

# 2016 Campus Safety and Security Survey

Institution: Orlando (426314096)

User ID: C4263141

## Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-campus Student Housing Facilities?

No.

Yes. (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

2. Does your institution have any noncampus buildings or properties?

Yes

No

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

Yes. Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.

No. We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.

Not available. We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.

Not available. We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

## Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

| Criminal offense  | Total occurrences On campus |      |      |
|---|-----------------------------|------|------|
|   | 2013                        | 2014 | 2015 |
| a. <u>Murder/Non-negligent manslaughter</u>                               | 0                           | 0    | 0    |
| b. <u>Negligent manslaughter</u>  | 0                           | 0    | 0    |
| c. <u>Sex offenses - Forcible</u>   | 0                           |      |      |
| d. <u>Rape</u>  |                             | 0    | 0    |
| e. <u>Fondling</u>  |                             | 0    | 0    |
| f. <u>Sex offenses - Non-forcible</u>                                     | 0                           |      |      |
| g. <u>Incest</u>  | 0                           | 0    | 0    |
| h. <u>Statutory rape</u>  | 0                           | 0    | 0    |
| i. <u>Robbery</u>   | 0                           | 0    | 0    |
| j. <u>Aggravated assault</u>  | 0                           | 0    | 0    |
| k. <u>Burglary</u>  | 0                           | 1    | 0    |
| l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle) | 0                           | 0    | 0    |
| m. <u>Arson</u>   | 0                           | 0    | 0    |

**Caveat:**  
 If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

| Criminal offense  | Total occurrences on Public Property |      |      |
|---|--------------------------------------|------|------|
|   | 2013                                 | 2014 | 2015 |
| a. <u>Murder/Non-negligent manslaughter</u>                               | 0                                    | 0    | 0    |
| b. <u>Negligent manslaughter</u>  | 0                                    | 0    | 0    |
| c. <u>Sex offenses - Forcible</u>   | 0                                    |      |      |
| d. <u>Rape</u>  |                                      | 0    | 0    |
| e. <u>Fondling</u>  |                                      | 0    | 0    |
| f. <u>Sex offenses - Non-forcible</u>                                     | 0                                    |      |      |
| g. <u>Incest</u>  | 0                                    | 0    | 0    |
| h. <u>Statutory rape</u>  | 0                                    | 0    | 0    |
| i. <u>Robbery</u>   | 0                                    | 0    | 0    |
| j. <u>Aggravated assault</u>  | 0                                    | 0    | 0    |
| k. <u>Burglary</u>  | 0                                    | 0    | 0    |
| l. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle) | 0                                    | 0    | 0    |
| m. <u>Arson</u>   | 0                                    | 0    | 0    |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

| Criminal offense   | Occurrences of Hate crimes |  |          |                    |        |                 |            |           |                 |   |
|--|----------------------------|--|----------|--------------------|--------|-----------------|------------|-----------|-----------------|---|
|  | 2015 Total                 | Category of Bias for crimes reported in 2015 |          |                    |        |                 |            |           |                 |   |
|  |                            | Race   | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |   |
| a. <u>Murder/ Non-negligent manslaughter</u>                                 | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| d. <u>Rape</u>   | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| e. <u>Fondling</u>   | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| g. <u>Incest</u>   | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| h. <u>Statutory rape</u>   | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| i. <u>Robbery</u>  | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| j. <u>Aggravated assault</u>   | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| k. <u>Burglary</u>   | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| l. <u>Motor vehicle theft</u><br>(Do not include theft from a motor vehicle) | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| m. <u>Arson</u>  | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| n. <u>Simple assault</u>   | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| o. <u>Larceny-theft</u>  | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| p. <u>Intimidation</u>   | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| q. <u>Destruction/damage/vandalism of property</u>                           | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |

| Criminal offense   | Occurrences of Hate crimes |  |          |                    |        |                 |            |           |                 |   |
|--|----------------------------|--|----------|--------------------|--------|-----------------|------------|-----------|-----------------|---|
|  | 2014 Total                 | Category of Bias for crimes reported in 2014 |          |                    |        |                 |            |           |                 |   |
|  |                            | Race   | Religion | Sexual orientation | Gender | Gender Identity | Disability | Ethnicity | National Origin |   |
| a. <u>Murder/ Non-negligent manslaughter</u>                                 | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| d. <u>Rape</u>   | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| e. <u>Fondling</u>   | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| g. <u>Incest</u>   | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| h. <u>Statutory rape</u>   | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| i. <u>Robbery</u>  | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| j. <u>Aggravated assault</u>   | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| k. <u>Burglary</u>   | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| l. <u>Motor vehicle theft</u><br>(Do not include theft from a motor vehicle) | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| m. <u>Arson</u>  | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| n. <u>Simple assault</u>   | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| o. <u>Larceny-theft</u>  | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| p. <u>Intimidation</u>   | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |
| q. <u>Destruction/damage/vandalism of property</u>                           | 0                          | 0  | 0        | 0                  | 0      | 0               | 0          | 0         | 0               | 0 |

| Criminal offense                             | Occurrences of Hate crimes |  |          |                    |        |            |                               |
|--|----------------------------|--|----------|--------------------|--------|------------|-------------------------------|
|  | 2013 Total                 | Category of Bias for crimes reported in 2013 |          |                    |        |            |                               |
|  |                            | Race   | Religion | Sexual orientation | Gender | Disability | Ethnicity/<br>National origin |
| a. <u>Murder/ Non-negligent manslaughter</u> | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| c. <u>Sex offenses - Forcible</u>            | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| f. <u>Sex offenses - Non-forcible</u>        | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| g. <u>Incest</u>                             | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| h. <u>Statutory rape</u>                     | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| i. <u>Robbery</u>                            | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |
| j. <u>Aggravated assault</u>                 | 0                          | 0  | 0        | 0                  | 0      | 0          | 0                             |

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| k. <u>Burglary</u>                                      | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| l. <u>Motor vehicle theft</u>                           | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| m. <u>Arson</u>   | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| n. <u>Simple assault</u>                                | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| o. <u>Larceny-theft</u>                                 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| p. <u>Intimidation</u>                                  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| q. <u>Destruction/damage/<br/>vandalism of property</u> | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format:  
"For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Hate Crimes - Public Property

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred on Public Property. Then break down each total by category of bias (e.g., race, religion).

| Criminal offense   | Occurrences of Hate crimes |  |          |                       |        |                    |            |           |                 |   |
|--|----------------------------|--|----------|-----------------------|--------|--------------------|------------|-----------|-----------------|---|
|  | 2015<br>Total              | Category of Bias for crimes reported in 2015 |          |                       |        |                    |            |           |                 |   |
|  |                            | Race   | Religion | Sexual<br>orientation | Gender | Gender<br>Identity | Disability | Ethnicity | National origin |   |
| a. <u>Murder/ Non-negligent manslaughter</u>                                 | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| d. <u>Rape</u>   | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| e. <u>Fondling</u>   | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| g. <u>Incest</u>   | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| h. <u>Statutory rape</u>   | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| i. <u>Robbery</u>  | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| j. <u>Aggravated assault</u>   | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| k. <u>Burglary</u>   | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| l. <u>Motor vehicle theft</u><br>(Do not include theft from a motor vehicle) | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| m. <u>Arson</u>  | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| n. <u>Simple assault</u>   | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| o. <u>Larceny-theft</u>  | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| p. <u>Intimidation</u>   | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| q. <u>Destruction/damage/vandalism of property</u>                           | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |

| Criminal offense   | Occurrences of Hate crimes |  |          |                       |        |                    |            |           |                 |   |
|--|----------------------------|--|----------|-----------------------|--------|--------------------|------------|-----------|-----------------|---|
|  | 2014<br>Total              | Category of Bias for crimes reported in 2014 |          |                       |        |                    |            |           |                 |   |
|  |                            | Race   | Religion | Sexual<br>orientation | Gender | Gender<br>identity | Disability | Ethnicity | National origin |   |
| a. <u>Murder/ Non-negligent manslaughter</u>                                 | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| d. <u>Rape</u>   | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| e. <u>Fondling</u>   | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| g. <u>Incest</u>   | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| h. <u>Statutory rape</u>   | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| i. <u>Robbery</u>  | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| j. <u>Aggravated assault</u>   | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| k. <u>Burglary</u>   | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| l. <u>Motor vehicle theft</u><br>(Do not include theft from a motor vehicle) | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| m. <u>Arson</u>  | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| n. <u>Simple assault</u>   | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| o. <u>Larceny-theft</u>  | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| p. <u>Intimidation</u>   | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |
| q. <u>Destruction/damage/vandalism of property</u>                           | 0                          | 0  | 0        | 0                     | 0      | 0                  | 0          | 0         | 0               | 0 |

