

## **Meridian Institute of Surgical Assisting Campus Security, Crime Awareness, Drug Free Workplace General Policy**

The school is committed to providing students with a safe environment in which to learn and keep parents and students well-informed about campus security. To that end, and in accordance with the Crime Awareness and Campus Security Act of 1990, the institution collects campus crime statistics and prepares a report for distribution to all students, employees and applicants for enrollment or employment. It is hoped that Meridian Institute of Surgical Assisting's comprehensive policy will help combat violence in the workplace and on campus.

Because Meridian Institute is a distance education program, we distribute the annual campus security report to all current students by a global announcement in the learning management system and a hard copy is placed in employees mailbox on campus. In addition, the report is provided upon request to all prospective students and prospective employees and can be found anytime on Meridian Institute's website. Such individuals are informed of the report's availability and given the opportunity to request a copy. The complete Campus Security, Crime Awareness and Drug Free Workplace Policy is distributed after its revision each September 1<sup>st</sup>, if the policy information has been changed.

### **Campus Security, Crime Awareness, Drug Free Workplace Report**

In accordance with the Crime Awareness and Campus Security Act 1990, Meridian Institute collects campus crime statistics and prepares this report for distribution to all current and prospective students and employees.

1. Campus is defined as "any building or property owned or controlled by the school within the same contiguous geographic area and used by the school in direct support of or related to its educational purposes." The campus includes the facilities located at 1507 County Hospital Road, Nashville, Tennessee 37218. There are no buildings or properties owned or controlled by campus student organizations which are recognized by this institution.
2. The report is disseminated annually after any revisions to all current and prospective students and employees if there are any crime updates. In addition, the report is available online to all individuals during enrollment or employment orientation. At that time students and employees review the report and receive a description of the campus security procedures and further information regarding the prevention of crimes.
3. No student will have access to the campus facilities, other than the parking area, at any time unless supervised by a staff member. Any off campus events which are sponsored by the school are supervised by campus employees. Thus, the school will monitor and report any criminal activity at such events to local law enforcement authorities should they occur.
4. The campus does not employ campus security officials. The security of the campus is the direct responsibility of each employee and the campus administrator. No such individuals have the authority to make arrests.
5. All individuals are encouraged and requested to report immediately any known criminal offense or other emergency occurring on campus to the school administration office. All individuals are also encouraged to promptly report all crimes to appropriate police agencies. The campus administrator will report all known criminal offenses to local law enforcement authorities upon receiving the report or upon obtaining knowledge of any criminal offense.
6. All students and employees are encouraged to be responsible for their own security and the security of others.
7. There are no buildings or properties owned or controlled by the school's student organization which are recognized by the institution. There are no off-campus housing facilities.
8. The school will provide timely warning to the campus community of any applicable crimes that have been reported to the campus administration or local police agencies that are considered to represent a continuing threat to students and/or employees.
9. Statistics concerning the number of arrests for on-campus crimes of murder, forcible and non-forcible sex offenses, domestic violence, dating violence, stalking, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft and violations of liquor laws, drug abuse, weapons possession during the calendar years 2020, 2021, 2022, 2023 are listed below:

Type of Crime	Number of Occurrences	Number of Arrests
Murder:		0
Sex Offenses (Forcible/non-forcible):		0
Domestic Violence:		0
Dating Violence:		0
Stalking:		0
Sexual Assault:		0
Robbery:		0
Aggravated Assault:		0
Burglary:		0
Motor Vehicle Theft:		0
Weapons Possession:		0
Liquor Law Violations:		0
Drug Abuse Violations:		0
Other Criminal Offenses:		0
Hate Crimes:		0
Violence Against Women:		0
Any Arrests and/or Referrals for Disciplinary:		0

There were no crimes of murder, forcible rape, or aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, or ethnicity as prescribed by the Hate Crimes Statistics Act (28 U.S.C. 534).

10. In the event a sex offense occurs on campus, the accuser has the option to and should take the following steps:
    - a. Report the offense to Title IX coordinator or any other faculty or staff with Meridian Institute.
    - b. Preserve any evidence as may be necessary to prove criminal sexual assault.
    - c. Request assistance, if desired, from school administration in reporting the crime to local law enforcement agencies.
    - d. Report the crime to local law enforcement agencies.
    - e. Review Meridian Institute’s Sexual Misconduct Policy.
    - f. Contact an appropriate agency in the community for counseling or other services that may be needed.
  
