



HORIZON  
UNIVERSITY

# Horizon University Campus Safety & Security Report

2019

7700 Indian Lake Rd.  
Indianapolis, IN 46236

p. 800-553-HORIZON

[info@horizonuniversity.edu](mailto:info@horizonuniversity.edu)  
[www.horizonuniversity.edu](http://www.horizonuniversity.edu)



Each fall, institutions of higher learning are required to report annual crime and fire statistics for the university campus in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”). Campus crime statistics are reported based on the incidents occurring on campus property and immediately adjacent to the campus property.

The following information is being provided to you as part of Horizon University’s annual Campus Safety and Security report:

- 1. **Horizon University Campus Safety & Security Statistics ..... 2**
- 2. **Campus Security Policies and Procedures ..... 3**
- 3. **Title IX Coordinator/Contacts ..... 5**
- 4. **Grievance Policy ..... 6**
- 5. **Racial Harassment, Sexual Harassment, and Sexual Assault Policy..... 6**
- 6. **Social and Behavioral Standards Policy ..... 9**



## Horizon University Campus Safety & Security Statistics

The data shown below is based on campus statistics for Horizon University located at 7700 Indian Lake Rd., Indianapolis, CA, 92029 as reported in the USDOE Campus Safety & Security Survey for 2017 and 2018.

During 2018, only one crime incident was reported through the Indianapolis Crime Statistics within the 100 acre Indianapolis, IN campus boundary where Horizon University currently resides. This incident was categorized as a “sex crime – child solicitation/seduction (5/23/2018)”.

Current reports may be accessed at the Indianapolis Crime Watch website.

(Source: <http://www.indy.gov/CrimeWatch/CrimeReports/Pages/CrimeReports.aspx>)

LOCATION: 7700 Indian Lake Rd., Indianapolis, IN	Total Occurrences - On Campus		Total Occurrences - Public Property	
	2017	2018	2017	2018
	<b>CRIMINAL OFFENSES:</b>			
Murder/Non-negligent manslaughter	0	0	0	0
Negligent manslaughter	0	0	0	0
Rape	0	0	0	0
Fondling	0	0	0	0
Incest	0	0	0	0
Statutory rape	0	0	0	0
Robbery	0	0	0	0
Aggravated assault	0	0	0	0
Burglary	0	0	0	0
Motor vehicle theft	0	0	0	0
Arson	0	0	0	0

\*\*\*Per definition of “public property”, when reporting the number of incidents on “public property”, include only the public area of our campus (i.e. public sidewalks).

LOCATION: 7700 Indian Lake Rd., Indianapolis, IN	Total Occurrences - On Campus		Total Occurrences - Public Property	
	2017	2018	2017	2018
	<b>VAWA OFFENSES:</b>			
Domestic Violence	0	0	0	0
Dating Violence	0	0	0	0
Stalking	0	0	0	0
<b>ARRESTS:</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>	<b>2018</b>
Weapons: carrying, possessing, etc.	0	0	0	0
Drug abuse violations	0	0	0	0
Liquor law violations	0	0	0	0
<b>DISCIPLINARY ACTIONS:</b>	<b>2017</b>	<b>2018</b>	<b>2017</b>	<b>2018</b>
Weapons: carrying, possessing, etc.	0	0	0	0
Drug abuse violations	0	0	0	0
Liquor law violations	0	0	0	0



## Campus Security Policies and Procedures

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The following Campus Safety information is available on the Horizon University [Policies and Services](https://www.horizonuniversity.edu/resources/policies-and-services/) webpage. <https://www.horizonuniversity.edu/resources/policies-and-services/>

### Campus Safety

Horizon University is committed to maintaining a safe, productive, and comfortable environment for students, faculty, and staff. The following information has been provided to make you aware of the programs that exist to protect the safety and well-being of our students and personnel in compliance with state and federal legislation, including the federal Drug-Free Schools and Communities Act of 1989 and the federal Student Right-to-Know and Clery Act.

Our Social and Behavioral Standards Policy was established to create a safe learning and working environment for students, faculty, and staff.

