

The Institute will appoint an Appeals Officer(s), who may be a single Decision Maker or Panel of three (3), to review the appeal. No Appeal Officer shall have a conflict of interest or bias. Anyone who made the determination regarding responsibility (i.e. who served as the Decision Maker(s) at the hearing) or dismissal on a formal complaint, investigated the formal complaint, or who is a Title IX Coordinator cannot serve as an Appeal Officer regarding that same formal complaint.

Within three (3) business days of an Appeal Officer(s) being assigned, either party may provide written objection to the Appeal Officer(s) on the basis of an actual bias or conflict of interest. Any objection is to be sent to the Title IX Coordinator. Should the Title IX Coordinator determine that there is an actual bias or conflict of interest, the Title IX Coordinator will appoint another Appeal Officer. This process will repeat for any newly appointed Appeal Officers.

Appeals are not intended to be full re-hearings of the complaint and generally will be considered upon a

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review of the written documentation only, of the parties and any pertinent documentation regarding the grounds for appeal. A preponderance of the evidence standard will be applied on appeal.

Unless there is good cause for temporary delay(s) or limited extension(s), the decision of the Appeal Officer(s) will be communicated to both parties, simultaneously and in writing, within five (5) business days from when the Appeal Officer(s) received the appeal(s) and optional response(s). The appeal outcome will be final and binding. Both parties have the right to choose whether to disclose or discuss the outcome of the formal resolution process.

## G. Resolution Timeframes

The Institute will make a good faith effort to resolve complaints as promptly as possible. Unless there is good cause for temporary delay(s), limited extension(s), or other factors that require an extension of timeframes (such as the complexity of the case), the Institute will promptly conclude the following aspects of the resolution process within the below timeframes:

1. The formal resolution process, excluding time spent on informal processes or appeal, will be concluded within 90 business days upon receipt of the Notice of Allegations and Investigation.
2. Appeals will be concluded within 15 business days of the filing of an appeal.
3. Informal Resolutions will be concluded within 25 business days of receiving both parties' voluntary, written consent to the informal resolution process.

Good cause may include, but is not limited to, absence of a party, advisor, or witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. Each party may request a one-time delay in the resolution process of up to five (5) business days for good cause (granted or denied in the sole judgment of the Title IX Coordinator or designee) provided that the requestor provides reasonable notice and the delay does not overly inconvenience other parties.

In the case of a temporary delay of the resolution process or a limited extension of time frames for good cause, the Institute will provide the parties with written notice of such delay or extension and the reasons for the action.

### Key Formal Resolution Procedural Timeframes

- Investigation Stage
  - 45-60 business days to complete the investigation.
  - Upon receipt of the Notice of Allegation and Investigation, parties will be provided a minimum of 3 business days to contest the investigator and Title IX Coordinator.
  - Parties will receive a minimum of 5 business days to review the draft investigation report and evidence file and to submit any response or additional information or questions.
  - Parties will receive a minimum of 5 business days to respond to new evidence provided by the other party during their review of the draft report.
  - Parties will receive a minimum of 7 business days to review the final investigative report and evidence file prior to the hearing.
- Decision & Appeals
  - Parties will receive the written notice of hearing at least 7 business days in advance of the hearing.
  - Upon receipt of the notice of hearing parties will receive a minimum of 3 business days to:
    - Submit the names of witnesses they wish to have questioned at the hearing.
    - Contest the participation of any decision maker.

- At least 3 business days prior to a hearing:
- Parties will receive the names of witnesses that will participate in the hearing.
- Parties may submit preliminary written hearing questions to the Title IX Coordinator to be asked at the hearing.
- Parties may submit to the Title IX Coordinator their written comments to the final investigation report and evidence file.
- Parties may submit impact statements within 2 business days after the conclusion of the hearing.
- Hearing outcomes will generally be communicated to the parties within 5 business days.
- Appeals from the parties are due the Title IX Coordinator 5 business days from the notice of outcome.
- Upon notice of an accepted appeal by the Title IX Coordinator:
  - Parties will be provided a minimum of 3 business days to contest any appeal officer.
  - The non-appealing party will be provided 3 business days to review and respond to the appeal.
- Appeal outcomes will generally be communicated to the parties within 5 business days from when the Appeals Officer(s) receives the appeal and applicable response.

### XIII. Transcript Notations

Pratt Institute will denote outcomes of Prohibited Conduct on academic transcripts of students found in violation of this policy that is deemed a violent offense as defined by CLERY reportable crimes - crimes of violence. Crimes of violence are criminal homicide, rape, incest, fondling, robbery, aggravated assault, burglary, motor vehicle theft, and arson.

Transcript notations are applied at the conclusion of the conduct proceedings and appeals processes. The following are examples of language that may appear on an academic transcript:

- “Expelled after a finding of responsibility for a code of conduct violation”
- “Suspended after a finding of responsibility for a code of conduct violation”
- “Withdrew with conduct charges pending”

Transcript notations for a student suspended or who chooses to withdraw pending conduct investigation will remain on a transcript for a minimum of one year. After one year’s time, a student may request to have the transcript notation removed by filing an appeal with the Vice President for Student Affairs. If an appeal is not filed, the notation will be removed after seven years.

To file an appeal to have the transcript notation removed from an academic transcript, a student must submit in writing to the Vice President for Student Affairs the following:

Students who withdrew from the Institute prior to resolution of the conduct process will need to fulfill the sanctions found in absentia before being permitted to appeal.

Transcript notations for students expelled are permanent and cannot be appealed.

### XIV. Record Retention

In implementing this policy, records of all reports and resolutions will be kept by the Title IX Coordinator in accordance with the applicable Institute records retention schedule. All records will be afforded the confidentiality protections required by law, including but not limited to the Family Educational Rights and Privacy Act governing confidentiality of student information.

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## XV. Policy Review and Revision

These policies and procedures will be reviewed and updated regularly by the Title IX Coordinator. The Title IX Coordinator will submit modifications to this policy in a manner consistent with institutional policy upon determining that changes to law, regulation or best practices require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of its implementation will apply. The policy definitions in effect at the time of the conduct will apply even if the policy is changed subsequently, unless the parties' consent to be bound by the current policy.

This policy may be revised at any time without notice. All revisions supersede prior policy and are effective immediately upon posting to the Institute's website.



## Brooklyn Campus Hate Crimes Reported to Pratt's Department of Campus Safety

Three-Year Comparison

Offense Type	Year	Bias Category	On-Campus	Residential Facilities	Non-Campus	Public Property
Murder & Non-Negligent Manslaughter	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
Manslaughter by Negligence	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
Rape	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
Fondling	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
Incest	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
Statutory Rape	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
	2022	N/A	0	0	0	0
Robbery	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
Aggravated Assault	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
Burglary	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
Motor Vehicle Theft	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
Arson	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0

<b>Larceny-Theft</b>	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
<b>Simple Assault</b>	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
<b>Intimidation</b>	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0
<b>Destruction/ Damage / Vandalism of Property</b>	2021	N/A	0	0	0	0
	2022	N/A	0	0	0	0
	2023	N/A	0	0	0	0

\*There were no reported Hate Crimes for the calendar years 2021, 2022, and 2023\*

## Manhattan Campus Hate Crimes Reported to Pratt's Department of Campus Safety

Three-Year Comparison

Offense Type	Year	Bias Category	On-Campus	Public Property
<b>Murder &amp; Non-Negligent Manslaughter</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Manslaughter by Negligence</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Rape</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Fondling</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Incest</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Statutory Rape</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Robbery</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0

<b>Aggravated Assault</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Burglary</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Motor Vehicle Theft</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Arson</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Larceny-Theft</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Simple Assault</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Intimidation</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Destruction/ Damage / Vandalism of Property</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0

\*There were no reported Hate Crimes for the calendar years 2021, 2022, and 2023\*

## Rome Program Campus Hate Crimes Reported to Pratt's Department of Campus Safety

Three-Year Comparison

Offense Type	Year	Bias Category	On-Campus	Public Property
<b>Murder &amp; Non-Negligent Manslaughter</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Manslaughter by Negligence</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Rape</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0

<b>Fondling</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Incest</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Statutory Rape</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Robbery</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Aggravated Assault</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Burglary</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Motor Vehicle Theft</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Arson</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Larceny-Theft</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Simple Assault</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Intimidation</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0
<b>Destruction/ Damage / Vandalism of Property</b>	2021	N/A	0	0
	2022	N/A	0	0
	2023	N/A	0	0