  11. The school does not provide living situations during enrollment. The school will change a victim’s academic situation after the alleged sex offense if requested by the victim, and the change is reasonable available.
  12. The only on-campus services available to victims of sex offenses are described in this report and in Meridian Institute’s Sexual Misconduct Policy. There are no on-campus counseling, mental health or other student services available.
  13. On campus disciplinary action in cases of alleged sexual assault will be based on findings by the Title IX Coordinator and law enforcement, facts pertaining to the crime, and other related mitigating circumstances provided that:
    - a. The accuser and the accused may have others present during the campus disciplinary proceeding; and
    - b. Both the accuser and the accused shall be informed of the final determination of the disciplinary proceeding and any sanction(s) imposed against the accused.
  14. Possible sanctions may follow a final determination regarding rape, acquaintance rape, or other forcible or non-forcible sex offense vary depending upon the final determination and may include expulsion.
- For all sexual misconduct related incidents student and/or employee should reference Meridian Institute’s Sexual Misconduct Policy and Procedure found in conjunction to this document or per request.**
15. Drug Abuse is prohibited at all times by students and employees on the school property or as part of any of its activities. Drug abuse is defined as: “The unlawful manufacture, distribution, possession or use of illicit controlled substances, including alcohol.”
  16. Meridian Institute prohibits possession, use and sale of alcoholic beverages, enforces the state underage drinking laws and state and federal drug laws.

17. There is no on-campus drug or alcohol counseling, treatment, or rehabilitation programs available. Off-campus services regarding Drug Abuse Information and Treatment, Crisis Intervention, sexual violence, counseling and mental health include:

- Substance Abuse, David Lawrence Center: 239-455-8500
- Depression counseling, Elizabeth Steinman: 239-298-1638
- National Domestic Violence Hotline: 1-800-799-SAFE (7233)
- National Institute on Drug Abuse Hotline: 1-800-622-HELP
- National Institute on Drug Abuse Workplace Helpline: 1-800-843-4971
- National Clearing house for Alcohol and Drug Information: 1-301-468-2600
- Network of Colleges & Universities Committed to the Elimination of Drug & Alcohol Abuse: 1-202-357-6206
- The Center for Substance Abuse Treatment and Referral Hotline (800-622-Help)
- The Center for Substance Abuse Prevention Helpline (800-967-5752)
- Nashville Sexual Assault Center 1-800-879-1999  
<http://www.sacenter.org/>
- National Sexual Assault Hotline 800-656-4673
- National Domestic Violence Hotline 800-799-7233

18. Penalties to be imposed on students and employees for drug abuse violations occurring in the workplace include:

- Notification of the abuse to the proper authorities;
- A Leave of Absence from enrollment/employment during which time the individual must consider the responsibilities of his/her enrollment/employment, become free from any dependencies and prove it, and certify that if he/she is reinstated that he/she will no longer participate in abuse activities affecting performance;
- Expulsion or termination will be considered based on the circumstances surrounding the violation.

19. Any action taken by Meridian Institute against a violation of the drug-free workplace policy will occur immediately upon administration obtaining such information. Preventing sexual violence is only accomplished by teaching potential perpetrators not to commit the crime. However, it is important to teach potential victims risk reduction strategies to lower the likelihood that they will become targets of the crime.

## **Sexual Misconduct Policy and Procedure**

Policy Overview:

Meridian Institute of Surgical Assisting is committed to creating and maintaining an educational environment free from sex discrimination. Meridian Institute will respond promptly and effectively to reports of sexual misconduct and will take appropriate action to prevent, to correct and when necessary, to discipline behavior that violates this policy.

The Sexual Misconduct Policy and Procedure (hereafter referred to as Policy) will cover procedures of complaints of alleged sexual assault, dating violence, sexual harassment and stalking.

This Policy applies to employees and current students who are associated with Meridian Institute.

### **Definitions**

Abuse: intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another.

Bystander Intervention: someone who intervenes as an outsider at the time of the occurrence.

Complainant: an individual who files a Sexual Misconduct complaint with Meridian Institute's officials against a current student or employee.

Consent: clear, knowing, and voluntary approval given by words or demonstrated positive actions to engage in sexual activity. This decision must be made voluntarily and actively by all participants in a positive manner which

is mutually agreed upon sexual activity.

Consent cannot be given when a person is incapacitated. A person cannot consent if he or she is unconscious or coming in and out of consciousness. A person cannot consent if he or she is under the threat of violence, bodily injury or other forms of coercion. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment.