Horizon University maintains an open campus environment under the oversight of Horizon Christian Fellowship, Indianapolis. Students may contact Student Services regarding any campus safety or security concerns or issues.

#### Campus Safety Contacts

- Campus Safety Officer: 317-823-2349 ext. 102
- Director of On-Campus Programs: 317-823-2349 ext. 105
- Dean of Students: 317-823-2349 ext. 103

Horizon University also works in conjunction with the City of Lawrence Police Department, as well as the Lawrence Fire Department to provide a safe and prepared campus community.

#### City of Lawrence Police Department

- Emergency: **911**
- Non-emergency: **317-545-7575**

### In an Emergency/To Report a Crime

In emergency situations, always activate the local emergency response system by dialing 911. Then, call the Campus Safety Contact at 317-823-2349 ext. 102.

For non-emergency police assistance, or to report a crime, the City of Lawrence Police Department 24 hour phone service is 317-545-7575.

Students and staff are urged to report any crime, property vandalism or suspicious activity witnessed on or around campus. The timely reporting of incidents, even if perceived as minor, will help protect the entire community from predators who may take note of our response, or lack thereof.

### Personal Safety Awareness

The primary, and most effective, security system at Horizon is the community itself. Each member of the community – students, faculty, staff, administration, and guests – must assume the primary responsibility for his or her own personal safety and the security of personal belongings.

Simple, common-sense precautions are the most effective step in avoiding safety and security risks. For example, keep valuables out of view in cars that are locked. Additionally, students and staff may feel more comfortable



walking to and from parking areas and between buildings in groups. Women, particularly should avoid remaining isolated on campus, or alone with an unfamiliar male.

Students and staff should report any safety hazard, as well as suspicious-looking individuals or any unusual incidents in and around the buildings and campus grounds to one of the designated Campus Safety Contact at 317-823-2349 ext. 102.

## **Alcohol-Free and Drug-Free Campus**

The standards of conduct for Horizon University, as outlined in the Social and Behavioral Standards Policy, clearly prohibit the use of drugs and alcohol both on-campus or at any Horizon sponsored event. In addition, federal and state laws prohibit the possession, use, and sale of alcoholic beverages by or to individuals under 21 years of age, and possession, use, or distribution of illegal drugs by individuals of any age.

It is a violation of the University's policy for a student to drink, possess, or be impaired by drinking, alcoholic beverages, or to possess, use, or be under the influence of, illegal drugs, on campus or at any event sponsored by the University or by a University-approved student organization. If the University determines that a student has violated this policy, the University may disclose the violation to a student's parent or legal guardian if the student is under 21 years of age at the time of the notification.

Violation of this policy may result in any sanction deemed appropriate by the University, including, but not limited to, required participation in a drug or alcohol treatment or rehabilitation program, suspension or expulsion. Horizon University may also refer law violators for prosecution under local, state, and federal law.

Horizon University students are additionally expected to maintain a lifestyle reflective of a Christian college, both on and off campus. Appropriate referral to counseling and health agencies will be made for individuals as needed. On-campus support and help are available through the Dean of Students, as are additional information and educational opportunities.

## **Drug and Alcohol Prevention Resources**

- [Center for Disease Control and Prevention](#)
  - [Fact Sheets – Alcohol Use and Your Health](#)
  - [Healthy Living](#)
- [National Institute on Drug Abuse - Health Consequence of Drug Misuse](#)
- [National Institute of Justice Drug Programs](#)
- [Finding a Christian Drug Rehabilitation Program](#)

Contact the Dean of Students for additional information and resources on the following:

- health risks associated with the use and abuse of drugs and alcohol
- applicable sanctions under local, state, and federal laws
- available treatment, counseling, and rehabilitation programs for drug and alcohol abusers

## **Racial Harassment, Sexual Harassment, and Sexual Assault**

Horizon is committed to providing a Christ-centered community free of discrimination, intimidation and violence. Horizon's racial harassment and sexual harassment/assault policies as well as policies concerning violence, threats of violence, and inappropriate language are clearly outlined in the Social and Behavioral Standards Policy and Title IX sections published on this website.



