

ANNUAL SECURITY AND FIRE SAFETY REPORT

2026

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**Woodbury University
Campus Security
7500 N Glenoaks Blvd, Burbank, CA 91504**

Located in Whitten Hall

Introduction

Woodbury University's Annual Security and Fire Safety Report (ASR) provides campus safety, security, crime prevention, emergency response, crime statistics, and fire safety information for the Burbank Campus. The report is prepared in accordance with the Jeanne Clery Campus Safety Act and applicable U.S. Department of Education regulations.

The ASR is compiled through a collaborative process involving Campus Security, Student Affairs, Human Resources/Title IX, and other University offices, using reports received by Campus Security Authorities (CSAs), institutional records, and crime information requested from law enforcement agencies with jurisdiction over Woodbury's Clery geography.

The University distributes notice of the availability of this report annually to enrolled students and current employees and provides notice to prospective students and prospective employees.

The report is available online at the University's policies and disclosures webpage:

<https://woodbury.edu/wp-content/uploads/2025/09/ASR-BURBANK-CAMPUS-26.pdf>.

A hard copy may be requested from Campus Security. This report contains crime statistics for the three most recent calendar years and current policy statements. For this 2026 ASR, the statistical reporting periods are 2023, 2024, and 2025.

Campus Overview

In 1884, in response to the needs of Los Angeles' growing business community, F.C. Woodbury—an educational entrepreneur—arrived from San Francisco and founded Woodbury Business College, as it was initially named, in the center of the local business community. From that storefront on North Main Street, the historical link between Woodbury and the economic infrastructure of Southern California was forged and has been maintained throughout the history of the University.

For the first 103 years, the University occupied various locations in central Los Angeles, moving whenever necessary to accommodate the growth of its student body. In 1931, the Division of Professional Arts was established to focus on the fields of design that are closely allied with business. Woodbury then became a college of business administration and design. In 1937, despite a worldwide recession, legendary President R. H. "Pop" Whitten led the effort to build new facilities at 1027 Wilshire Boulevard. For fifty years, this location served as the University's campus and saw the return of World War II and Korean War veterans, and thousands of other students who were the first in their families to attend college.

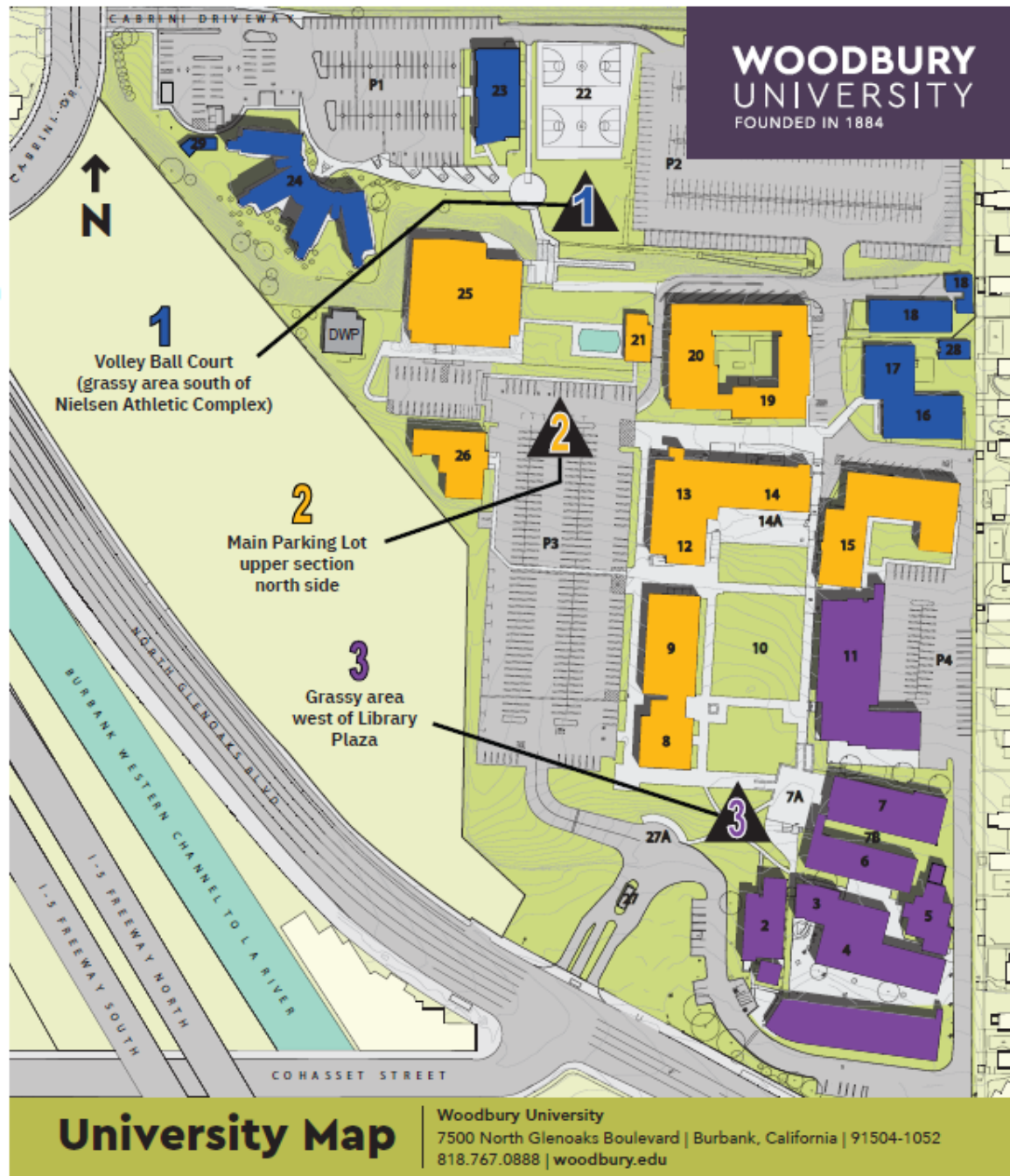
In 1969, Woodbury introduced a graduate program leading to a Master's degree in Business Administration (MBA). In 1972, Woodbury became a non-profit institution of higher education, and in 1974, Woodbury College became Woodbury University and began its initial efforts to raise money from friends and alumni. In 1982, Computer Information Systems was added as a major, followed by Architecture in 1984. In 1985, under the leadership of then-president Dr. Wayne Miller, the University acquired its current location, a 22.4-acre campus in Burbank/Los Angeles. Classes began at these new facilities in October 1987. The Burbank campus currently enrolls under 1000 students in four schools: the School of Architecture, the School of Business, the School of Media, Culture & Design, and the College of Liberal Arts and Sciences.