Dating Violence: is defined as abuse committed by a person who is or has been in a social relationship or a romantic or intimate nature with the victim.

Employee: includes faculty and staff that are part-time or full-time employees who work on Meridian Institute's campus. Contract employees are not considered under "employee".

Incapacitation: is defined as the physical and/or mental inability to make informed, rational judgements. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol, drugs or other medications are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person's decision-making capacity, awareness of consequences, ability to make fully informed judgments, and inability to communicate. Being intoxicated by drugs, alcohol or other medications does not absolve one's responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was incapacitated.

Prevention: Intervention to stop the behavior.

Respondent: a "Respondent" is an individual who has been accused of committing sexual misconduct by the report or filing of a formal or informal complaint.

Result: the final determination by the school or judge, due to the findings between the respondent and complainant.

Risk Reduction: actively taking steps to reduce the likelihood a behavior will happen.

Sexual Assault: occurs when physical sexual activity is engaged without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol. Or taking advantage of the other person's incapacitation.

**Sexual Exploitation:** non-consensual abuse or exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other improper purpose.

Sexual Harassment: is unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature such as the unwelcome touching of a person's body. Forms can include stalking, engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others. Sexual harassment also includes sexual jokes and/or innuendos of a sexual nature.

Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

Sexual Misconduct: a broad term including, but not limited to, committing a Sexual Act without Consent, Sexual Exhibitionism, Sexual Exploitation, or Sexual Harassment. This may include sexually based violence that may be physical, emotional, financial and/or abusive. Sexual Misconduct can occur between strangers or acquaintances, including people involved in an intimate or on-going sexual relationship. Sexual Misconduct can be committed by men or women, and it can occur between people of the same or different sex.

Stalking: is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

Student: a current student who is actively enrolled at Meridian Institute.

## **Prevention and Risk Reduction**

Sexual misconduct is a problem at many Universities. Schools country-wide are working collaboratively to ensure the campus community is aware of how sexual misconduct impacts our community.

When people talk about what you can do to stop sexual misconduct, he or she often uses the word “prevention.” While we would all like to prevent sexual violence, it is helpful to understand the difference between *prevention* and *risk reduction*.

*Prevention* is intervention to stop the behavior.

*Risk reduction* is actively taking steps to reduce the likelihood a behavior will happen.

People can prevent sexual assault by not sexually assaulting someone else, or by intervening when an acquaintance is potentially going to engage in non-consensual behavior.

Risk reduction is making decisions that will increase the odds of keeping you and your friends safe, like staying in groups when you're going out, drinking responsibly and communicating clearly.

To be clear, if a person drinks too much, or is not among a group of friends, and is assaulted, they are not responsible for the assault. *Regardless of what someone is wearing or how much they drank, that person is not asking to be assaulted, nor are they the cause of the assault.*

Preventing sexual violence is only accomplished by teaching potential perpetrators not to commit the crime. However, it is important to teach potential victims risk reduction strategies to lower the likelihood that they will become targets of the crime.

## **Prevention, Education, and Training**

Meridian Institute disseminates this policy to current students and employees. As a distance education program Meridian Institute does not provide online training in prevention of sexual misconduct; however, Meridian Institute will provide any resources per request by a student. Meridian Institute does conduct an in-house annual training for their employees.

### **POLICY**

Meridian Institute prohibits sexual misconduct as it both violates the law and Meridian Institute’s policy. Meridian Institute will respond promptly and effectively to reports of Sexual Misconduct and will take appropriate action to prevent, correct and, when necessary, discipline behaviors that violate this Policy.

#### **Prohibited Acts**

This Policy covers unwelcome conduct of a sexual nature. This policy prohibits sexual harassment and sexual misconduct as defined above by an employee and/or current student.

#### **Consensual Relationships**

Because of unique situations that exist among current students, faculty and staff, relationships in the workplace and on campus should at all times remain professional. In particular, due to the professional power differential between faculty and students, faculty is encouraged to maintain a professional relationship with current students.

#### **Gender Identity, Gender Expression, or Sexual Orientation Discrimination**

Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex- or gender-stereotyping, or sexual orientation also is prohibited by Meridian Institute. This type of harassment may limit or deny a person’s ability to participate in or benefit from Meridian Institute’s educational programs, employment, or services. While discrimination based on these factors may be distinguished from sexual harassment, this kind of harassment may contribute to the creation of a hostile work or academic environment. Thus, in determining whether a hostile environment due to sexual harassment exists, Meridian Institute may take into account acts of discrimination based on gender, gender identity, gender expression, sex- or gender stereotyping, or sexual orientation.