\*There were no reported Hate Crimes for the calendar years 2021, 2022, and 2023\*

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## Resources and Reporting Options for Victims of Sexual Misconduct

### Immediate Medical Assistance and Counseling

The Institute strongly urges any individual who has been the victim of any form of sexual misconduct to seek immediate assistance. Sexual assault forensic examinations (SAFE) are available at local hospitals noted below. Assistance is available 24 hours a day, 7 days a week, from:

- **Local Police and Emergency Assistance – Call 911**
- **Pratt Campus Safety**  
Brooklyn Campus (Command Center – 24/7) – (718) 636-3540  
Manhattan Campus Safety Desk – (212) 647-7776
- **Safe Horizon Victims' Services and Advocacy**  
Rape Crisis/Sexual Abuse Hotline (212) 277-3000 or (866) 698-HELP (4357)  
Domestic Violence Hotline: (800) 621-HOPE (4673)
- **NYC Health + Hospitals/Woodhull Sexual Assault Response Team**  
760 Broadway, Brooklyn, NY 11206  
(718) 963-8000
- **NYC Health + Hospitals/Bellevue Sexual Assault Response Team SAFE Center**  
462 First Avenue, New York, NY 10016  
(212) 562-5555
- **NYC Health + Hospitals/Kings County Rape Crisis Center**  
451 Clarkson Ave, Brooklyn, NY 11203  
(718) 245-3131
- **Mount Sinai Beth Israel Petrie Campus Rape Crisis Center**  
First Avenue at 16th Street, New York, NY 10003  
(212) 420-2000
- **NYC Health + Hospitals/South Brooklyn Health**  
2601 Ocean Parkway, Brooklyn NY 11235  
(718) 616-4400
- **NYC Health + Hospitals/Queen Sexual Assault Response Team SAFE Center**  
82-68 164th St, Jamaica, NY 11432  
(718) 883-3000
- **NYC Health + Hospitals/Elmhurst Sexual Assault Response Team SAFE Center**  
79-01 Broadway, Elmhurst, NY 11373  
(718) 334-4000
- Rape, Abuse & Incest National Network (RAINN)  
Hotline: (800)-656-HOPE (4673)
- National Domestic Violence  
Hotline: (800)-799-SAFE (7233)
- **NYU Langone Hospital**  
150 55th St  
(718) 630-7185

- **Mount Sinai Morningside**  
**111 Amsterdam Ave**  
**(212) 523-4000**
- **Maimonides Medical Center**  
**4802 10th Ave**  
**(718) 283-6000**
- Rape, Abuse & Incest National Network (RAINN)  
Hotline: (800)-656-HOPE **(4673)**
- National Domestic Violence  
Hotline: (800)-799-SAFE (7233)
- 

Additional resources and reporting options may be found on the [Institutional Equity and Title IX Website](#).

In instances involving physical injury or sexual assault, the Institute strongly encourages obtaining a medical examination to determine the extent of injuries. In addition, the hospital, with the victim's permission, will collect physical evidence in a sexual offense evidence collection kit. Consenting to the completion of a sexual offense evidence collection kit does not obligate pursuing criminal charges with the police; it is a way to preserve evidence should there be a choice to pursue criminal charges at a later time. Hospitals are required by law to preserve such evidence for a minimum of 30 days. If choosing to seek medical assistance:

- It is important to not bathe, wash, shower, douche, brush teeth, comb hair, change clothes, or clean up so that no evidence of the attack is destroyed.
- A specially trained nurse or physician will conduct an interview about the circumstances of the assault.
- The examination will occur in a private examination room; no police personnel will be present during the examination.
- Medications to prevent pregnancy and sexually transmitted infections, including HIV, will be offered, and, if any, injuries will be treated.
- If you decide to go to the hospital after being sexually assaulted and you don't have health insurance, you do not have to pay for any costs related to the Sexual Assault Forensic Exam. The New York State Office of Victim Services can cover the cost of your medical care.

## Sex Offenders Registration

In accordance with, and under the amendments to the "Adam Walsh Child Protection and Safety Act of 2006", (formerly recognized under Megan's Law, 1994) adapted to comply with the federal law known as the Campus Sex Crimes Prevention Act of 2000, the Sexually Violent Offenders Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, the Department of Campus Safety is providing a web link to the [New York State Sex Offenders Registry](#).

This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the State concerning registered sex offenders may be obtained. Sex offenders registered in New York are required to notify the Registry of any institution of higher education at which they expect to be, whether for compensation or not, enrolled, attending, or employed and whether such sex offender resides or expects to reside in a facility operated by the institution. Changes in status at the institution of higher education must also be reported no later than ten days after such change.

The law requires the Division of Criminal Justice Services (DCJS) to include this information regarding an institution of higher education on its registry and that DCJS notify Pratt's Department of Campus Safety of the presence of such an individual.

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Information concerning registered sex offenders transmitted to the Department of Campus Safety by the State (DCJS) may be obtained in the Department of Campus Safety Administrative Offices located in **Chapel Hall, room 003 & 005**.

## **Prevention and Awareness Education Programs**

Creating a safe and respectful environment is the responsibility of all members of the Pratt community. To promote and maintain this environment, the Institute engages in comprehensive awareness and educational programming to prevent sexual misconduct, including sexual harassment, domestic violence, dating violence, sexual assault, stalking, and retaliation. The Institute provides primary prevention and awareness programs for all incoming students and employees, as well as offering ongoing prevention and awareness campaigns for all students and employees.

The Institute educates the student community about sexual misconduct through the following programs:

- All new and transfer students complete a mandatory online training through Vector Solutions regarding the prevention of dating violence, domestic violence, sexual assault, and stalking; how to obtain affirmative consent; bystander intervention strategies; and reporting procedures.
- All new and transfer students complete a mandatory in-person training during new student orientation about the prevention of dating violence, domestic violence, sexual assault, and stalking; how to obtain affirmative consent; bystander intervention strategies; and reporting procedures.
- All employees receive annual online training through the NeoEd platform on the prevention of sexual violence, the prevention of workplace harassment, bystander intervention strategies, and reporting procedures.
- Additional ongoing educational materials and programming are provided throughout the year to students and employees by the Office of Institutional Equity and Title IX , Student Affairs, Campus Safety, Human Resources, and Health and Counseling Services.

## **On-Campus and Off-Campus Support Resources**

### **Pratt Important Phone Numbers**

**Pratt Institute's Department of Campus Safety**  
**Command Center Eng. 108 and Administrative Offices Chapel Hall, 003 and 005**  
**718.636.3540**

**Pratt Institute's Office of Institutional Equity and Title IX**  
**215 Willoughby Residence Hall**  
**First Floor**  
**Monday through Friday**  
**718.687.5171**

**Pratt Institute's Learning Access Center**  
**I.S.C. Building (Information Science Center)**  
**First Floor, Room 104**  
**Monday through Friday**  
**718.802.3123**

**Pratt Institute's Counseling Center**  
**I.S.C. Building (Information Science Center)**  
**Third Floor**  
**Monday through Friday**  
**718.687.5356**

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**Pratt Institute's Health Services**  
**215 Willoughby Residence Hall**  
**Suite 117 on the 1st Floor**  
**Monday through Friday**  
**718.399.4542**

**Pratt Institute's Campus Ministry**  
**Chapel Hall**  
**718.636.3422**

### **Off-Campus Support Services**

- The Safe Horizon Community Program in Brooklyn is a victim-assistance organization that provides a 24-hour multilingual hotline; in-person assistance; criminal justice victim advocacy; and referrals to resources ranging from medical assistance to counseling. Safe Horizons Crime Victims Hotline is **866-689-HELP (4357)**. Safe Horizon's Rape, Sexual Assault, and Incest Hotline is **212-227-3000**.
- You may call the police. While victims are not obligated to report a sexual assault to the police, they are encouraged to do so. Reporting a sexual assault does not necessarily mean that a court appearance will be required.
- Whether or not you choose to notify Campus Safety or the police, you are strongly encouraged to seek medical attention as soon as possible. This action is important if injury or disease are involved, but also because medical exams provide evidence often needed should you decide to report the crime at a later date.
- Whether or not you report the crime and/or receive medical assistance, on-campus or off-campus counseling and victim advocacy services are available to you. These services are confidential.