Approximately 50 full-time faculty and more than 120 adjunct faculty members constitute the group of dedicated educators who embody Woodbury University's academic mission through their intellectual pursuits, scholarly inquiries, creative works, and professional expertise. Their academic endeavors—specifically instruction and curriculum design—along with their professional practices in their respective fields, shape the educational experiences of the University's students.

On June 30, 2026, the U.S. Department of Education approved the acquisition of Woodbury University by the University of Redlands. This ASR will serve as the final ASR issued under Woodbury University. Going forward, this location will operate as the University of Redlands Los Angeles Campus.

Campus Map

Evacuation Assembly Areas



Academic Affairs.....8
Admissions.....9
Advancement.....11
Ahmanson Main Space.....1
Alumni Quad.....10
Architecture Building.....4
Architecture Lab.....3
ASWU Offices/Pool House.....21
Annex.....26
Bowman Conference Room.....11
Business Building.....11
Business Office.....9
Cabrini Hall.....13
Central Services.....17
College of Liberal Arts Offices.....15
Counseling Services.....16

Design Center.....25
Entertainment Media.....23
Enkeboll Courtyard.....78
Faculty Center.....15
Financial Aid.....9
First Aid Station.....17
Fletcher Jones Foundation
Auditorium.....11
Hensel Hall.....8
Human Resources.....8
Information Booth.....27
Information Technology.....9
Julius Shulman Building.....1
Kirkendall Conference Room.....15
Los Angeles Times Library.....7
Library Annex.....6

Library Plaza.....7A
Lynn Saffell Board Room.....8
Malburg Atrium.....11
Main Gate Drop-off/Pick-up.....27A
Miller Hall.....9
Naidorf Building.....2
Nan Rae Gallery.....12
Nielsen Athletic Complex.....22
Nielsen Conference Room.....15
North Hall.....24
Office of the President.....8
Parking.....P1-P5
Physical Plant Operations.....18
Powell Gallery.....25
Radio Station.....26
Registrar.....9

Security.....17
School of Architecture Offices.....15
School of Architecture Storage.....28
School of Business Offices.....11
School of Media, Culture
& Design Offices.....15
Shop & Physics Building.....5
Solar Decathlon House.....29
South Hall.....20
Student Affairs.....16
Student Lounge.....19
Wedge Gallery.....3
Whitten Hall.....16
Woodshop & Quonset Hut.....5
Woody's Cafe.....14
Writing Center.....16

Non-Discrimination Policy

Woodbury University does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and other applicable law. The University is committed to providing a non-discriminatory and harassment-free educational, living, and working environment.

Inquiries concerning Title IX may be directed to the University's Title IX Coordinator, Catherine Calhoun at (909) 748-8916, catherine_calhoun@redlands.edu, Armacost Library Office 165 1200 East Colton Ave., Redlands, CA 92373, or the U.S. Department of Education Office for Civil Rights

Jeanne Clery Campus Safety Act

The Clery Act is a federal consumer-protection law requiring institutions participating in federal student-aid programs to disclose campus crime statistics and specified safety and security policies. The Act also requires timely warnings, emergency notifications, a daily crime log when applicable, missing-student procedures for institutions with on-campus housing, and fire-safety disclosures for institutions maintaining on-campus student housing. The Stop Campus Hazing Act amended the Clery Act to add hazing statistics, hazing policy and prevention disclosures, and the Campus Hazing Transparency Report requirements.

Safety and Security Policies and Procedures

Campus Security

Campus Security supports a safe environment for students, faculty, staff, and guests. The Burbank Campus is served 24 hours a day, seven days a week by contracted, non-sworn security officers. Security personnel may request identification and determine whether individuals have lawful business on university property. Security officers do not possess sworn law-enforcement arrest authority. Criminal incidents are referred to the Los Angeles Police Department (LAPD) or other law-enforcement agencies having jurisdiction.

Campus Security responds to, and documents reported incidents, conducts patrols, supports emergency management, and coordinates with university administrators and outside public-safety agencies when appropriate.

Woodbury Partnerships with Local Law Enforcement

Woodbury University maintains a working relationship with the Los Angeles Police Department Foothill Division for the investigation of criminal incidents and other public-safety matters. Woodbury University does not currently maintain a written memorandum of understanding with LAPD regarding the investigation of alleged criminal offenses. LAPD Foothill Division: 12760 Osborne Street, Pacoima, CA 91331; (818) 756-8861

Reporting a Crime or Other Emergency

Woodbury University encourages all members of the campus community to report crimes, suspicious activity, safety concerns, and emergencies accurately and promptly to Campus Security and/or the appropriate law-enforcement agency. In an emergency, call 911. Burbank Campus Security is available 24 hours a day at (818) 252-5208.

Reports should be made promptly when the victim elects to report or is unable to make a report. Prompt reporting assists the University in providing support, evaluating whether a Timely Warning or Emergency Notification is required, maintaining the Daily Crime Log, and compiling accurate Clery statistics.

Phone Numbers and Resources

Resource	Contact
Burbank Campus Security - 24 Hours	(818) 252-5208
Facilities	(818) 252-5171
Student Affairs	(818) 252-5232
Resident Advisor on Duty	(818) 303-6387
Associate Dean of Students	(818) 252-5252
Human Resources	(818) 252-5108
Woodbury University General Information	(818) 767-0888
LAPD Foothill Division	(818) 756-8861
Title IX Coordinator	(909) 748-8916
Emergency	911

Campus Security Authorities and Voluntary Reporting

For purposes of Clery reporting, criminal offenses may be reported to Campus Security, the Title IX Coordinator, Student Affairs, the Associate Dean of Students, Residence Life/Resident Advisors, Human Resources, or other University officials designated as Campus Security Authorities.

Pastoral counselors and professional counselors, when acting within the scope of their counseling roles, are not Campus Security Authorities for Clery reporting purposes. When they deem it appropriate, counselors are encouraged to inform persons they are counseling of procedures for voluntarily reporting crimes for inclusion in the University's annual crime statistics.

Individuals who do not wish to pursue criminal or University disciplinary action may nevertheless report information concerning a crime to Campus Security or another Campus Security Authority. The University will handle such information in accordance with applicable privacy requirements and will not include personally identifying information in publicly available Clery disclosures. Reported crimes will be evaluated for inclusion in the University's Clery crime statistics as required by federal law.

Daily Crime and Fire Log

Campus Security maintains a Daily Crime Log of reported crimes within the applicable Clery geography and patrol jurisdiction. The log includes the nature, date, time, general location, and disposition of the complaint, if known. Entries are made within two business days of the report unless disclosure is prohibited by law or temporarily withheld under the limited circumstances permitted by the Clery Act.