## Vaccination Policy

Under federal regulations, Universities must disclose to students any vaccination policies. At this time, Horizon University has no vaccination policy other than to urge students to protect themselves and others from infectious diseases through vaccination and other precautions. Students are also urged to remain away from campus if they are experiencing any potentially contagious illness or virus, including a cold or flu, to help other students and staff remain healthy.

If Horizon becomes aware that a student is carrying a contagious disease that may endanger the health of others, such as tuberculosis or another potentially severe illness, the student may be asked to remain away from campus until the time that a doctor is able to establish that contagion is no longer a risk.

## Reports to Law Enforcement

In the interest of the safety and integrity of the Horizon University community, Horizon University reserves the right to refer any violation of policy to appropriate law enforcement including but not limited to harassment, assault, alcohol/drugs, theft/destruction, violence, and/or any unauthorized use of university premises, property or equipment.

## Emergency Response Procedures

Colleges and Universities are required to publish an Emergency Response and Evacuation Procedure, which is as follows:

The entire Horizon campus utilizes the same evacuation plans and procedures. The Horizon school and church administration team will assess any threats to the Horizon community, and immediately implement the appropriate response, which may include warning bells, megaphone announcements, individual classroom notification, phone call or email to instructors and parties of interest depending on the threat as well as the appropriate civil and/or administrative authorities.

At the time of notification, students, instructors and other Horizon ministries on campus are to follow Horizon Emergency Plan protocol in responding to and evacuating from threats to safety and security. For this reason, all students, staff and visitors are urged to be aware of the standard responses to such threats.

Emergency response drills are performed and tested on the campus annually.

## Title IX Coordinator/Contacts

The Horizon University Title IX Coordinator and alternate contacts are responsible for implementing and monitoring Title IX compliance on behalf of Horizon University. This includes training, education, communications and administration of the grievance policy and procedures.

The following Title IX contacts, made by Presidential appointment, have been designated to handle inquiries regarding the non-discrimination policies:

### Title IX Coordinator:

Director of On-campus Programs  
Paul Lange  
plange@horizonuniversity.edu  
(317) 823-2349 ext. 105

### Alternate Contacts:

For students – Dean of Students  
Tracy Gray  
[tgray@horizonuniversity.edu](mailto:tgray@horizonuniversity.edu)  
(317) 823-2349 ext. 103

For Faculty and Staff – HR Director  
Debbie Marshall  
[dmarshall@horizonuniversity.edu](mailto:dmarshall@horizonuniversity.edu)  
(317) 823-2349 ext. 107



## Grievance Policy

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Where a complaint is made relating to any student, instructor, or staff member, the complainant is encouraged to follow the instruction of Matthew chapter 18 before engaging in the formal complaint process. First go to the person and humbly express the issue, and only engage the reporting process where satisfactory outcome cannot be found among the parties involved.

Where a formal complaint is made, the details of the complaint must be recorded – including parties involved and description of the situation. If appropriate, an investigation will be undertaken and the results of the investigation will be recorded in student records.

### **Reporting a Grievance**

For situations warranting a formal complaint of grievance, individuals should complete a Grievance Form available on the Forms page of the Horizon University website ([www.horizonuniversity.edu/student-resources/forms/](http://www.horizonuniversity.edu/student-resources/forms/)). Completed Grievance forms may be submitted to the Title IX Coordinator or a designated Title IX alternate contact.

## Racial Harassment, Sexual Harassment, and Sexual Assault Policy

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Horizon is committed to providing a Christ-centered community free of discrimination, intimidation and violence. Horizon's racial harassment and sexual harassment/assault policies as well as policies concerning violence, threats of violence, and inappropriate language are clearly outlined in the Horizon University Student Handbook, or can be obtained in print from the Administrative Dean.

Students engaged in criminal harassment as well as behaviors described as or perceived as breaking Horizon University clearly defined policies are subject to sanctions deemed appropriate by Horizon University, as well as the reporting of the crime. Additional guidelines from the [Department of Education](#) that clearly define racial harassment, sexual harassment, sexual violence, and date rape are available through the Administrative Dean.