## Drug Free Schools and Communities Act

In compliance with the Drug Free Schools and Communities Act, Pratt Institute publishes Information regarding the Institute's prevention programs related to drug and alcohol abuse prevention which include standards of conduct that prohibit the unlawful possession use and distribution of alcohol and illegal drugs on campus and at institution associated activities and events, sanctions for violations of federal, state, and local laws, and Institute's policy, a description of health risks associated with alcohol and other drug use and abuse, and a description of available counseling, treatment, rehabilitation and/or re-entry programs for Pratt Institute students and employees. A complete description of these topics is available online at <https://www.pratt.edu/policies/alcohol-and-drug-use-policy/>

## Pratt Institute's Alcohol and Drug Use Policy

### Summary

This document clarifies the Institute's expectations and approach related to the use of alcohol by faculty, staff, and students and describes penalties for the possession, sale, distribution, and/or use of illegal drugs or alcohol to persons under the age of 21.

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## Reason for This Policy

Pratt Institute is committed to creating an environment for its students and employees free of drug and alcohol abuse. Because of this commitment, the Institute has adopted standards of conduct concerning the use and abuse of illicit drugs and alcohol.

## Target Population

This policy applies to all members of the Institute and to all Institute-sponsored events and activities that occur on and off campus

## Policy Statement

Pratt Institute has zero tolerance for abuse or illegal use of alcohol or other drugs. As a result, and in compliance with the Drug-Free Schools and Communities Act Amendments of 1989, misconduct related to alcohol or other drug abuse will not be tolerated. Violation of this policy will result in appropriate disciplinary action in accordance with Pratt's policies. Such disciplinary action may include progressive discipline, up to and including termination for employees, and appropriate sanctions for students, as well as referral for legal prosecution, depending on the nature of the violation. Students found in violation of the alcohol and drug policy for the first time will face sanctions 1) no less than some form of social probation, 2) must participate in some form of community service or educational exercise, and 3) will have parents or guardians notified of judicial action.

In addition, employees and students are reminded that the Institute considers it the responsibility of the members of this community, both individually and collectively, to comply with the applicable local, state, and federal laws controlling drug and alcohol possession, use, or distribution.

## General Policies Regarding the Use of Alcohol and Other Substances

- The possession, sale, distribution, or use of alcohol by anyone under the age of 21 is prohibited. Additionally, the sale or distribution of alcohol by anyone over 21 years of age to anyone under 21 years of age is prohibited.
- The possession, sale, or use of any illegal substances are strictly prohibited. This includes prescription medications sold or used by anyone other than the person who was originally prescribed the medication.
- Consumption of alcohol is prohibited at student art openings.
- Alcoholic beverages dispensed on campus (in a Pratt-owned or leased facility) must be distributed by the Institute's dining service. This includes authorized student-sponsored events, faculty/staff events, community events, and external organizations (or individuals) using Pratt Institute facilities.
- The use of alcohol at Pratt Institute events held off campus will only be permitted when the alcohol is served by a licensed and insured third party.
- Alcohol use in the residence halls: Willoughby, Esther Lloyd-Jones, Townhouses, or Grand Avenue residents who are 21 years old or older may consume alcohol in the privacy of their residence hall suite, apartment, or house. Alcohol is not permitted in yards or on roof decks or balconies of the residence halls. Bulk alcohol (such as kegs and beer balls) is not permitted in residence halls.
- Off-campus use of alcohol and other drugs: Students who violate federal, state, or local laws regarding the possession, use, or distribution of alcohol or other drugs while off campus are subject to Pratt Institute sanctions in addition to any criminal penalties that may exist. This applies to students who are on campus and under the influence of alcohol and other drugs resulting from off-campus use.

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## Counseling and Treatment Resources

- Information on counseling and treatment resources for students is available on the Student Affairs web page at [Counseling Services Treatment Resources](#) or by contacting the Office of [Counseling Services](#).
- Counseling and treatment resources for employees include the Pratt Employee Assistance Program (EAP). Employees may utilize the services of an external EAP confidentially for professional counseling, legal referrals, financial advice, and other assistance related to personal life issues. EAP services are provided by an external company and there is no charge to employees. Employees can access EAP services by calling 1.800.311.4327 or downloading this PDF [Pratt Employees EAP Services](#).

## Requirements for Serving Alcohol at On-Campus Faculty/Staff-Sponsored Events (with or without students present)

- Alcohol may only be served in the following locations:
  - Student Union
  - The first floor of Higgins Hall South
  - The second-floor lobby of Pratt Manhattan
  - Seventh-floor student lounge of Pratt Manhattan
- Any other location must be approved by the vice president of the sponsoring division. Alcohol is never permitted in common areas including outdoors, residence hall yards, frontsteps of any building, and elevators.
- All alcohol must be purchased and served by dining services or another licensed vendor. Advance notice must be provided to dining services who will advise about the process for obtaining a permit, if necessary.
- Dining services are responsible for identifying designated servers in advance of the event. Servers must be at least 21 years of age and may not consume alcohol while serving or any time prior to serving alcohol.
- A sign must be posted at the point of service indicating the NYS legal drinking age is 21 and minors will not be served. At Dining Services' (AVI) discretion, student's attending events may include Tyvek wristbands indicating guests are of legal age to drink. Those guests who appear over the age of 30 will not be carded or wrist-banded. Alcohol consumption will be marked on wristbands at a rate of one beverage per hour. The only acceptable forms of identification which can serve as positive proof of age are:
  - A driver's license (if the year of birth and picture are on the license),
  - A government-issued photo identification card, or
  - A passport
- The Department of Public Safety must be notified in advance of any event where alcohol will be served. A public safety officer must be present at any event where alcohol will be served. The hosting group is responsible for the cost.

Any exceptions to these procedures must be approved by the vice president of the sponsoring division.

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## Requirements for Serving Alcohol at Student-Sponsored Events

- Alcohol may only be served in the following locations:
  - Student Union
  - The first floor of Higgins Hall South
  - Seventh-floor student lounge of Pratt Manhattan
  - **Alcohol is never permitted in common areas including outdoors, residence hall yards, front steps of any building, and elevators.**
- The Department of Public Safety must be notified in advance of any event where alcohol will be served. A public safety officer must be present at any event where alcohol will be served. The hosting group is responsible for the cost.
- At on-campus events, all alcohol must be purchased and served by dining services. An appropriate number of non-alcoholic beverages and snacks must be provided.
- Dining services are responsible for identifying designated servers in advance of the event. Servers must be at least 21 years of age and may not consume alcohol while serving or any time prior to serving alcohol.
- At off-campus events, alcohol must be served by a licensed third party. All of the following conditions and requirements apply to off-campus events. It is the event sponsor's responsibility to ensure the server's ability to comply with this policy in advance of the scheduled event.
- Alcohol can only be served and consumed in a clearly designated area that is separated from the area where alcohol cannot be served or consumed.
- A sign must be posted at the point of service indicating the NYS legal drinking age is 21 and minors will not be served. All students in attendance are required to provide identification to confirm proof of age prior to service. Students confirmed as 21 years of age must be provided with an identifying wristband valid only for the event. (Provided free of charge by the Office of Student Involvement.) The only acceptable forms of identification which can serve as positive proof of age are:
  - A driver's license (if the year of birth and picture are on the license),
  - A government-issued photo identification card, or
  - A passport
- Valid Pratt identification is required for admission to the event. If other guests are invited, they must present a valid form of identification. A maximum of two guests per Pratt student host will be admitted, space permitting. Non-hosted guests are not permitted.
- Alcohol permitted/prohibited (Quantities to be approved by the director of student involvement):
  - Student groups must serve beer in kegs. Bottled or canned beer is not permitted.
  - Wine is permitted only with prior approval from the director of student involvement.
  - Hard liquor of any kind is not permitted.
  - The number of drinks per person is restricted to one per hour and shall not exceed four per event.
  - Individuals who appear to be intoxicated may not be served alcoholic beverages under any circumstances.
  - Persons under the age of 21 are not permitted to hold alcohol.

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Exceptions to these procedures must be approved by the vice president of the sponsoring division. Use the [Alcohol Location Exemption Form](#) to obtain this approval.