The Woodbury University Daily Crime Log is available for public inspection during normal business hours at Campus Security, Whitten Hall, 7500 N Glenoaks Blvd, Burbank, CA 91504. The most recent 60 days of the log are available for immediate inspection. Portions of the log, older than 60 days, will be made available within two business days of the request. Requests may be directed to Lt. Jeannette Menendez at (818) 252-5208. A fire log is also maintained for fires reported in on-campus student housing. Fire-log information is addressed in the Annual Fire Safety Report section.

Campus Access

Woodbury University is a private institution. People with legitimate University business are welcome on campus, although specific buildings and areas are not open to the general public. Campus Security and authorized University officials may deny entry or invoke applicable trespass laws when appropriate. Public or commercial access to campus locations must be approved by the appropriate University official.

Campus parking is controlled. University community members are expected to carry University identification while on campus. Residence halls are locked and accessible through controlled credentials issued to authorized residents. Campus Security and Residence Life personnel conduct patrols and report access-control, lighting, lock, and other security concerns.

Buildings and Grounds

Facilities Management maintains University buildings and grounds and addresses reported safety and security concerns. Campus Security and Residence Life personnel report broken locks, windows, lighting problems, door issues, and other conditions that may affect safety. Community members may report facilities hazards to Facilities at (818) 252-5171 or through the University's designated work-order process.

Emergency Notification

Woodbury University will, without delay and taking into account the safety of the community, determine the content of and initiate an Emergency Notification upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, unless issuing the notification would, in the professional judgment of responsible authorities, compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.

Upon confirmation of a significant emergency or dangerous situation, the Chief of Public Safety, Woodbury Post Commander, or designee will determine the appropriate segment or segments of the campus community to receive notification, determine the content of the notification, and initiate the notification system without delay, unless notification would compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.

Emergency information may be disseminated through University mass-notification systems, email, text messaging, public-address systems, website/social media, in-person notification, and other methods appropriate to the circumstances. The University will also use appropriate procedures to disseminate emergency information to the larger community.

Timely Warning

When a Clery Act crime occurring within the University's Clery geography is reported to a Campus Security Authority or local law-enforcement agency, the University evaluates the circumstances to determine whether the reported crime represents a serious or continuing threat to the campus community. Once the Vice President, Administrative Services & HR and/or designee have reached a determination that a serious, continuing threat exists, the VP, Administrative Services & HR and/or designee will arrange to disseminate “timely warning” crime alert information through the Alert Media system. Criteria for notifying the entire Woodbury University community would be determined by the format of the nature of the problem, its location, and action required. Timely warnings are reserved for situations where a Clery crime occurs in Clery geography, which poses a serious or ongoing threat to the campus community.

Senior administrators—including but not limited to the Senior Vice President, Academic Affairs and Vice President, Administrative Services & HR—have the authority to activate the Alert Media system. Notifications are composed in consultation with security personnel with the goal of ensuring that individuals are aware of the situation and know what steps to take to safeguard their personal and community safety. All students, faculty, and staff are prompted to update their contact information when they log on to the university network at the beginning of each semester. Woodbury tests the emergency notification system at the beginning of each academic year.

Modes for Delivering Emergency Notifications and Timely Warnings

The mode of delivery for both emergency notifications and timely warnings will be decided based on the details of each emerging situation.

1. Emergency Notification System—Alert Media
2. University Ring Central System a. The university phone system also has the capability of sending audible emergency notifications that can be heard within facilities that house networked phones. Faculty and staff who are part of the university's emergency response team are trained in sending these emergency alerts
3. University Website and Social Media
Should the emergency possibly affect the outside boundaries of the University community, Security will call 911.

Emergency Response, Evacuation and Annual Testing

The University maintains emergency response and evacuation procedures for the Burbank Campus. Procedures address confirmation of emergencies, notification of the campus community, evacuation or shelter-in-place actions, coordination with public-safety agencies, and dissemination of follow-up information.

At least annually, the University tests its emergency response and evacuation procedures through scheduled drills, exercises, or appropriate follow-through activities designed to assess and evaluate emergency plans and capabilities. In conjunction with at least one test each calendar year, the University publicizes its emergency response and evacuation procedures.

For each test, the University documents a description of the exercise, the date and time, and whether the test was announced or unannounced.

Evacuation Procedures

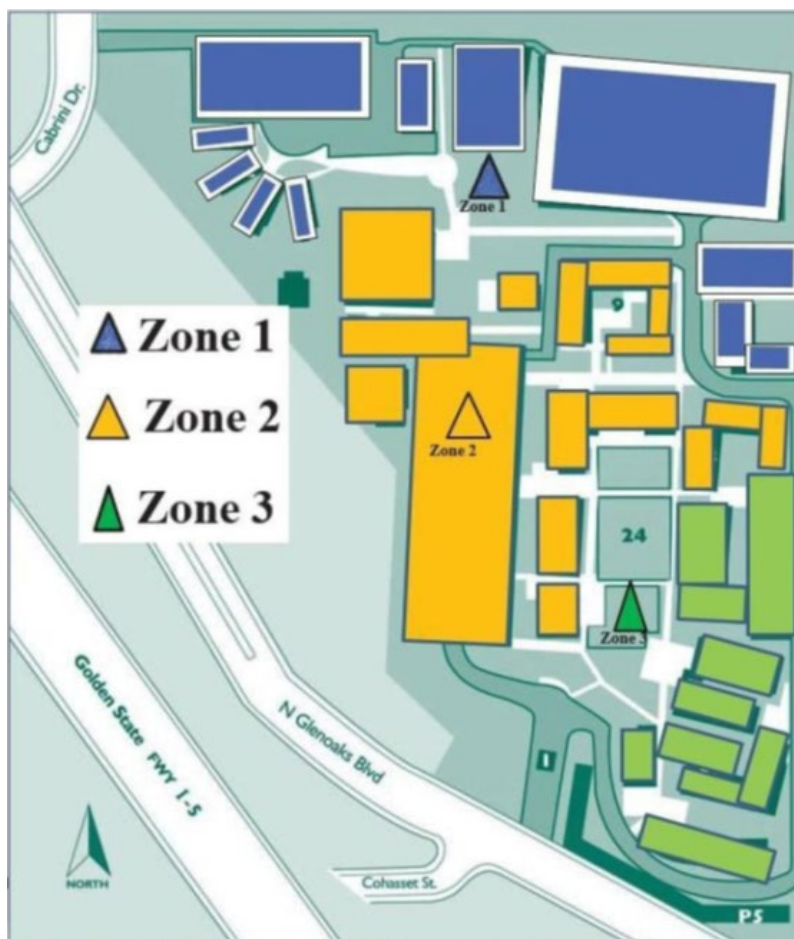
Emergency response procedures are published and disseminated to all campus community members at the beginning of each academic year or planned drill via Emergency Response Guidebook. Additionally, evacuation maps are posted in each campus building, and an evacuation drill is held during the fall semester. Evacuation drills are scheduled during class instruction so that most community members may participate. The Campus Safety or designee will notify the community via email of the date & time frame of the planned drill. Follow-through activities include an email to the campus community providing successes & process improvements. Further, emergency tips are also included so that the community can be better prepared for having to evacuate the campus. Health & Safety checks are also performed on the residence halls. These checks help provide specific feedback to students relating to their room. Feedback includes but is not limited to: proper wall mounting, ensuring clear paths, an inspection of approved appliances, etc.