| Criminal offense                             | Occurrences of Hate crimes |  |          |                       |        |            |                               |
|--|----------------------------|--|----------|-----------------------|--------|------------|-------------------------------|
|  | 2013<br>Total              | Category of Bias for crimes reported in 2013 |          |                       |        |            |                               |
|  |                            | Race   | Religion | Sexual<br>orientation | Gender | Disability | Ethnicity/<br>National origin |
| a. <u>Murder/ Non-negligent manslaughter</u> | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| c. <u>Sex offenses - Forcible</u>            | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| f. <u>Sex offenses - Non-forcible</u>        | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| g. <u>Incest</u>                             | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| h. <u>Statutory rape</u>                     | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |
| i. <u>Robbery</u>                            | 0                          | 0  | 0        | 0                     | 0      | 0          | 0                             |

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| j. <u>Aggravated assault</u>                            | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| k. <u>Burglary</u>                                      | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| l. <u>Motor vehicle theft</u>                           | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| m. <u>Arson</u>   | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| n. <u>Simple assault</u>                                | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| o. <u>Larceny-theft</u>                                 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| p. <u>Intimidation</u>                                  | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| q. <u>Destruction/damage/<br/>vandalism of property</u> | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

| Crime                       | Total occurrences On Campus |      |      |
|-----------------------------|-----------------------------|------|------|
|                             | 2013                        | 2014 | 2015 |
| a. <u>Domestic violence</u> |                             | 0    | 0    |
| b. <u>Dating violence</u>   |                             | 0    | 0    |
| c. <u>Stalking</u>          |                             | 0    | 0    |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

| Crime                       | Total occurrences on Public Property |      |      |
|-----------------------------|--------------------------------------|------|------|
|                             | 2013                                 | 2014 | 2015 |
| a. <u>Domestic violence</u> |                                      | 0    | 0    |
| b. <u>Dating violence</u>   |                                      | 0    | 0    |
| c. <u>Stalking</u>          |                                      | 0    | 0    |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

| Crime   | Number of Arrests |      |      |
|---|-------------------|------|------|
|   | 2013              | 2014 | 2015 |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0                 | 0    | 0    |
| b. <u>Drug abuse violations</u>               | 0                 | 0    | 0    |
| c. <u>Liquor law violations</u>               | 0                 | 0    | 0    |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

| Crime   | Number of Arrests |      |      |
|---|-------------------|------|------|
|   | 2013              | 2014 | 2015 |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0                 | 0    | 0    |
| b. <u>Drug abuse violations</u>               | 0                 | 0    | 0    |
| c. <u>Liquor law violations</u>               | 0                 | 0    | 0    |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

| Crime   | Number of persons referred for Disciplinary Action |      |      |
|---|--|------|------|
|   | 2013   | 2014 | 2015 |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0  | 0    | 0    |
| b. <u>Drug abuse violations</u>               | 0  | 0    | 0    |
| c. <u>Liquor law violations</u>               | 0  | 0    | 0    |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

**Do not include disciplinary actions that were strictly for school policy violations.**

**If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.**

**Do NOT include drunkenness or driving under the influence in Liquor law violations.**

| Crime   | Number of persons referred for Disciplinary Action |      |      |
|---|--|------|------|
|   | 2013   | 2014 | 2015 |
| a. <u>Weapons: carrying, possessing, etc.</u> | 0  | 0    | 0    |
| b. <u>Drug abuse violations</u>               | 0  | 0    | 0    |
| c. <u>Liquor law violations</u>               | 0  | 0    | 0    |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

## Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded". Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

|                                  | Number |      |      |
|----------------------------------|--------|------|------|
|                                  | 2013   | 2014 | 2015 |
| a. <u>Total unfounded crimes</u> |        | 0    | 0    |

**Caveat:**

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."