## Unlawful Possession or Distribution of Illegal Drugs and/or Alcohol

- Students who are convicted of any offense under federal or state laws involving the possession or sale of a controlled substance are ineligible for federal grants, loans, or work assistance for the period beginning with the date of conviction and lasting for one to two years (for first-time offenders) or for an indefinite period (for repeat offenders). (20 U.S.C. ~1070 and 42 U.S.C. ~2751).
- Federal Family Educational Rights and Privacy Act (FERPA) guidelines encourage colleges and universities to inform parents and legal guardians of students under the age of 21 who have violated laws on the use or possession of alcohol and/or drugs. Pratt Institute may elect to utilize this option. Students are urged to notify their families prior to the Institute's notification.
- In addition to Institute disciplinary sanctions, students and employees who violate this policy may be subject to state and/or federal legal sanctions. [New York State Offenses & Penalties](#)

## Relevant Laws and Related Criminal Sanctions

All members of the Institute community should also be aware that, in addition to Institute sanctions, they may be subject to criminal penalties under certain circumstances for the possession, service, or sale of alcoholic beverages, particularly for serving or selling an alcoholic beverage to a person under the age of 21 years. Where appropriate or necessary, the Institute will cooperate fully with law enforcement agencies.

### A. New York State:

- The unlawful possession, use, or distribution of illicit drugs and alcohol in New York State is punishable by criminal sanctions authorized by the federal government and by the State of New York. These sanctions can include imprisonment, fines, assigned community service, and loss of federal student financial aid eligibility.
- Regarding illicit drugs, the seriousness of the offense and the penalty imposed upon conviction usually depend upon the individual drug and the amount of the drug held or sold.
- For example, in New York State, the criminal possession of 500 milligrams of cocaine is a class D felony, punishable by sentences up to 2 ½ years in prison. The sale of less than one-half an ounce of cocaine is a class B felony, punishable by sentences up to 9 years in prison. The criminal possession of eight to sixteen ounces of marijuana is a class E felony, punishable by sentences up to 1 ½ year in prison, as is the sale of more than 25 grams of marijuana. Possession or sale of larger amounts of marijuana is punishable by more severe penalties. Judges have some discretion to consider the circumstances in 6 sentencing. In New York State, a gift of drugs, including marijuana, is treated as a sale.
- Under US federal law, possession of illicit drugs can be punished by jail terms of up to 20 years and minimum fines ranging from \$1,000 to \$5,000. Federal possession and trafficking convictions can also lead to the forfeiture of property (e.g., your car), the denial of federal benefits such as student loans and grants, and a criminal record that may prevent an individual from entering certain career fields.
- A person need not be in actual physical possession of a controlled substance to be guilty of a crime. The unlawful presence of a controlled substance in an automobile is presumptive evidence of knowing possession of such substance by each passenger unless the substance is concealed on the person of one of the occupants. Similarly, the presence of certain substances, including marijuana, in open view in a room under circumstances demonstrating an intent to prepare the substance for sale is presumptive evidence of knowing possession of such substance by anyone in close proximity.

- Criminal penalties also may result from the misuse of alcoholic beverages.
- In New York, if you give or sell an alcoholic beverage to a person less than 21 years old, you are committing a misdemeanor punishable by a fine, a jail term, or both. Any sale of any kind of alcoholic beverage without a license or permit is also a misdemeanor punishable by a fine, a jail term, or both.
- If you are under the age of 21, you are prohibited from possessing an alcoholic beverage with the intent to consume it. Each violation is punishable by a fine of up to \$50 and/or completion of an alcohol awareness program and/or up to 30 hours of appropriate community service. You can also be fined up to \$100 and/or be required to perform community service and/or be required to complete an alcohol awareness program if you are under 21 and present falsified proof when purchasing or attempting to purchase alcoholic beverages. Your driver's license may be suspended for three months if you are under 21 and use a driver's license to try to purchase alcohol illegally. Fines and license suspension periods may increase with subsequent violations.
- These above are only examples of the penalties that can be assessed against you for the illegal possession, use, or distribution of alcoholic beverages and/or drugs. You should also know that it is the Institute's policy to discourage violations of federal, state, and city laws by its students. Where appropriate, the Institute will refer students who violate such laws for prosecution by the relevant government authorities and will cooperate fully with such authorities.

## **Students: Loss of Student Eligibility for Federal Aid Due to Drug Conviction**

- Section 484 of the Higher Education Act of 1965 (as amended in 1998) provides that a student is ineligible for federal student aid if convicted, under federal or state law, of any offense involving the possession or sale of a controlled substance during a period of enrollment in which federal student aid was received.
- Federal aid can be grants, student loans, and/or college work study.
- The period of ineligibility begins on the date of conviction and lasts until the end of a statutory specified period.
- Rehabilitation – A student whose eligibility has been suspended under paragraph (1) may resume eligibility before the end of the ineligibility period determined under such paragraph:
- The student satisfactorily completes a drug rehabilitation program that – complies with such criteria as the secretary shall prescribe in regulations for purposes of this paragraph; and includes two unannounced drug tests; or the conviction is reversed, set aside, or otherwise rendered nugatory.
- The suspension of eligibility for financial aid due to drug-related offenses and rehabilitation set forth in the following table:

### **If convicted of an offense involving...**

#### **The possession of a controlled substance**

A drug or other substance that is tightly controlled by the government because it may be abused or cause addiction. The control applies to the way the substance is made, used, handled, stored, and distributed. Controlled substances include opioids, stimulants, depressants, hallucinogens, and anabolic steroids.

#### **The ineligibility period is:**

First offense: 1 year

Second offense: 2 years

Third offense: Indefinite

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## The sale of a controlled substance

Selling a controlled substance includes such activity as bartering, giving away, manufacturing, distributing, delivering, exchanging, or even offering to perform any of those activities. This means that you can be convicted of this crime even if no transaction ever takes place.

### The ineligibility period is:

First offense: 2 years

Second offense: Indefinite

## Health Risks Associated with Illicit Drug Use and Alcohol Abuse

Summaries of the health risks and the signs and symptoms associated with illicit drug use and alcohol abuse are further discussed on Pratt's web page at [Alcohol & Illicit Drugs Health Implications](#).

Each individual will experience drugs in different ways depending on the individual characteristics such as body size, sex, and other physical and psychological factors. (Source of drug-related information) [National Institute on Drug Abuse](#).

### Terminology:

**Tolerance:** Development of body or tissue resistance to the effects of a chemical so that larger doses are required to reproduce the original effect.

**Withdrawal:** Physical or emotional signs of discomfort related to the discontinued use of a substance.

**Psychological Dependence:** A tendency for repeated or compulsive use of an agent because its effects are considered pleasurable or satisfying, or because it reduces undesirable feelings.

**Physical Dependence:** Adaptation of body tissue to the continued presence of a chemical, revealed in the form of serious, even life-threatening withdrawal symptoms. The extent of physical dependence and the severity of withdrawal vary by drug and by amount, frequency, and duration of use. While physical dependence can complicate the process of cessation of use, it is the psychological relationship with a substance that often proves more difficult to alter.

## Substance Abuse Education and Basics and Casics Drug and Alcohol Assessment Programs

**Clean Cats** is a community of students with multiple identities who are interested in recovery from alcohol or substance misuse, eating issues, self-harm and/or behavior they deem addictive. All forms of recovery are supported, and we define recovery as your personal healing journey. Examples include (but are not limited to): moderation, abstinence, moderation, spiritual/religious approaches, harm reduction, sober curious, etc.

Our mission is to provide incoming students, returning students, and existing students with peer support, advocacy, and a sense of community around their recovery. It includes supporting its members as they pursue a balance between an academically successful, socially engaged, well-rounded college experience, and the achievement of their recovery goals. We strive to destigmatize the experience of addiction and recovery.

**BASICS** is a two-session assessment with a counselor aimed at helping a student learn more about their drinking and how it may be affecting their life. **CASICS** is a similar assessment with the focus being on a student's marijuana use. The program is designed to assist students in examining their own drinking behavior and/or marijuana use in a judgment-free environment. The goals are selected by the student and aimed at reducing risky behaviors and harmful consequences.

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For more information on the Clean Cat's and Basics and Casics programs, contact:

**Jernee Montoya**  
**Supervising Social Worker and Coordinator of Clinical AODS**  
**200 Willoughby Avenue**  
**Willoughby Hall, 1st Floor**  
**Brooklyn, NY 11205**  
**718.399.4545**  
[jmontoya@pratt.edu](mailto:jmontoya@pratt.edu)

Additional resources for substance abuse and alcohol abuse programs are provided at [Substance Abuse and Alcohol Programs Helpful Websites](#).

### **Suspect an Overdose? Afraid to Call 911? Don't Be!**

NYC's new "911 Good Samaritan" law provides protections from charge and prosecution for drug and alcohol possession for the victim and those who seek help during an overdose.