The Burbank campus has three primary evacuation zones—one for the north part of campus, one for the central part of campus, and one for the south part of campus.

Faculty and staff serve as building captains to assist in the safe evacuation of campus facilities, while zone captains monitor each of the three evacuation points. In the event of an emergency, zone captains are accountable to an incident commander.

Emergency Drills

The Burbank campus has three primary evacuation zones—one for the north part of campus, one for the central part of campus, and one for the south part of campus. To view the Burbank Campus Evacuation Policy in full, visit: <https://woodbury.edu/student-life/living/safety-security/>



Security Awareness and Crime Prevention

Crime prevention and campus safety are shared responsibilities. Woodbury provides security awareness and crime-prevention information to students and employees through orientation, residence-life programming, safety communications, training, and other educational efforts. Programming informs participants about campus security procedures and practices and encourages responsibility for personal and community safety.

All students are required to complete the online training via Vector Solutions *Sexual Assault Prevention*, online substance abuse, and sexual assault prevention program that prepares students to confront and prevent dating violence, domestic violence, sexual assault and stalking. These topics are also discussed during new student orientation and during programs offered by Counseling Services, Residence Life, and Greek Life throughout the academic year.

All faculty and staff are also required to complete an online training focused on recognizing and reporting sexual misconduct in accordance with the U.S. Department of Education requirements.

Alcohol and Other Drugs Policy

Woodbury University's Alcohol and Other Drugs Policy complies with the requirements set forth by the Drug-Free Schools and Community Act Amendments of 1989. This act requires the university to certify its compliance with the regulations and confirm that it has adopted and implemented an alcohol and drug prevention program to prevent the unlawful possession, use, and/or distribution of illicit drugs or alcohol by all students and employees, both on school premises or during any university-sponsored activities.

The Alcohol and Other Drugs Policy provides members of the Woodbury community with the standards of conduct regarding the unlawful possession, use, and/or distribution of alcohol, controlled substances, and marijuana; legal sanctions under local, state and federal law, as well as university sanctions.

Alcohol Policy

Woodbury must abide by state and local laws, and all campus policies reflect the application of the law to university life. The laws of the State of California specify that people under the age of 21 may not consume, possess, or distribute alcohol. In addition, it is unlawful for any person to sell, furnish, or give any alcoholic beverage to anyone under the age of 21. Minors who use false identification in order to obtain alcoholic beverages are guilty of a misdemeanor. In compliance with state and local laws, Woodbury prohibits the illegal use of alcohol on university property and as part of any university sponsored activity.

While Woodbury University's alcohol policy reflects current interpretations of federal, state and local laws governing the possession, distribution and use of alcohol, it also expresses the University's commitment to responsible drinking and behavior. For the purposes of this policy, an "event with alcohol" is defined as an official gathering—either on- or off-campus— sponsored by Woodbury University or any of its constituent groups, at which alcohol is served. Timing and location of all events where alcohol is present must be

sensitive to the academic mission and needs of the University community. The presence of alcohol at these events creates a need to manage the activity with care and to be more concerned with the conduct of those present. Those who plan or choose to attend events where alcoholic beverages will be served and consumed must assume responsibility for the consequences of their actions.

1. Alcoholic beverages may not be served at official Woodbury University events without proper registration. All events with alcohol must be registered via the Facility Reservation and Event Authorization (FREA) process at least two weeks prior to the event date. A completed Host Responsibility Form for Events with Alcohol* (for events sponsored by faculty or staff) or Petition for Student Organization Event with Alcohol* (for student organizations) must be completed by the event host and attached to the FREA form. Some club events, parties and certain other events involving students may require one host per 100 guests expected to attend. The Dean of Students must approve all student organization events with alcohol.
2. Consumption of alcoholic beverages must be limited to the location(s) pre-approved for the event via the FREA process. Additionally, access to the event must be controlled.
3. Alcoholic beverages may only be served by vendors contracted through Woodbury's food service provider or, for off-campus events, by staff from a venue in possession of a valid Alcoholic Beverage Control License and liability and insurance coverage.
4. Service of alcoholic beverages shall be limited to those age 21 and over, while access to alcoholic beverage service areas by those under age 21 shall be monitored. There must be a system in place to ensure that no one who is under 21 years of age is served any alcoholic beverages. Such systems may include, but are not limited to:
 - I. Checking government-issued picture identification at the entrance (acceptable identification includes a valid driver's license with photo, a government-issued photo identity card, or a passport); University identification cards are not sufficient proof of age;
 - II. Use of a wristband or ink stamp to mark the hands of all persons determined to be of legal drinking age; and/or
 - III. Color-coded place cards for sit-down meals

For events on Woodbury property, Woodbury students' identification should always be checked against a list of birthdays obtained from the Office of Student Affairs. The system that will be used for events hosted by faculty or staff must be described on the Host Responsibility Form for Events with Alcohol. The system that must be used for events hosted by student organizations is described in the Guidelines for a Student Organization Event with Alcohol.

5. Servers and hosts should ensure that alcohol use at the event is responsible and safe by observing the following guidelines at a minimum:
 - a. Guests may not be served more than one alcoholic beverage per hour, not to exceed four alcoholic beverages total. An alcoholic beverage is defined as 5 ounces of wine, 12 ounces of beer or 1.5 ounces of hard alcohol. Only non-alcoholic beverages may be

- served during the last hour of events four hours or longer. Obviously intoxicated persons are not to be served alcoholic beverages.
- b. Both the host of the event and the sponsoring department/organization are required to provide, in sufficient quantity throughout the event, food and one or more non-alcoholic beverages, e.g. soda, water, juice, or coffee. (If alcohol is being provided at no cost, food and non-alcoholic beverages must also be provided at no cost. If alcohol is available for purchase, food and nonalcoholic beverages must be available for purchase or provided at no cost.)
 - c. Drinking games or any activity, which encourages or contributes to alcohol overindulgence or abuse, are prohibited.
 - d. Service of alcohol from a large, open, common source container (such as a punch bowl) is prohibited.
6. Woodbury University security may be required for events with alcohol, depending upon the nature of the event and expected attendance using the rubric located on page 180 and 181 of the Woodbury Student Handbook as a guideline. The rubric will also be used to determine if a security supervisor is required. The sponsoring department /organization is responsible for the cost of event security. The student handbook can be found online at <https://woodbury.edu/studenthandbook/>
7. Both the host of the event and the sponsoring department/organization must ensure that all event promotion is appropriate. Event advertising (e.g., flyers, banners, invitations, T-shirts, signs, etc.) must not overtly or covertly focus on alcohol consumption as the primary purpose of the event.