### **Reporting Discrimination, Harassment or Sexual Misconduct to the University**

Individuals witnessing or experiencing incidents of discrimination, harassment or sexual misconduct are encouraged to report the incident to the appropriate personnel.

Students and staff are urged to quickly report harassment or assault whether by a Horizon employee, another student, or a third party. In the event of such an incident, students should, if possible, first notify their instructors who will report to administration. Students may also contact any of the following with whom the student feels most comfortable:

- Campus Safety Officer: 317-823-2349 ext. 102
- Director of On-Campus Programs: 317-823-2349 ext. 105
- Dean of Students: 317-823-2349 ext. 103

Incidents occurring on campus, or relating to Horizon University students, staff or sponsored event involving stalking, intimidation, sexual assault or date rape, sexual harassment and racial harassment are taken with the



utmost regard for the victim's mental and physical well-being. Students should not hesitate to inform members of Horizon staff and administration of any level of assault, and seek the appropriate response and support.

In handling these incidents, Horizon places emphasis on care for the victim through offering available counseling services and information, notification of proper authorities, and optional changes in academic, ministry and work situations following the alleged assault.

Even if the incident is not related to the Horizon Campus, counselors and staff want to offer any spiritual, emotional and practical support that they can. Please contact the Dean of Students or the Administrative Dean offices.

## **Sexual Assault Policy**

If you, as the victim, believe a sexual assault act has been committed, report the assault immediately to the nearest fellow faculty or staff member, who is to in turn notify the school's President or Dean of Administration and the police. We desire to do everything possible to protect victim's safety, reputation and emotional wellbeing. Therefore, a sympathetic, same-sex companion will be made available to be with a victim of such a crisis.

Any observer of a sexual assault crime should notify the school's President or dean of administration immediately, rather than take the initiative to contact the police. It is critical that the rights of victims are protected so that they accurately report the crime to authorities.

The police will be called to review the crime, take a description of the attacker, etc. and ensure that the victim and his or her escort are transported to a medical facility. Confidentiality is required in order to protect all parties involved with the assault. In order to protect the rights of both victim and alleged perpetrators, neither the names of victims nor alleged perpetrators will be released to the public without prior permission. Any inquiries from newspapers, employees, parents, or other students will be immediately forwarded to the school's President or Dean of Administration to avoid misrepresentation of the facts and breach of confidentiality.

Efforts will be made by the school staff or faculty member to help the victim deal with work-related difficulties resulting from the crime. Should a student, faculty member, or staff member be accused of the crime, appropriate disciplinary action will not occur until a formal investigation is completed. The victim will be informed of any disciplinary action that is taken or progress of appeals in connection with the sexual assault.

Prevention is the best tool for elimination of sexual assault. All staff, faculty, and students should take all steps necessary to prevent sexual assault from occurring such as escorting females to parking areas, expressing strong disapproval, using self-defense techniques, and increasing awareness of what sexual assault means.

## **Non-Harassment Policy**

A student who believes that disciplinary procedures are unwarranted or unfair has the right to due process. The sequence of steps starts with a meeting with the student dean to make sure the student understands the offence and to evaluate the student's attitude. At that meeting, the student dean will provide the student a written statement concerning the suspect behavior. If the student does not evidence a change of behavior, the process will go forward through probation, suspension and expulsion. At the point that the latter three steps begin, a student may notify the student dean that he or she wants to appeal his or her case to a committee of disinterested faculty and students (i.e. members of the student government unless they are somehow involved). A final appeal can be made to the administrative council. In regard to discipline and due process, the student has the following rights:

- The student has a right to know the charges against him or her and to receive them in writing.
- The student has a right to have a hearing consisting of a committee of disinterested faculty (two) and students (preferably two members of the student government) and the student dean. This committee will make a recommendation to the administrative council, which will make the final decision. The final decision will be signed by the President and a copy will be given to the student.