[Good Samaritan Laws](#)

### **Prescription Drug Misuse**

Prescription drug misuse occurs when you use a medication without a prescription, in a way other than as prescribed, or for the feeling it generates (i.e., to get high, stay awake, escape uncomfortable feelings).

It is a growing concern on college campuses and is the #1 cause of accidental death in the US. Prescription drug misuse can lead to heroin addiction when a person is abusing opiates (Vicodin, Oxycontin, Percocet).

For more information, please check out this link: [Warning Signs of Prescription Drug Misuse](#).

### **Narcan Training**

Save a life! Get trained to use Narcan (the opioid overdose reversal drug).

For training inquiries, contact:

**Jasmine Cuffie**  
**Coordinator of Health Education and Promotion**  
**200 Willoughby Avenue**  
**Willoughby Hall 1, Room 117**  
**Brooklyn, NY 11205**  
**718.399.4542**  
[jcuffie@pratt.edu](mailto:jcuffie@pratt.edu)

If you are on campus, call Pratt Campus Safety at **718.636.3540** or contact your RA. Do not let your fear of getting someone in trouble for drinking prevent you from reaching out for help. Remember, an angry friend is better than the regret of a lost friend.

For more information on how to reduce harm, please visit <https://www.pratt.edu/about/offices/student-affairs/the-counseling-center/> webpage.



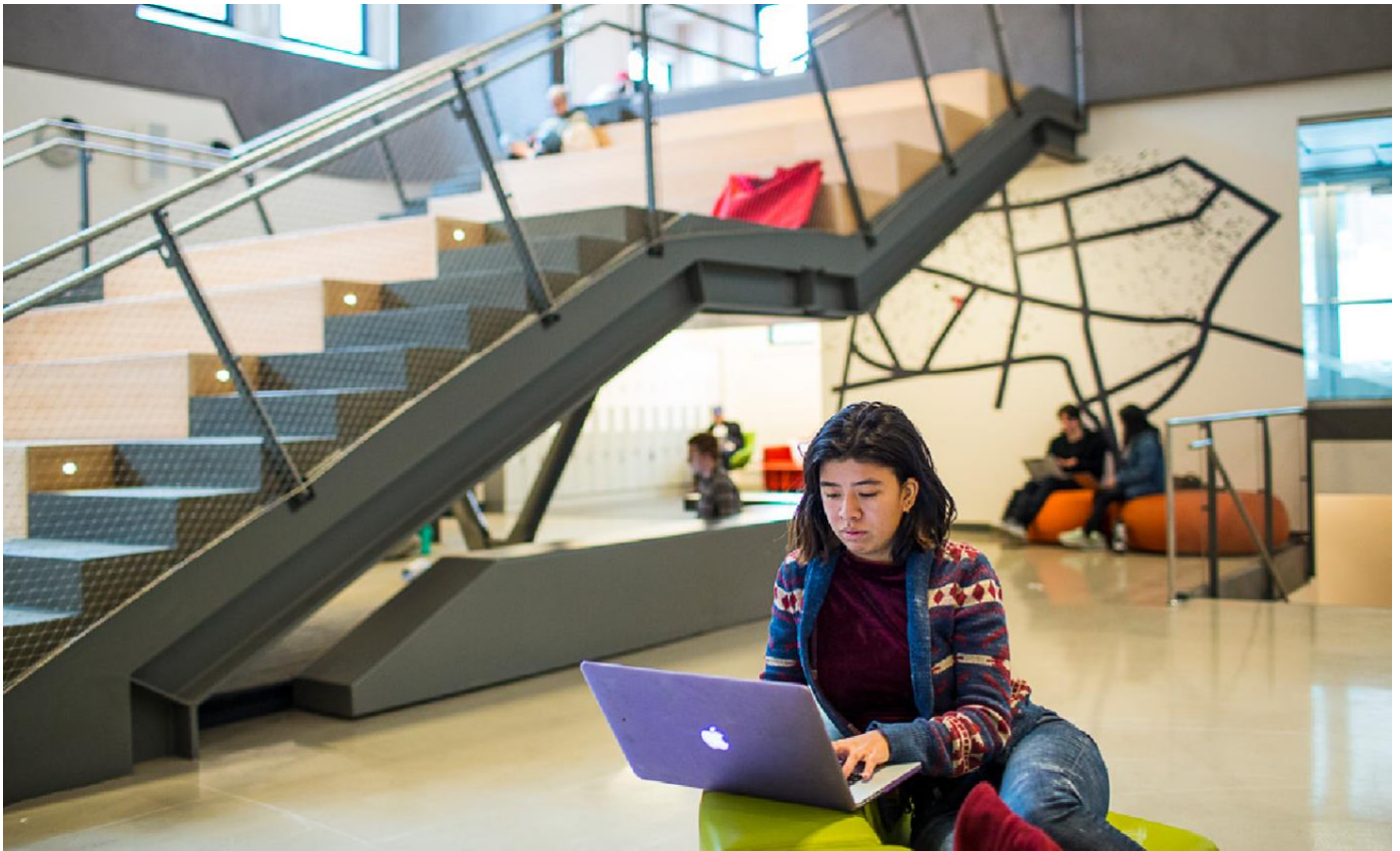


## Pratt Institute's Illegal Weapons Policy

Possession and/or use of firearms, ammunition, or other weapons, including any dangerous article or substance with the potential to injure or discomfort a person, is prohibited. See Pratt's Campus Weapons Policy for additional information [Community Standards](#).

## (HEOA) Notification to Victims of Crimes of Violence

Pratt Institute upon written request will disclose to the alleged victim of a crime of violence, or non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the Institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.



# Security of and Access to Pratt Institute's Facilities

## Campus Access Policy

During normal operations, the campus grounds are open to the general public. Access to all campus buildings and residence halls are restricted to faculty, staff, students, and invited guests.

## Academic and Administrative Buildings

Campus academic and administrative buildings are secured by the campus safety officers. Like the residence halls, these buildings are equipped with fire safety equipment that includes smoke detectors and/or heat sensors that activate the central fire alarm system. Many administrative and academic buildings are on access control, requiring Pratt community members to swipe their Pratt ID cards to gain access.

## Use of Institute Facilities

With the exception of campus events that are open to the general public and advertised as such, the Institute's facilities and programs are generally reserved for accomplishing the objectives and programs of the Institute. Visitors and non-Institute affiliated groups seeking to utilize Institute facilities are expected to make prior arrangements with the appropriate Institute office. Authorization to use Pratt facilities is determined by Institute regulations in effect at the time of the request.

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## Residence Halls

Pratt Institute has implemented procedures to increase safety within the resident halls by staffing a campus safety officer at each residential entrance 24-hours a day, 7 days a week.

All residence halls have limited access through main entry doors only with swipe card access. Procedures for guest visitation are established and hours are set forth by the Institute. Residence hall access and visitation rules are printed in the On-Campus Living Handbook, available at residence hall entrances, and online in the Resident Student Living Guide <https://one.pratt.edu/s/resident-student-living-guide>

Residence halls are equipped with fire safety equipment that includes smoke detectors and/or heat sensors that activate the central fire alarm system and most are equipped with automatic fire sprinkler systems and Carbon Monoxide detectors. In the residence halls, emergency exits are equipped with alarms that sound whenever opened. Residence hall staff members are trained to maintain security and to summon campus safety, police, fire, medical, and maintenance assistance when needed.

Criminal activity observed within or in the vicinity of residence hall buildings should be reported to the Pratt Department of Campus Safety by calling **718-636-3540**.

Firearms, explosives, fireworks, or other hazardous materials are not permitted in or around the residence halls.

## Security Considerations Used for the Maintenance of Campus Facilities

Pratt Institute maintains campus facilities in a manner that minimizes hazardous and unsafe conditions. The institute's campus parking lots and pathways are illuminated with lighting. Pratt Institute Department of Campus Safety works closely with the Office of Facilities Management to address burned out lights promptly as well as malfunctioning door locks or other physical conditions that enhance safety and security. Pratt community members should report equipment issues, lighting outages, fire hazards, water leaks, and unsafe conditions to Pratt Department of Campus Safety and the Office of Facilities Management.

## Monitoring and Recording of Criminal Activity by Students at Non-Campus Locations of Recognized Student Organizations

Pratt Institute does not have official recognized student organizations that own or control housing facilities outside of the Pratt Institute core campus. Therefore, the local police department is not used to monitor and record criminal activity since there are no non-campus locations of student organizations.