Student organizations should additionally reference the “Guidelines for a Student Organization Event with Alcohol.” The conditions above do not apply to events which are considered private. Private events are defined as the following:

- Events hosted by a faculty or staff member where attendance is determined by personal invitation to a limited number of individuals
- On-campus events hosted by a student organization where attendance is determined by personal invitation to a limited number of individuals and the organization’s advisor(s) is present for the entire event; or
- Student organization meals held at a venue in good standing with the California Department of Alcohol Beverage Control Board (in possession of a valid liquor license— may be confirmed at:
 - abc.ca.gov/datport/LQSMMenu.html) where attendance is limited to the organization’s active members

However, it is expected that private events will adhere to Woodbury University's Alcohol Policy, which prohibits the possession or consumption of alcohol by any individual under the age of 21, as well as to California State Law, which prohibits furnishing alcohol to a person under the age of 21. Additionally, alcohol may not be consumed in campus parking lots or at the ASWU Pool House unless prior approval has been issued by Student Affairs.

Under the Residence Hall Community Living Standards alcohol is not allowed in the residence halls. Empty alcohol bottles are also prohibited in the residence halls, even for decorative purposes.

Drug Policy

Federal and state statutes specify that persons involved in the use, sale, or distribution of illegal drugs are liable for criminal action, including arrest, fines, and imprisonment. Woodbury fully supports these laws by prohibiting the possession, use, sale, and/or distribution of illegal drugs on campus.

Woodbury does not shield its students from the law or from the consequences of their own behavior.

Violations of California law, even within regularly scheduled university facilities, occur at the risk of the individuals and are not the responsibility of the university. The university does not, cannot, and should not serve as a safe haven from law enforcement agencies.

Possession, cultivation, usage, sale, purchase, transportation, importation, distribution or manufacturing of illegal drugs and other controlled substances on University property or University sponsored programs/events is prohibited. Use and possession of marijuana on University property or University sponsored programs/events, regardless of medical permit/doctor's note, is prohibited.

Possession, usage or distribution of paraphernalia related to illegal drugs and/or other controlled substances is prohibited. Abuse, misuse, sale and/or distribution of prescription medication, over-the counter medications, cleaning products & other chemicals/fumes for other than for their intended/prescribed uses is prohibited. Violation of other University policies while under the influence of drugs or controlled substances is prohibited. Inability to exercise care for one's own safety and/or the safety of others while under the influence of drugs or controlled substances is prohibited.

Substance Abuse Education

Woodbury University provides a number of substance abuse education programs throughout the year. Examples of these programs include, but are not limited to:

- Responsible alcohol use/safe partying;
- Alcohol and drug use assessments provided by Counseling Services;
- Specific programming targeted toward fraternity and sororities;
- Educational meetings and workshops for students who may be sanctioned as part of the student conduct process.

Sexual Assault, Dating Violence, Domestic Violence and Stalking

Woodbury University prohibits sexual assault, dating violence, domestic violence, and stalking. The University provides prevention and awareness programming and maintains procedures for responding to reports.

Definitions

Sexual Assault. An offense that meets the federal Clery definition of rape, fondling, incest, or statutory rape.

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, as determined under the Clery Act definition.

Domestic Violence. A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner, a person with whom the victim shares a child, a person similarly situated to a spouse under applicable domestic or family violence laws, or another person protected under applicable law.

Stalking. Engaging in a course of conduct 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.

Procedures Following an Incident

- Seek immediate safety and call 911 when emergency assistance is needed.
- Report to Campus Security, the Title IX Coordinator, local law enforcement, or another designated reporting office. A person may generally choose whether to report to law enforcement, and University personnel will assist with notification when requested.
- Preserve evidence that may assist in proving that an offense occurred or in obtaining a protective order. Depending on the circumstances, this may include clothing, communications, photographs, medical records, digital evidence, and other physical or electronic information.
- Obtain medical attention and consider forensic examination when appropriate.
- Request supportive measures or changes to academic, living, transportation, working, or other arrangements when reasonably available, regardless of whether a report is made to law enforcement.

The University takes very seriously every reported case of sexual misconduct. If a member of the University community feels that they have experienced an act of sexual misconduct, they should contact Campus Security or the University Title IX Coordinator immediately. Based upon the desires of the complainant, Campus Security may notify or assist the complainant in notifying the primary police department, which will conduct a criminal investigation of the incident. The University will respect a complainant's decision whether to notify law enforcement to the extent permitted by law and will assist the complainant in notifying law enforcement when requested. The University will provide students and employees who report dating violence, domestic violence, sexual assault, or stalking with

written notification regarding existing counseling, health, mental-health, victim-advocacy, legal-assistance, visa and immigration-assistance, student financial-aid, and other services available within the University and in the community, as applicable.

The timely reporting of an incident will enable the University and/or law enforcement to conduct a thorough investigation and collect and preserve potential items of evidence. Even though the police will take a report, they will strongly consider the complainant's desires when deciding whether or not to file criminal charges.

Campus Security or a complainant can also contact Sexual Assault Services, which provides an advocate who can give the complainant advice on counseling and medical assistance if so desired. The University Title IX Coordinator may also be notified to assist complainants in contacting professionals, family, or friends that they may need for emotional support. When requested by the complainant and/or respondent, the University Title IX Coordinator will readily assist in changing academic, housing, student employment, and University related transportation arrangements when reasonably available, regardless of whether the complainant chooses to report the crime to Campus Security or the primary police department. The Title IX Coordinator will work closely with multiple departments on campus to ensure the requested accommodations are met. For example, Academic Advisors will readily be consulted regarding complainant and respondent course schedules to ensure no courses are taken at the same time.