## Dissemination of the Policy

During orientation, new students and new employees both will be directed to our website where the policy can be found. A hardcopy of this policy will be available upon request.

## Period of Limitations

A complaint of sexual misconduct should be filed as soon as possible and within 180 days after the alleged unlawful discriminatory practice. A delay in filing a complaint may compromise the subsequent investigation, particularly if neither the complainant nor the respondent is employed by Meridian Institute or enrolled as a student at that time.

## Reporting Sexual Misconduct

Any member of the Meridian Institute may report conduct that may constitute as sexual misconduct to any supervisor or Title IX Officer. Supervisors are responsible for promptly forwarding such reports to the Title IX Officer or directly to the President. Any supervisor, or reporting official, responsible for reporting or responding to sexual misconduct who knew about the incident and took no action to stop it or failed to report the prohibited act may be subject to disciplinary action. Sexual misconduct should be reported within 180 days of its occurrence; however, complaints reported after 180 days will still be investigated.

When a student reports sexual misconduct to the supervisor he, or she, should direct the student to complete a Sexual Misconduct Complaint form by request from the Title IX coordinator, or any Meridian Institute staff member. The student must be aware of the supervisor's obligation to report the names of the alleged perpetrator and student involved in the alleged sexual misconduct, as well as relevant facts regarding the alleged incident (including the date, time, and location), to the Title IX coordinator or other appropriate officials.

## Confidentiality

In the course of complaint investigation, Meridian Institute will make reasonable efforts to maintain confidentiality of the complaints. All parties of the complaint will be asked to assist in treating the complaint confidentially; however, there can be no guarantee of confidentiality and anonymity based upon the course and scope of the compliant investigation, and the institution may share information where necessary to provide accommodations or protective measures.

Even if the complainant requests confidentiality or asks that the complaint not be pursued, Meridian Institute will take all reasonable steps to investigate and respond to the complaint to the extent possible consistent with the alleged victim's wishes. Meridian Institute will notify the alleged victim that the failure of the alleged victim to pursue a complaint may limit Meridian Institute's ability to fully address the matter.

## Protective Measures

If at any point during the complaint, investigative or disciplinary processes, the Title IX Coordinator reasonably believes that a respondent who is a member of Meridian Institute (1) poses a substantial threat of harm to any student or employee, (2) threatens or endangers Meridian Institute, (3) or disrupts the stability and continuance of normal Meridian Institute's operations and functions, the Title IX Coordinator may take actions such as the following:

- 1) For Student Respondents:
  - a. If occurrence happens during lab, respondent will be required to be separate from complainant. This includes not working at the same station in the pig lab, and a record of different hotels during their stay. Staff will work appropriately to separate complainant and respondent during the one week lab and may request that one reschedule his or her lab.
- 2) For Employee Respondents:
  - a. Take reasonable, appropriate, and necessary action to restrict communication with complainant.
  - b. Reassign or place employee on administrative leave

## Filing of False Reports

Any individual who (1) knowingly files a false complaint, (2) knowingly provides false information to Meridian Institute's officials, or (3) intentionally misleads the Meridian Institute's officials who are involved in the investigation or resolution of a complaint may be subject to disciplinary action.

## Duty to Cooperate

All current students and employees whose assistance is needed in the investigation of a complaint or in the course of disciplinary action will be required to cooperate with the Title IX coordinator and any other parties who are duly authorized to investigate or to discipline. Persons who are accused of having engaged in sexual misconduct will be entitled to such cooperation, when necessary, to obtain witnesses in any formal disciplinary proceedings that may be initiated. Where necessary, adjustments will be made to work schedules, classroom schedules, and other academic or employment obligations.

## Prohibition on Retaliation

Retaliation against any person for filing, supporting, providing information, or for cooperating in a sexual misconduct investigation in good faith in connection with a complaint of sexual misconduct is strictly

prohibited. Additionally, retaliation in the form of harassment, intimidation, threats, or coercion, or in the form of any materially adverse harm that would dissuade a reasonable student or employee from filing a harassment complaint or participating in a harassment investigation is strictly prohibited. Any person who feels he or she has been subjected to retaliation should make a report to the Title IX coordinator.