# Pratt Institute Department of Campus Safety 2024 Annual Fire Safety Compliance Report

Prepared by the Department of Campus Safety

Includes the Institute's Campus Safety Fire Practices and Standards for the 2024-2025 Academic Year and Fire Statistics for Calendar Years 2021, 2022, and 2023.

## Introduction

The Higher Education Opportunity Act (Public Law 110-315) (HEOA) also known as the Campus Fire Safety Right-to-Know Act of 2007 was enacted by Congress and signed into law in August of 2008. The Campus Fire Safety Right-to-Know Act amends the Higher Education Act of 1965 to require each institution participating in any program under the Act to provide to all current students and employees, and to any applicant for enrollment or employment upon request, an annual fire safety report containing specified information about the campus fire safety practices and standards of that institution.

The Act requires institutions to report on such information annually to the campus community in a manner that will aid in the prevention of similar occurrences. It directs each institution to require the national organizing bodies of the fraternities, sororities, and other student groups they recognize to collect specified fire safety information for each student housing facility they own, control, or occupy and report such information to the Secretary of Education, all current members, and to any interested party upon request. It

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requires the Secretary to report to Congress on fire safety systems and standards in institution and student housing facilities, and on exemplary fire safety education and training programs at such institutions.

## Campus Fire Safety Log

Pratt Institute's Department of Campus Safety maintains a log of fires that have occurred in on-campus student housing facilities in accordance with federal regulations (34 CFR §688.49). The fire log is open to the public and available to review Monday through Friday during normal business hours at the Pratt Department of Campus Safety Administrative Office, located in Chapel Hall, room 003 & 005.

The fire log includes a list of open flame/fire events that have occurred at Pratt Institute's on-campus student housing facilities, including the nature and category of the fire, date, time, and general location for calendar years 2021, 2022, and 2023. This log does not include the fire events that occur at non-student housing facilities.

The definitions that apply to the fire log are the following:

- **"On-campus student housing"** refers only to structures containing residential occupancy for students. The fire log does not include neighboring centers within student housing developments, campus facilities (administrative, academic, library, student life, or support) where students may overnight on a transient basis, vehicles, locations off Pratt Institute's property, or outdoor locations of any kind.
- **"Fire"** is defined as "any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. "Fire" does not include controlled burning, even when the event is contrary to policy, such as candles, smoking, or other open flames, when the open flame does not result in property damage.

## Annual Report

In order to comply with the provisions of "The Campus Fire Safety Right-to-Know Act of 2007," reports of incidents involving fire in residential facilities are compiled and reported annually by the Pratt Department of Campus Safety. As safety and security professionals tasked with the maintenance of a safe and secure educational environment, it is our responsibility to provide an annual fire safety report containing specified information about the campus fire safety practices and standards of the Institute.

This report summarizes fire safety policies and procedures required by the Act and in effect at Pratt Institute. Highlighted in this report are the records of all on-campus student housing fires, including the nature, date, time, and general location of each fire. Also included are the fire reporting procedures, fire prevention programs, and other services available to the campus community.

Fire statistics for 2021, 2022, and 2023 calendar years are provided as well as information regarding the types of fire safety systems installed in the various residential buildings. It should be noted that the fire statistics included in this publication are organized by locations that are identified as either owned or leased property belonging to Pratt Institute. The statistics include causes of fire as well as injuries, deaths, and property damage resulting from fires.

## Pratt Owned/Controlled Student Housing

At Pratt Institute, all residence halls have wet sprinkler systems. The systems are also equipped with; gravity feed fire pumps chained main valves, and water flow valves with tamper switches.

The fire alarm systems have a combination of addressable and non-addressable points with hard-wired smoke detectors in hallways; hard-wired smoke/heat detectors in mechanical rooms, custodial closets, lounges, student rooms, and hard-wired heat detectors in kitchen spaces. Duct detectors are used where necessary for shutting down the HVAC systems. Pull stations for manual notification of an emergency are located throughout the buildings. Buildings are equipped with an alarm annunciation horn or

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strobe/annunciator horn. Fire alarm panels announce to a central station, manned 24 hours, monitoring the systems. The Campus Safety Department also monitors the local alarm panels of the buildings.

## Fire Safety Plans

If a fire is discovered in any Institute building, members of the campus community are encouraged to activate the pull station and evacuate the building as instructed and demonstrated in fire drills. Students, faculty, and staff are encouraged to call Pratt Campus Safety at **718.636.3540** in Brooklyn and **212.647.7776** in Manhattan, along with 911 in the event of a fire emergency. The fire alarm emergency signal is a continuous sounding alarm. In case of a fire alarm activation, each person in the residence hall or campus building should leave the building as quickly as possible, using available stairways and fire escapes, not elevators. Each student or campus community member should also leave room doors unlocked and close the door upon exiting their room. Students and community members should walk quietly and quickly downstairs and stand in a designated area away from the building.

## Building Fire Equipment

Mechanical problems with locks, doors, or other security or fire equipment should be reported to Facilities Management and the Campus Safety Department. Students should not walk on or access fire escapes or rooftops of any Institute building except during drills or an actual fire emergency. Students found in the residence halls after the fire alarm has sounded will be referred to the campus judicial process. Participation in the fire drill and alarm activations is mandatory, as per New York City Fire Department (FDNY) regulations, by the entire Pratt community.

## Fire Safety Procedures Students and Employees Should Follow

In case of a fire in your room, residence hall, or campus building, immediately call 911, followed by Pratt Campus Safety at **718.636.3540** in Brooklyn and **212.647.7776** in Manhattan. Give your name, the exact location of the fire, and, if known, what is burning. If you cannot put the fire out yourself, leave immediately and pull the closest firebox alarm station as you exit the building. As you leave the room, close the door behind you, this will help prevent the fire from spreading. Do not use elevators, proceed to the nearest stairwell. Return to the building only when instructed by Public Safety, police, or fire department officials.

**Warning:** The act of discharging a fire extinguisher, lighting a fire, and misusing or tampering with the alarm or sprinkler systems is considered irresponsible behavior. These actions can endanger your life and the lives of others, furthermore, this type of behavior can result in immediate campus judicial sanction or criminal action. In these situations, the Institute reserves the right to pursue criminal charges through the appropriate New York City authorities.

**Pratt Campus Safety and the Office of Facilities Management collaborate to conduct fire drills at all campus buildings and residence halls semi-annually once in the fall and spring semester. Participation is required from all Pratt community members and visitors on campus when the fire drills are conducted.**

## Dormitory Fire Systems

<b>Willoughby Hall</b> 215 Willoughby Avenue	Standpipe & Sprinkler system. Gravity feed. Main valve chained, valves with tamper switch.	System type EST-3. Central Station Connection through Statewide Fire Corp.
<b>Leo J. Pantas Hall</b> 224 Grand Avenue	Standpipe & Sprinkler system. Fire pump. Main valve chained, valves with tamper switch.	System type EST-2. Central Station Connection through Statewide Fire Corp.
<b>Esther Lloyd Jones Hall</b> 243 Ryerson Street	Standpipe & Sprinkler system. Main valve chained.	System type Thorn Automated System M-200 and Fire Quest 200.
<b>Cannoneer Court</b> 280-296 Classon Avenue	Standpipe & Sprinkler system. Main valve chained, valves with tamper switch.	System type EST-2. Central Station Connection through Statewide Fire Corp.
<b>Vincent A Stabile Hall</b> 203 Emerson Place	Standpipe & Sprinkler system. Fire pump. Main valve chained, valves with tamper switch.	System type EST-2. Central Station Connection through Statewide Fire Corp.
<b>Emerson Townhouses</b> 172-186 Emerson Place	Sprinkler system. Main valve chained, valves with tamper switch.	System type Edwards EST-3 Master Coder with C/O Detection. Central Station Connection through Statewide Fire Corp.
<b>Steuben Townhouses</b> 171-185 Steuben Street	Sprinkler system. Main valve chained, valves with tamper switch.	System type Edwards EST-3 Master Coder with C/O Detection. Central Station Connection through Statewide Fire Corp.
<b>Willoughby Townhouses</b> 220 - 234 (220A, 226A, 232A) Willoughby Avenue	Sprinkler system. Main valve chained, valves with tamper switch.	System type Notifier NFS2-640 with C/O Detection. Central Station Connection through Statewide Fire Corp.
<b>Grand Ave.</b> 100 Grand Avenue	Standpipe & Sprinkler system. Main valve chained.	System type EST-3 with C/O Detection. Central Station Connection through Statewide Fire Corp.
<b>Emerson Place</b> 135 Emerson Place	Standpipe & Sprinkler system. Fire pump. Main valve chained, valves with tamper switch.	System type EST-3 with C/O Detection. Central Station Connection through Statewide Fire Corp.
<b>Caroline Ladd Pratt House</b> 229 Clinton Avenue	Standpipe & Sprinkler system. Main valve chained.	System type Acme 120V.