- The student also has a right to confront his or her accusers (e.g. explain his or her side of the story, cross-examine witnesses, bring his or her own witnesses)
- A student may be represented or assisted (e.g. a character witness's testimony) by anyone he or she chooses
- The student has a right to the minutes of the proceedings and a written copy of the decision.
- The student may appeal this decision by requesting another hearing before the administrative council. The final decision will be signed by the President and a copy will be given to the student.

### **Discrimination, Harassment and Sexual Assault Resources:**

- [DoE Office for Civil Rights](#) - For questions concerning the Department of Education policies on harassment and discrimination
- [Indiana Coalition to End Sexual Assault](#)
- [Indianapolis Victim Assistance Unit](#)

### **Registered Sex Offender Information**

The Federal Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386) is a law that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, to the appropriate state agency, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student.

Information on [Registered Sex Offenders in Indianapolis area](#) is available on the City-Data.com website.

Horizon employees undergo a background check prior to hiring. If at any time Horizon becomes aware of any information concerning registered sexual offenders on campus, this information will be made available to the students.



## Social and Behavioral Standards Policy

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Horizon University has specific requirements for student behavior, including that students obey local, state, and federal laws at all times, whether on campus or not. In addition, the University has standards for attendance, attire, financial responsibility, and other behaviors that must be met for continued enrollment. Violation of any part of the letter or spirit of this policy, as determined by University leadership, will result in disciplinary action up to and including expulsion. No individual instructor may grant permissions that override any aspect of this policy.

### **Alcohol/Drugs**

Horizon University expects its students to obey the law. It is a violation of the Horizon University standards for a student to drink, possess, or be impaired by drinking alcoholic beverages, or to possess, use, or be under the influence of illegal drugs or prescription drugs taken other than prescribed, on campus or at any University sponsored event. If Horizon University determines that a student has violated this policy, the University may disclose the violation to local or state authorities and/or a student's parent or legal guardian if the student is less than 21 years of age at the time. Violation of this policy may result in disciplinary action deemed appropriate by Horizon University leadership. Such discipline may include but is not limited to mandatory participation in drug/alcohol treatment or rehabilitation, temporary suspension, or expulsion.

### **Attendance**

A student who misses three or more classes in a course will be automatically withdrawn from the course except where the absences are due to emergency or extreme circumstances that are documented and reported to the administration in a timely manner. A student who misses class is responsible for all notes, assignments, and exams that occurred during their absence. It may or may not be possible to make up these assignments, at the discretion of the Instructor; consult individual syllabi for class requirements.

### **Attire**

Students should be properly dressed at all times for the specific occasion. Any sexually suggestive clothing, including t-shirts with ungodly wording, slogans or cartoons, will not be tolerated anywhere on the campus. Shirts and shoes must be worn at all times by both men and women. Both men and women are asked to avoid wearing clothing that reveals their undergarments. Determination of impropriety is at the discretion of Instructors and/or University leadership.

Any student wearing inappropriate attire will be dismissed from class until that student can return wearing suitable clothing. It will then be the student's responsibility to obtain any lecture notes missed due to dismissal for inappropriate attire. Repeated violations of this policy may result in probation with mandatory pastoral counseling, or suspension from the University at the discretion of the Academic Dean.

### **Cheating/Plagiarism/Forgery**

At Horizon University, plagiarism is defined as: the practice of taking someone else's work – either words, ideas, or concept organization and passing them off as one's own, including intentional or unintentional copying, infringement of copyright, piracy, theft, or stealing. Anyone who submits plagiarized work – whether intentional or not – will receive a zero grade for the paper and a 7-day grace period to rewrite and resubmit the paper for grading. If the rewritten paper is submitted by the 7-day grace period and to the standards of the course outline the resulting grade will not exceed 60% of the paper's grade value. A second offense of plagiarism will result in failure ("F") for



the course it is found in and the student will be placed on academic probation for the remainder of the school year. A third offense will result in immediate dismissal from the University.

### **Church Involvement**

Students are expected to regularly attend church services of their choosing.