## Procedures for Sexual Misconduct Claims

Meridian Institute will make every effort to adhere to prescribed time frames of the informal and formal resolution process. However, in the event that individuals involved are unavailable or other unanticipated occurrences occur, the Title IX coordinator, with the concurrence of the president, may adjust the time frames. Any changes will be immediately communicated to the complainant and respondent by the Title IX coordinator and, where possible, their needs will be accommodated. Time frames may also be extended upon the mutual agreement of the parties. Working days are those on which the offices of the Meridian Institute are open for business. Extensions will not exceed the bounds allowed by applicable law and regulations. All notifications to respondent and complainant will be done simultaneously and in a timely manner.

## Informal Investigation and Resolution Procedures

1. Individuals who believe they have been subjected to sexual misconduct should report the incident promptly to their immediate supervisor, Academic Dean, Vice President or President.

The department involved to whom the complaint was made may be asked to assist in the informal investigation.

2. The alleged victim may elect to resolve his or her complaint through the informal resolution process if a) the respondent agrees to such resolution, b) the Title IX coordinator determines the informal resolution is an appropriate mechanism for resolving the complaint, and c) the complaint does not involve sexual assault.
3. Interviews of the respondent and complainant may be conducted during the informal and formal process.
4. Title IX Coordinator may conduct mediation between respondent and complainant in an informal resolution.

- a. If mediation is to occur, the respondent and complainant are given timely and equal access to information that will be used during informal and formal disciplinary meetings and hearings.
5. There is to be no communication between respondent and complainant during the time of investigation, prior to mediation.
6. Under no circumstances may legal counsel speak on behalf of respondent or complainant during the informal resolution or during mediation.
7. If, following investigation, an informal resolution of the matter that is satisfactory to the complainant, the person against whom the complaint is made (respondent), and Meridian Institute (represented by the Title IX coordinator) is reached, it shall be considered closed and all parties involved shall be so advised in writing by the Title IX coordinator or President. If a satisfactory resolution has not been reached within 10 working days from the date of the complaint, the complainant, respondent, or Meridian Institute may initiate formal complaint investigation procedures.

#### Formal Investigation and Resolution

If the sexual misconduct complaint has not been resolved through informal procedures and the complainant, respondent, or Meridian Institute wishes to pursue the matter further, the party wishing to pursue the matter must file a written complaint. The written complaint must be filed with the Title IX coordinator within three working days of the termination of the informal procedures.

#### Respondents Acknowledgment of Responsibility Prior to Investigation

At any time prior to the date of his or her designated investigation, the respondent may elect to acknowledge his or her actions and take responsibility for the alleged sexual misconduct. In such situation, the Title IX Coordinator will propose sanction(s). If the victim and the respondent agree to such proposed sanction(s), then the complaint will be resolved without a hearing and without any further rights of appeal by any party. If either the victim or the respondent objects to such proposed sanction(s), then members of the Title IX Coordinators investigative team, excluding those members who participated in the initial investigation, will convene for the exclusive purpose of determining a sanction.

#### The Formal Investigation and Resolution Process

1. If the Title IX Coordinator determines that an investigation should be conducted, the Title IX Coordinator will assign the case to an investigative team made up faculty of and staff at Meridian Institute who will conduct an investigation and will share the names and contact information of the investigative team with the alleged victim and the respondent. If the respondent is a faculty member, at least one of the Title IX Coordinators on the investigative team will be a faculty member, if available and he or she does not have a conflict with either the respondent or complainant. If the respondent is a staff member, at least one of the Title IX Coordinators on the investigative team will be a staff member, if available and he or she does not have a conflict with either the respondent or complainant. The size of the investigative team will generally depend on the scope of the allegations. Within three days of such appointment, any member of the investigative team, the alleged victim, or the respondent may identify to the Title IX Coordinator, in writing, any real or perceived conflicts of interest posed by assigning such investigators to the matter. The Title IX Coordinator will carefully consider such statements and will assign a different member to the investigative team if it is determined that a material conflict of interest exists.
2. Upon receipt of the complaint, the investigative team will promptly begin the investigation, which will include conducting interviews with the complainant, the alleged victim (if not the complainant), the respondent, and third-party witnesses and summarizing such interviews in written form.



Throughout the investigation, the investigative team will remain neutral. The Title IX Coordinator should obtain, where applicable and where possible, the written consent of any third-party witnesses to the disclosure, as contemplated by this Policy, of any personally identifiable information contained in the complaint, the investigative report, and/or any other documents, the disclosure of which is contemplated by these Procedures, in order to further the resolution of the complaint.