## Policies Related to Fire Safety Measures

Electric Equipment: Electrical appliances including, but not limited to, space heaters, clothes washers, dryers, and dishwashers are prohibited in apartments and rooms. Microwave ovens, toaster ovens, and toasters, or any other exposed coil appliance are prohibited from rooms without kitchens except for those provided by the Office of Residential Life and Housing. Coffee makers and the like, with non-exposed heating coils, are permitted.

Air conditioners are prohibited from all residence halls, except Willoughby and Grand Avenue, where air conditioner units must only be installed into the provided wall-mounted sleeves. Students are not permitted to make modifications or alter existing room configurations. (See the Resident Student Living Guide 2024/2025) <https://one.pratt.edu/s/resident-student-living-guide>

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**Lighting:** Some students may desire or require lighting in addition to the lights provided in a particular room. Students are encouraged to bring desk lamps and other light sources with them, not only to provide additional lighting but also to personalize their space. Halogen lamps provide great light and are popular. Any halogen lamp brought into the residence hall must be UL approved and have a protective screen covering the bulb.

Although halogen lamps may contribute to fires if not cared for or used properly, Pratt's insurance carrier has permitted continuing the use of these light sources within the above-stated guidelines. However, the use of LED lamps is strongly encouraged as an alternative to halogen lamps.

**Open Flames and Flammable Materials:** Candle and incense burning are a threat to the health and safety of all residents. As such, possession and use of these items in the residence halls are strictly prohibited.

The use of any open-flamed devices (incense, candles, coal-burning hookahs, Sterno fuel, and kerosene lamps) is strictly prohibited. Also, as a result of their inherent dangers, flammable materials such as paints and paint thinners are prohibited except in small quantities.

**Cooking:** Students who live in apartments with kitchens have a responsibility to maintain the stove-top and oven so that they are clean and safe. Always clean grease and other food from the top of the stove and inside the oven. NEVER LEAVE FOOD UNATTENDED WHILE COOKING. Campus judicial charges will be brought against any resident who, through negligence, creates a potentially dangerous situation in a residence hall. This includes activating a smoke detector or fire alarm due to negligent cooking habits.

**Decorations:** Decorating room/apartment walls is permitted, however, tapestries, carpets, and other materials hung from walls or ceilings that are a fire hazard are prohibited. Non-artificial Christmas trees are also prohibited in residence halls.

**Smoking:** In compliance with New York State law, all residence halls (including balconies and fire escapes) are smoke-free. In addition, as of August 2017, Pratt Institute became a smoke-free campus, both Brooklyn and Manhattan. Accordingly, smoking and vaping are prohibited in any indoor and outdoor space on either campus including, but not limited to, classrooms, studios, dining halls, and lounges, as well as any outdoor gathering spaces or other locations on either campus.

**Fireworks:** The use of fireworks is illegal by New York State law. The possession or use of fireworks on campus is prohibited. Policy violation may result in a judicial or criminal action.

## **Fire Evacuation Training**

Pratt Institute's Department of Public Safety, along with the Office of Facilities Management, and Office of Residential Life, conducts fire drills in all campus student residence halls at the beginning of each academic year. Each resident is required to participate in the drills. Pratt Institute currently and routinely contacts the New York City Fire Department (FDNY) for training and advice on fire prevention education and response. During the month of September (Campus Fire Safety Month), the Institute, along with the assistance of the New York City Fire Department (FDNY), provides students with materials and training on fire safety in campus-related settings to help students learn how to protect themselves.

## **Fire Evacuation Information**

A fire evacuation placard is posted on the back of all student apartment and room doors. Students are asked to inform an RA if this placard is not on the back of their door. These important instructions will help indicate evacuation paths in a fire emergency.

All students must evacuate the building when a fire alarm sounds. Failure to evacuate, placing false alarms, interfering with the proper functioning of a fire alarm system, tampering with or removing the detection devices, extinguisher, sprinkler and fire safety apparatus are grounds for disciplinary action and/or appropriate criminal actions.



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- **If fire is suspected, activate the alarm, immediately call Pratt Campus Safety at extension 3540 or 718.636.3540, alert others, and help remove anyone who needs assistance from the immediate danger of the fire or smoke.**
  - **Close all doors to confine and delay the spread of fire and smoke as much as possible.**
  - **When you hear the evacuation alarm, move to the nearest fire exit or fire exit staircase (do not use elevators).**
  - **Proceed to the designated evacuation assembly area outside the building unless directed to an alternate location.**
  - **If your clothing catches on fire, stop-drop-roll!**
  - **If you are trapped in a specific area, wedge wet clothing or towels under the door to keep out the smoke. Call 911 to notify authorities of your location.**
  - **Never use the palm of your hand or fingers to test for heat. Burning your palm or fingers could hamper your ability to crawl or use a ladder for escape.**
  - **Be prepared; know where you are and where the exits to the outside are located. If heavy smoke is present, crouch low or crawl. Hold breath as long as possible or breathe through your nose using handkerchief or shirt as a filter.**
  - **If you have to move through flames, hold your breath, move as quickly as you can, cover your head, and stay low.**
  - **If fire is contained to a small area and if it is safe to do so, use a fire extinguisher; pull safety pin from handle, aim at base of fire, squeeze the trigger handle, and sweep from side to side. (Watch for re-flash).**
  - **Be familiar with how fire extinguisher operates.**
  - **Do not use water on an electrical fire. Use a fire extinguisher approved for electrical fires. Know where fire suppression equipment is maintained.**
  - **Smother oil and grease fires in a kitchen area with baking soda, salt or by putting a non-flammable lid over the flame.**
  - **If you cannot escape by a door or window, hang a white or light-colored piece of clothing out the window to let firefighters know your location.**

## Reporting Fire

Per federal law, Pratt Institute is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Therefore, if you encounter a live fire in one of these facilities, you should immediately get to a safe place, then call 911. After emergency services are called, notify the Pratt Department of Campus Safety when it's safe to. Pratt Campus Safety will investigate and document the incident for disclosure in the institute's annual fire statistics. Fires in on-campus student housing facilities should also be reported to the Offices of Residential Life, Facilities Management, and Student Affairs.

If a member of the Pratt Institute community finds evidence of a fire that has been extinguished, and the person is not sure whether the Pratt Institute Department of Campus Safety was notified or has already responded, the community member should immediately notify the Department of Campus Safety who will investigate and document the incident for disclosure in the Institute's annual fire statistics.

## Plans for Improvement to Fire Safety

The Pratt Institute Office of Facilities Management is currently implementing improvements to the fire alarm systems at 100 Grand Avenue residence hall, Chemistry, Machinery, and Engineering campus buildings.

The Office of Facilities Management is also upgrading the methods by which Pratt Institute's fire alarm panels communicate with Central Station Monitoring and the New York City Fire Department campus-wide.

The fire statistics for on-campus resident facilities for the calendar years 2021, 2022, and 2023 are provided on the next page.