An official complaint filed with Student Affairs will begin campus disciplinary proceedings designed to provide a prompt, fair, and impartial investigation and resolution of the matter utilizing the preponderance of evidence (more likely than not) standard of evidence rule. The officials conducting these proceedings receive annual training on the issues of sexual misconduct and how to conduct an investigation and hearing process that protects the safety of complainants and promotes accountability.

The first step in all disciplinary proceedings used to address cases of alleged dating violence, domestic violence, sexual assault, and stalking is investigation. The University will investigate when it receives a report of alleged dating violence, domestic violence, sexual assault, and stalking when a complainant requests a formal disciplinary proceeding, or the University determines a formal disciplinary proceeding is necessary for the overall safety of the campus community. When an investigation takes place, the University will attempt to complete it within 45 calendar days from the date the report is received. The investigation will include, whenever possible, an interview with the reporter, complainant, respondent, and any relevant witness(es). Written statements may be requested. Any other available evidence will also be sought. The investigator will document the investigation as appropriate. While every effort will be made to be sensitive to the confidentiality concerns of all people who participate in the investigation, privacy cannot be guaranteed.

At the conclusion of the investigation, respondents have the option to resolve their case via an Administrative Hearing, or a Critical Issues Board Hearing.

In all Administrative Hearings, a respondent will be given the opportunity to accept responsibility for violation(s). If they do not accept responsibility, the student(s) will then have the opportunity to respond to any information or jurisdiction pertaining to the complaint. The Administrator, or designee, will determine if it is *more likely than not* that, the information indicates a violation. If the student(s) accepts responsibility, or are deemed responsible, appropriate sanctions will be administered.

Students will be provided with written notice of alleged misconduct at least three (3) business days prior to the scheduled Administrative Hearing, reasonable access to the complaint files before and during the Administrative Hearing, and an opportunity to respond to information and investigation findings. Within five (5) days after holding the Administrative Hearing, the Administrator will simultaneously deliver to the accused and accuser, a letter informing them of the finding of “responsible” or “not responsible” and the sanction(s) imposed. The delivery of this letter will be accompanied by an in-person meeting whenever possible.

Critical Issues Boards will be composed of three administrative members plus the non-voting Ex-officio (a permanent member). The hearing before the Board will commence within ten (10) business days of the date on which the Administrator refers a complaint to the Presiding Officer, unless an extension is granted, with notice to the parties. All parties will be given written notice of the hearing date and the specific complaints against them at least five (5) business days in advance of the hearing. If the totality of the information, supplied by any party or witness or other means, indicates a violation of the *Code of Student Conduct* is “more likely than not,” the respondent will be found responsible for the violation. If the information does not make a violation “more likely than not,” the respondent must be found not responsible.

More information on both proceedings is contained in the Code of Student Conduct.

In all of the disciplinary proceedings described above, complainant and the respondent are entitled to the same opportunities to have others present during a disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.

Both the complainant and the respondent will be simultaneously informed in writing of:

- The outcome of any institutional disciplinary proceeding resulting from a report of sexual misconduct;
- The University’s procedures for the respondent and complainant to appeal the results of the institutional disciplinary proceeding;
- Any changes to the results of the disciplinary proceeding prior to the time that such results become final, and;
- When such results will become final.

A student found responsible for violating the University sexual misconduct policy could be criminally prosecuted. Sanctions that may be imposed by the University disciplinary proceedings in cases of alleged dating violence, domestic violence, sexual assault and stalking are: degree revocation, expulsion, suspension, conduct probation, conduct reprimand, restitution, and other sanctions (including loss of on-campus driving or dining privileges, removal from on campus residence facilities, restrictions from representing the University or participating in any extracurricular activity, restriction from campus facilities or areas, confiscation, referral to a recognized professional practitioner for evaluation of behavior, or other educational programs or interventions).

Any student or employee who reports to the University that they have been a victim of domestic violence, dating violence, sexual assault, or stalking, whether the offense occurred on or off campus, shall be provided with a written explanation of their rights and options associated with the act of sexual misconduct. Where applicable, the University will assist victims of sexual misconduct by ensuring they are aware of and understand their rights, direct them to campus and

community resources, and assist them in obtaining orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court. Upon securing such a court order, students and employees should provide a copy to the Department of Public Safety as soon as possible. Following receipt of the court order, the Department of Public Safety will assist students and employees in enforcing the provisions of the order on campus and coordinating the applicable law enforcement resources for issues arising at off campus locations. All such accommodations or protective measures will be maintained as confidential to the extent to which providing the requested services would not be impaired.

In addition to notifying Campus Security regarding a protective court order, students should also provide notification to the Title IX Coordinator in Student Affairs. The Title IX Coordinator in conjunction with the Director of Student Conduct may further assist parties of sexual misconduct with University issued no contact orders when appropriate, and when the other party to the action is also a student at Woodbury University. Employees receiving a protective court order should notify the Title IX Coordinator in the Department of Human Resources, in conjunction with the Campus Security.

Remember, reporting the crime does not lock you into a course of action, but it does **preserve your rights**. You have the right to change your mind about participating in criminal or University proceedings at any time.

Prevention and Awareness Programs

The University provides primary prevention and awareness programs for incoming students and new employees and ongoing prevention and awareness campaigns for students and employees. Programs address the prohibition of sexual assault, dating violence, domestic violence, and stalking; applicable definitions; consent; safe and positive bystander intervention; and information on risk reduction.

All students are required to complete the online training via Vector Solutions *Sexual Assault Prevention*, online substance abuse, and sexual assault prevention program that prepares students to confront and prevent dating violence, domestic violence, sexual assault and stalking. These topics are also discussed during new student orientation and during programs offered by Counseling Services, Residence Life, and Greek Life throughout the academic year.

All faculty and staff are also required to complete an online training focused on recognizing and reporting sexual misconduct in accordance with the U.S. Department of Education requirements.

Hazing Prevention, Reporting and Response

Woodbury University prohibits hazing. For Clery purposes, hazing means any intentional, knowing, or reckless act committed by a person, whether individually or in concert with other persons, against another person or persons regardless of the willingness of such other person or persons to participate, that is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization and causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution or the organization, of physical or psychological injury.

A student organization for purposes of the federal hazing requirements includes an organization at an institution of higher education, such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, student government, or group living together, in which two or more members are students enrolled at the institution, whether or not the organization is established or recognized by the institution.

Reporting Hazing

Students, employees, and other individuals are encouraged to report suspected hazing promptly to Campus Security, Student Affairs, the Title IX office, or another University official designated to receive such reports. In an emergency, call 911.

Investigation and Response

Woodbury University will review and investigate reports of hazing in accordance with applicable University policies and procedures.

When a report involves a student or student organization as the respondent, the investigation and adjudication process will be conducted in accordance with the Code of Community Standards.