### **Financial Responsibilities**

Keeping in mind the biblical principles of stewardship, selflessness, integrity, and personal discipline, it is expected that students will meet financial obligations on their scheduled due date for each session that they attend Horizon University. Students are required to make full payment for all classes at the start of the offering period. Any payments that are returned to the HORIZON UNIVERSITY for non-sufficient funds will result in a charge of \$50.00 per incident. After two occurrences the student may be required to pay by cash, certified check, credit card, or money order for the remainder of the academic year. No student will be allowed to register or participate in graduation events, nor will degrees or transcripts be released until their account is paid in full.

### **Insurance Liability**

Although precautions are taken to maintain adequate security, Horizon University does not assume any legal obligation to pay for injury to persons (including death) or loss or damage to items of personal property which occur in its buildings or on its grounds, prior to, during, or subsequent to classes or events on the campus. Students, their parents, guardians, or guarantor are thereby strongly encouraged to purchase and maintain appropriate insurance to cover health, life and property.

### **Student Discipline**

Students are required to maintain standards of behavior that are consistent with the calling to ministry, the teachings of the Bible, and the stated intentions (e.g. mission statement, goals, policies) of Horizon University. Students who do not maintain such standards may be denied the opportunity to continue in this school or to graduate from it. The primary goals of discipline at HORIZON UNIVERSITY are restorative not punitive, and the physical, emotional, and spiritual protection of the community.

### **Rude/Obscene Language**

Vulgar, foul, obscene, or profane language is not to be tolerated on campus at any time. Pornographic materials, obscene literature and pictures are also not to be tolerated. Any student who violates this policy will be asked to have a consultation with the Academic Dean. Repeated occurrences of rude or obscene language may result in probation with mandatory pastoral counseling and/or community service, or suspension from the university, at the discretion of the Academic Dean.

### **Sexual Misconduct**

Students engaged in inappropriate sexual behavior are destructive to an environment of purity and obedience to God. Sexual misconduct includes, but may not be limited to, the following: suggestive conversation, correspondence, or gestures; public displays of sexual intimacy; and extra- or pre-marital sexual relations, whether on or off campus. Any student who violates this policy will be asked to have a consultation with the Academic Dean. Repeated occurrences of sexual misconduct may result in probation with mandatory pastoral counseling and/or community service, or suspension from the university, at the discretion of the Academic Dean.



## **Smoking**

Horizon University is a smoke-free environment. No student may smoke either on or outside of the campus. Due to its destructive nature to the human body which God has created, smoking is strongly discouraged as a life-style choice, whether on or off campus. Any student who violates this policy will be asked to have a consultation with the Academic Dean. Repeated occurrences of smoking on or outside of the Horizon University campus may result in probation with mandatory pastoral counseling and/or community service, or suspension from the university, at the discretion of the Academic Dean.

## **Theft/Destruction**

Bearing in mind the biblical principles of honesty, integrity, and concern for neighbors, theft or destruction of property will not be tolerated at Horizon University. Any student who practices breaking and entering, theft, embezzlement of funds, and/or related activities will be subject to suspension from the university with mandatory pastoral counseling and/or community service, in addition to possible civil prosecution.

## **Unauthorized Use of Property & Equipment**

Students are prohibited from any unauthorized use of Horizon University property or equipment. This includes office equipment and supplies, kitchen and bathroom areas, any and all multi-media and computer equipment. No student may disconnect, interface with, relocate or tamper in any way with computer systems, hardware, printers, peripherals or accessories. No student may download or install any third party programs or software. Any unauthorized use or tampering that result in loss of functionality or damage will be considered as Theft/Destruction (see above).

## **Unauthorized Use of Premises**

Students are prohibited to use the Horizon University campus for unauthorized events or activities. If a student wishes to hold an event or activity on the campus, the student must first obtain permission from the Registrar Office. Unauthorized use of premises may result in probation or suspension from the university, at the discretion of the Academic Dean.

## **Violence**

Threats or acts of violence will not be tolerated at Horizon University. For the safety and well-being of the entire Horizon University community, any student who violates this policy must immediately leave the campus. Furthermore, that student will be subject to suspension from the university with mandatory pastoral counseling and/or community service, in addition to possible civil prosecution.