## Pratt's Brooklyn Campus Fire Statistics for On-Campus Student Resident Facilities

Three-Year Comparison

### Annual 2021 Fire Report on Residence Halls

Residence Hall	Fire	Fire Category and Cause	Injuries	Deaths	Property Damage
<b>Willoughby Hall</b> 215 Willoughby Avenue	0	N/A	0	0	\$0.00
<b>Leo J. Pantas Hall</b> 224 Grand Avenue	0	N/A	0	0	\$0.00
<b>Esther Lloyd Jones Hall</b> 243 Ryerson Street	0	N/A	0	0	\$0.00
<b>Cannoneer Court</b> 280–296 Classon Avenue	0	N/A	0	0	\$0.00
<b>Vincent A Stabile Hall</b> 203 Emerson Place	0	N/A	0	0	\$0.00
<b>Emerson Townhouses</b> 172–186 Emerson Place	0	N/A	0	0	\$0.00
<b>Steuben Townhouses</b> 171–185 Steuben Street	0	N/A	0	0	\$0.00
<b>Willoughby Townhouses</b> 220–234 (220A, 226A, 232A) Willoughby Avenue	0	N/A	0	0	\$0.00
<b>Grand Ave.</b> 100 Grand Avenue	0	N/A	0	0	\$0.00
<b>Emerson Place</b> 135 Emerson Place	0	N/A	0	0	\$0.00
<b>Caroline Ladd Pratt House</b> 229 Clinton Avenue	0	N/A	0	0	\$0.00

\*Categories: Intentional, Unintentional, Undetermined\*

### 2022 Annual Fire Report on Residence Halls

Residence Hall	Fire	Fire Category and Cause	Injuries	Deaths	Property Damage
<b>Willoughby Hall</b> 215 Willoughby Avenue	0	N/A	0	0	\$0.00
<b>Leo J. Pantas Hall</b> 224 Grand Avenue	0	N/A	0	0	\$0.00
<b>Esther Lloyd Jones Hall</b> 243 Ryerson Street	0	N/A	0	0	\$0.00
<b>Cannoneer Court</b> 280–296 Classon Avenue	0	N/A	0	0	\$0.00
<b>Vincent A Stabile Hall</b> 203 Emerson Place	0	N/A	0	0	\$0.00

<b>Emerson Townhouses</b> 172–186 Emerson Place	0	N/A	0	0	\$0.00
<b>Steuben Townhouses</b> 171–185 Steuben Street	0	N/A	0	0	\$0.00
<b>Willoughby Townhouses</b> 220–234 (220A, 226A, 232A) Willoughby Avenue	0	N/A	0	0	\$0.00
<b>Grand Ave.</b> 100 Grand Avenue	0	N/A	0	0	\$0.00
<b>Emerson Place</b> 135 Emerson Place	0	N/A	0	0	\$0.00
<b>Caroline Ladd Pratt House</b> 229 Clinton Avenue	0	N/A	0	0	\$0.00

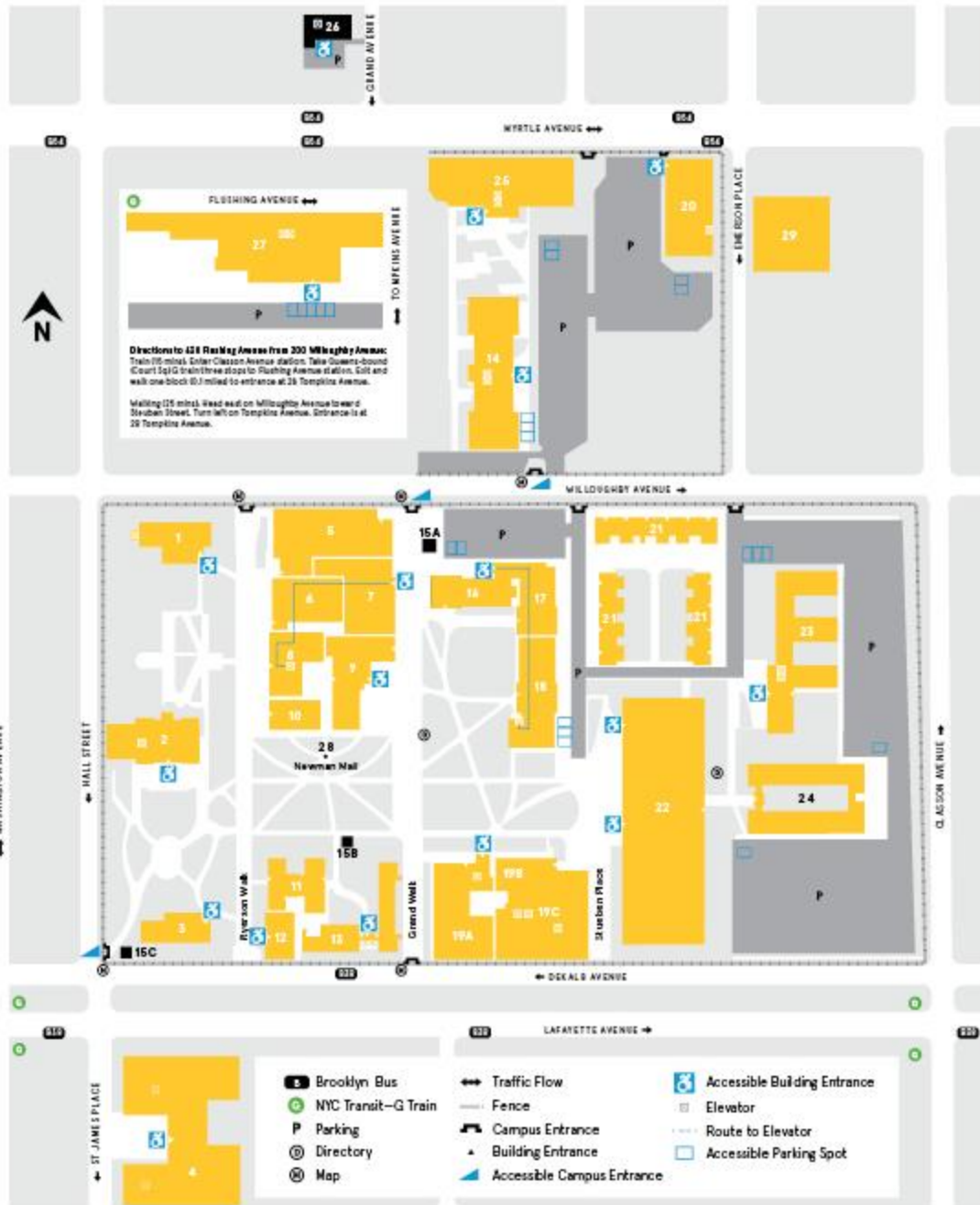
\*Categories: Intentional, Unintentional, Undetermined\*

### 2023 Annual Fire Report on Residence Halls

Residence Hall	Fire	Fire Category and Cause	Injuries	Deaths	Property Damage
<b>Willoughby Hall</b> 215 Willoughby Avenue	0	N/A	0	0	\$0.00
<b>Leo J. Pantas Hall</b> 224 Grand Avenue	0	N/A	0	0	\$0.00
<b>Esther Lloyd Jones Hall</b> 243 Ryerson Street	0	N/A	0	0	\$0.00
<b>Cannoneer Court</b> 280–296 Classon Avenue	0	N/A	0	0	\$0.00
<b>Vincent A Stabile Hall</b> 203 Emerson Place	0	N/A	0	0	\$0.00
<b>Emerson Townhouses</b> 172–186 Emerson Place	0	N/A	0	0	\$0.00
<b>Steuben Townhouses</b> 171–185 Steuben Street	0	N/A	0	0	\$0.00
<b>Willoughby Townhouses</b> 220–234 (220A, 226A, 232A) Willoughby Avenue	0	N/A	0	0	\$0.00
<b>Grand Ave.</b> 100 Grand Avenue	0	N/A	0	0	\$0.00
<b>Emerson Place</b> 135 Emerson Place	0	N/A	0	0	\$0.00
<b>Caroline Ladd Pratt House</b> 229 Clinton Avenue	0	N/A	0	0	\$0.00

\*Categories: Intentional, Unintentional, Undetermined\*

# Pratt Institute Campus Directory



## BUILDING LISTING

- |                  |                                   |  |  |
|------------------|-----------------------------------|--|--|
| 1. ISC Building  | 11. Esther Lloyd Jones Hall (ELJ) | 19A. Pratt Studios                       | 26. 100 Grand                            |
| 2. Library       | 12. Thrift Hall                   | 19B. Juliana Curran Terlan Design Center | 27. Pfizer Building, 630 Flushing Avenue |
| 3. DeKalb Hall   | 13. Pantas Hall                   | 19C. Steuben Hall                        | 28. Newman Hall and Clock                |
| 4. Higgins Hall  | 14. Willoughby Hall               | 20. Film/Video Building                  | 29. Emerson Place Residence              |
| 5. North Hall    | 15A. Willoughby Security Booth    | 21. Pratt Townhouses                     |  |
| 6. Memorial Hall | 15B. Pantas Security Booth        | 22. ARC Building                         |  |
| 7. Student Union | 15C. Hall Security Booth          | 23. Stable Hall                          |  |
| 8. Main Building | 16. Chemistry Building            | 24. Cannonear Court                      |  |
| 9. East Building | 17. Machinery Building            | 25. Myrtle Hall                          |  |
| 10. South Hall   | 18. Engineering Building          |  |  |