When a report involves an employee as the respondent, the matter will be addressed under applicable University employee disciplinary policies and procedures.

Depending upon the circumstances, the University's response may include:

- Assessing immediate health and safety concerns;
- Providing or facilitating emergency or medical assistance;
- Gathering available information concerning the reported conduct;
- Identifying involved individuals, witnesses, and student organizations;
- Preserving and reviewing relevant records and evidence;
- Conducting interviews as appropriate;
- Referring allegations for investigation and adjudication under applicable University procedures;
- Notifying law enforcement when appropriate;
- Evaluating the incident for Clery Act statistical reporting
- Evaluating the incident for inclusion in the Campus Hazing Transparency Report; and

- Implementing disciplinary, educational, remedial, or other appropriate measures.

A person making a report will typically be expected to participate in the applicable Community Standards process when the allegations concern currently enrolled students or student organizations.

Woodbury University may, however, stand in place of a reporting party or take measures to protect the identity of a reporting party or witness when a good-faith determination is made that the individual may be subject to retaliation or other adverse action. Appropriate procedures will be maintained to permit responding parties to meaningfully respond to information presented during the process.

It is **not a defense to an allegation of hazing** that:

- Any or all participants consented to the activity;
- The conduct was not part of an official organizational event or was not sanctioned or approved by the student group; or
- The activity was not expressly required as a condition of membership or affiliation with the student group.

Hazing Prevention and Awareness Programs

Woodbury University approaches hazing education and prevention from an institution-wide perspective rather than limiting prevention efforts to fraternities, sororities, athletic teams, or other traditionally associated groups.

Consistent with the Stop Campus Hazing Act, the University provides research-informed, campus-wide hazing prevention and awareness programming designed to reach students, faculty, and staff, as well as appropriate alumni and community volunteers who work with student organizations, Greek organizations, athletic teams, or other student groups.

University hazing prevention and awareness programming includes information concerning:

- The University's definition and prohibition of hazing;
- Federal and California hazing laws;
- How and where suspected hazing may be reported;
- University procedures for responding to and investigating hazing;
- Recognition of behaviors and organizational practices that may constitute hazing;
- Bystander intervention and skill building;
- Ethical leadership and responsible decision-making;
- Strategies for building group cohesion, belonging, and team identity without hazing;
- Alcohol, controlled substances, coercion, power dynamics, and other factors that may contribute to hazing; and
- Individual and organizational accountability.

Student Education

Beginning each fall semester and during University orientation activities, students are required to complete online hazing education and bystander-intervention training.

Training includes campus-specific information concerning the University's Hazing Policy, reporting procedures, and the process for adjudicating hazing allegations.

The Office of Community Standards tracks student compliance and provides completion information to the Vice President of Student Affairs for appropriate follow-up.

Faculty and Staff Education

Faculty and staff complete annual University-provided online hazing education and training concerning the University's Hazing Policy.

Hazing education and campus-specific policy information are also incorporated into new-employee orientation.

Human Resources tracks employee completion of required training and provides completion information to appropriate University leadership for follow-up when necessary.

Student Compliance and Education Working Group

Student Affairs convenes a **Student Compliance and Education Working Group** to support institution-wide hazing prevention and other required educational initiatives.

The group utilizes data-informed strategies and analysis to proactively plan and facilitate education and training for students, faculty, staff, alumni, and appropriate community volunteers.

The working group meets approximately one to two times per semester and includes representatives from across the University, including, as appropriate, the Office of General Counsel, Provost's Office, Human Resources, Risk Management, Public Safety, Student Affairs, and graduate and undergraduate student representatives.

California Law

Woodbury University also prohibits hazing as defined by applicable California law.

Under **California Penal Code § 245.6**, hazing generally means a method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, that is likely to cause serious bodily injury to a former, current, or prospective student. The statutory definition does not include customary athletic events or school-sanctioned events.

California law prohibits hazing and provides criminal consequences when applicable. Hazing that results in death or serious bodily injury may subject individuals who personally engage in the hazing to increased criminal liability. California law also provides for potential civil liability arising from hazing.

The University's standards may prohibit conduct even when conduct does not result in criminal charges or prosecution.

Woodbury University also recognizes applicable requirements of the **California Stop Campus Hazing Act, including AB 2193**, and incorporates applicable state reporting, prevention, transparency, and educational requirements into its hazing prevention and response program.

Campus Hazing Transparency Report

The University maintains a Campus Hazing Transparency Report in accordance with the Stop Campus Hazing Act.

The Office of Community Standards, under the Division of Student Affairs, is responsible for compiling the information necessary for the report and works collaboratively with Public Safety regarding applicable hazing information.

When required by federal law, the Campus Hazing Transparency Report identifies student organizations found responsible for violations of the University's standards of conduct relating to hazing and provides the information required by the Stop Campus Hazing Act.

The Campus Hazing Transparency Report is separate from the University's Clery crime statistics. Accordingly, an incident may require evaluation for Clery statistical reporting regardless of whether the matter ultimately results in a finding of responsibility under the University's student conduct process. The University collects and maintains information regarding reported hazing and related conduct through its designated reporting and case-management mechanisms to support University response, prevention, Clery reporting, and applicable federal and state transparency requirements.

Megan's Law and Sex Offender Registrant Information

The Campus Sex Crimes Prevention Act requires institutions to advise the campus community where information concerning registered sex offenders may be obtained. California public sex-offender information is available through the California Megan's Law website. Because Campus Security is not a law-enforcement agency, registration requirements are handled by the appropriate law-enforcement agency.

Missing Student Notification

Woodbury University maintains missing-student notification procedures for students residing in on-campus student housing. Any person who believes that a residential student may be missing should report the concern promptly to Campus Security, Residence Life/Student Affairs, or another designated University official. Any missing-student report received by a University office will be referred immediately to Campus Security.

Students residing in on-campus housing may confidentially identify a contact person or persons to be notified within 24 hours after the University or law enforcement determines that the student has been missing for 24 hours. This contact information is maintained confidentially, is accessible only to authorized campus officials, and may be disclosed to law enforcement in furtherance of a missing-person investigation.

If a residential student is determined to have been missing for 24 hours, the University will, within 24 hours of that determination, notify the student's designated confidential contact, if any, and notify the local law-enforcement agency unless law enforcement made the determination. If the student is under 18 years of age and not emancipated, the University will also notify the student's custodial parent or guardian within 24 hours of the determination.

There is no requirement to wait 24 hours before reporting a concern. Reports should be made as soon as there is reason to believe a student may be missing.