- a) Presence of an Advisor or Support Person. Both the alleged victim and respondent are permitted to have an advisor or support person present during their respective hearings. Advisors must be a faculty, administrator, staff or student member of Meridian Institute. The role of an Advisor is to support the respondent or witness throughout the process and provide advice and consultation to the student. An advisor may communicate with a party privately, but he or she may not address the Hearing Panel, cross-examine witnesses, or have any other speaking role. An advisor or support person must maintain confidentiality regarding any and all communications exchanged pursuant to these Procedures.

### Outcome

If the investigative team finds grounds to believe that the conduct constitutes a violation of the Sexual Misconduct Policy, or any other policy as defined in Meridian Institute's catalog, then the Title IX Coordinator will determine and document the appropriate sanction(s) of the respondent. Each party will be promptly notified of the sanction(s) in writing.

### Sanctions

Sanctions for a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline for sexual misconduct, or both. Sanctions may include, without limitation, withholding a promotion or pay increase, reassigning employment, terminating employment, temporary suspension without pay, compensation adjustments, expulsion or suspension from Meridian Institute, disciplinary probation, mandated counseling and/or educational sanctions deemed appropriate by the Title IX Coordinator. If the respondent is a faculty member, the Title IX Coordinator will consult with the Dean of Academics and President of Meridian Institute before a final sanction is issued. If the respondent is a staff member, the Title IX Coordinator will consult with the President before a final sanction is issued. If the respondent is a student, the Title IX Coordinator will consult with the Dean of Academics and President of Meridian Institute before a final sanction is issued.

The Title IX Coordinator will determine sanctions, giving consideration to whether a given sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation.

### Appeal Process

Sexual misconduct appeal requests must be submitted through Meridian Institute's Grievance Policy, sub-policy "Appeal Routes."

### Documentation

Meridian Institute will retain all records and documentation related to Title IX investigations (including, but not limited to the written complaint, notifications, investigative report, any written findings of fact, petitions for appeal, and any written communication between the parties) for at least seven years. Documentation pertaining to terminations, expulsions, or educational sanctions may be retained indefinitely.

### Medical Assistance and Treatment

In the event medical assistance and/or treatment is needed, local options for medical care include the St. Thomas Hospital listed below. For safety and well-being, immediate medical attention is encouraged. If an evidence collection kit needs to be completed, it is important to be examined as soon as possible, ideally within 72 hours. The hospital will arrange for a specific medical examination at no charge. In order to best preserve evidence, it is

recommended that the complainant not bathe, shower, douche, eat, drink, smoke, brush teeth, urinate, defecate or change clothes before that exam. Even if any of these actions have taken place, the complainant is still encouraged to have prompt medical care as evidence may still be recoverable.

#### Obtain Emotional Support

Nashville Sexual Assault Center can provide emotional response. If a student has returned to a different city, it is recommended that he or she contact Meridian Institute or the National Domestic Violence Hotline assist in finding a nearby counseling location. Local and National resources:

#### **St. Thomas West Hospital**

4220 Harding Pike  
Nashville, TN 37205

Local Law Enforcement Agencies can be reached by calling 911.

Nashville Sexual Assault Center 1-800-879-1999

<http://www.sacenter.org/>

National Sexual Assault Hotline 800-656-4673

National Domestic Violence Hotline 800-799-7233

Meridian Institute of Surgical Assisting  
SEXUAL MISCONDUCT REPORT FORM

**COMPLAINANT'S INFORMATION (if different from reporter):**

<b>Complainant's Name:</b>	<b>Complainant's Affiliation to MISA (student, faculty, staff, unaffiliated):</b>
<b>Complainant's Contact Information (if available):</b>	
<u>Telephone:</u>	<u>Email:</u>

**OFFENDER(S) INFORMATION:**

<b>Offender's Name (if known):</b>	<b>Offender's Affiliation to MISA (student, faculty, staff, unaffiliated):</b>
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**INCIDENT INFORMATION:**

<b>Date and Time of Incident:</b>	<b>Location of Incident:</b>
<b>Brief Description of Incident (nature of misconduct, context or circumstances, such as off campus party):</b>	

**REPORTER'S INFORMATION (required):**

<b>Reporter's Name:</b>	<b>Date of Report:</b>
<b>Reporter's Affiliation to BU (student, faculty, staff, unaffiliated):</b>	<b>Reporter's Contact Information:</b>
	<u>Telephone</u>
	<u>Email</u>