Crime Statistics and Definitions

Woodbury University compiles and discloses statistics for Clery crimes reported to Campus Security Authorities or local law-enforcement agencies and occurring within the University's Clery geography. Statistics are classified according to federal Clery definitions. The University requests statistics from law-enforcement agencies having jurisdiction over applicable Clery geography and reconciles duplicate reports when possible.

The University reports incidents, not merely cases resulting in arrest, charge, or a finding of responsibility. Arrest and disciplinary-referral categories are counted according to the specific Clery rules applicable to weapons, drug, and liquor law violations.

Murder and Non-negligent Manslaughter. The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence. The killing of another person through gross negligence.

Rape. 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 where the victim is incapable of giving consent because of age or 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.

Robbery. The taking or attempting to take anything of value from the care, custody, or control of a person 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.

Burglary. The unlawful entry of a structure to commit a felony or theft.

Motor Vehicle Theft. The theft or attempted theft of a motor vehicle.

Arson. The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crimes

For Clery reporting, a hate crime is a reportable criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. The eight Clery bias categories are Race, Religion, Gender, Gender Identity, Sexual Orientation, Ethnicity, National Origin, and Disability.

Hate-crime statistics include the Clery primary offenses and, when motivated by bias, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. The University reports hate crimes by offense, geography, year, and bias category as required.

Geographic Reporting

On Campus. Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and certain institution-owned property within or reasonably contiguous to the campus that is controlled by another person, frequently used by students, and supports institutional purposes.

On-Campus Student Housing Facility. A subset of the On-Campus category consisting of student housing facilities owned or controlled by the institution or located on property owned or controlled by the institution within the reasonably contiguous campus area.

Noncampus Building or Property. Buildings or property owned or controlled by a student organization officially recognized by the institution, or other buildings/property owned or controlled by the institution, used in direct support of educational purposes, frequently used by students, and not within the same reasonably contiguous geographic area of the institution.

Public Property. All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the camp

2023-2025 Crime Statistics - Burbank Campus

Crime	Year	On Campus	On-Campus Student Housing Facilities	Non-campus Property	Public Property
Murder/Non- negligent Manslaughter	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Manslaughter by Negligence	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Rape	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Fondling	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Incest	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Statutory Rape	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Robbery	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Aggravated Assault	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Burglary	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Motor Vehicle Theft	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Arson	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Dating Violence	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Domestic Violence	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Stalking	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Hazing	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

Arrests and Disciplinary Referrals

Crime	Year	On Campus	On-Campus Student Housing Facilities	Non-campus Property	Public Property
Weapons Law Arrests	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Weapons Law Disciplinary Referrals	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Drug Law Arrests	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Drug Law Disciplinary Referrals	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Liquor Law Arrests	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0
Liquor Law Disciplinary Referrals	2025	0	0	0	0
	2024	0	0	0	0
	2023	0	0	0	0

Hate Crime Statistics

- 2023 – 2025: There were no Hate Crimes reported.

Unfounded Crimes

Calendar Year	Total Crimes Unfounded by Sworn/Commissioned Law Enforcement
2025	0
2024	0
2023	0

Only a sworn or commissioned law-enforcement authority may formally unfound a reported crime for Clery statistical purposes.

Annual Fire Safety Report

Woodbury University maintains on-campus student housing and therefore publishes fire-safety information and statistics as required by federal law. This section addresses fire-safety systems, fire drills, policies on electrical appliances, smoking and open flames, evacuation procedures, fire-safety education and training, fire reporting, future improvements, fire statistics, and the fire log.

Fire Safety Policies

Electrical Appliances

The following appliances are not permitted in the residence halls: any appliance requiring 220 volts or 1500 watts, hot plates, air conditioners, or any appliance indicated as part of Student Conduct University Code of with an exposed heating element. In each room, residents may have one small refrigerator (3.0 cubic feet or smaller capacity, 1.5 amps or smaller rating, Energy Star Qualified) and one single-serve coffee machine. Use of all other appliances is prohibited.

Smoking

In accordance with Section 41.5 of the Los Angeles Municipal Code, smoking is prohibited in the University residence halls; this includes individual rooms, lobbies, lounges, corridors, bathrooms, etc. Additionally, all smoking by faculty, staff, students, and visitors is prohibited on campus. This includes the use of electronic smoking devices and vapes. Please see the Student Code of Conduct for more information.

Open Flames

Open flames or any appliance, candle, incense, or decorative items (this list is non-exhaustive) that can produce an open flame is not permitted in student rooms. All cooking must take place in residence hall community kitchens that utilize electric stoves.

Residence Hall Community Living Standards relevant to fire safety can be found in full by visiting: [Housing-Contract-Policy-24-25.pdf](#)

Student Housing Fire Safety Systems

Facility	Sprinklers	Fire Alarm	Smoke Detection	Monitoring	Pull Stations	Extinguishers	Other
North Hall	YES	YES	YES	YES	YES	YES	N/A
South Hall	NO	YES	YES	YES	YES	YES	N/A

Evacuation Procedures

Upon discovery of fire or smoke, occupants should activate the building alarm if necessary, evacuate using the nearest safe exit, avoid elevators, proceed to the designated assembly area, and call 911 and Campus Security from a safe location. Individuals should not re-enter until authorized by emergency personnel or University officials.

Fire Safety Education and Training

The University provides fire-safety information and training to residential students and appropriate employees through residence-life orientation, drills, posted evacuation information, and other safety programming.

Reporting Fires

All fires occurring in on-campus student housing, including fires that have already been extinguished, should be reported to Campus Security at (818) 252-5208 for inclusion in the fire log and fire statistics. In an emergency, call 911.

Plans for Future Improvements in Fire Safety

Woodbury University continually evaluates fire-safety systems and practices in its on-campus student housing facilities. As of the publication date of this report, the University has no specific planned improvements to the fire-safety systems beyond routine inspection, testing, maintenance, repair, and replacement as necessary.

Fire Statistics

Facility	Year	# Fires	Cause	Deaths	Injuries	Property Loss	Evacuation Drills
North Hall	2025	0	N/A	0	0	\$0	2
	2024	0	N/A	0	0	\$0	2
	2023	0	N/A	0	0	\$0	2
South Hall	2025	0	N/A	0	0	\$0	2
	2024	0	N/A	0	0	\$0	2
	2023	0	N/A	0	0	\$0	2

Fire Log

The University maintains a fire log for fires reported on-campus student housing. Fires are entered in the log within two business days of receipt of the information. The most recent 60-day portion of the Fire Log is available for public inspection during normal business hours at Campus Security, Whitten Hall, 7500 N Glenoaks Blvd, Burbank, CA 91504. Portions older than 60 days will be made available within two business days of a request. Contact Teresa Webster at (909) 748-8866 for all fire log requests.