



**FAIRLEIGH
DICKINSON
UNIVERSITY**

**Fairleigh Dickinson University
Department of Public Safety**



**ANNUAL SECURITY AND FIRE SAFETY
REPORT**

WROXTON COLLEGE CAMPUS

2024

Table of Contents

About Campus Safety	4
Safety is Our Number One Priority	4
Working Relationships with Local, State and Federal Law Enforcement Agencies	5
Crimes Involving Student Organizations at Non-Campus Locations	5
Reporting Crimes and Other Emergencies	5
Confidential Reporting	5
Reporting to Campus Public Safety	5
Reporting to Other Campus Security Authorities	6
Pastoral and Professional Counselors	6
Campus Daily Crime and Fire Log	6
Emergency Management at Fairleigh Dickinson University	7
Timely Warnings	7
Emergency Response and Evacuations	8
Evacuation and Relocation	8
Drills, Exercises and Training	8
Emergency Notification	8
Security of and Access to Facilities	10
Special Considerations for Residence Hall Access	10
Fairleigh Dickinson University’s Response to Sexual and Gender Violence	10
Definitions	11
Consent	11
Sexual Assault	13
Reporting an Incident	13

University Procedures for Responding to Reports of Sexual Assault, Domestic Violence, Dating Violence and Stalking	15
Supportive Measures	15
Emergency Removals	16
Procedures for Reports of Non-Title IX Discrimination Against an Employee or Student	16
Balancing Agency and Autonomy with Campus Safety Obligations	17
Support Person and Advisor	18
Informal Resolution	19
Investigation and Formal Resolution	20
Sanctions	23
Appeals	24
Procedures for Reports of Conduct Not Covered by the Non-Title IX Discrimination Policy	24
Study	25
Attendance	25
Class Conduct	25
Behavior	25
Health and Safety Inspection	25
Student Disciplinary Procedure	25
Victim Rights and Options	26
Privacy and Confidentiality	26
Additional Resources	27
On-Campus Resources	27
Off-Campus Resources	28
U.K. and U.S. National Resources	28
Education Programs	28
Bystander Intervention and Risk Reduction	30
Sex Offender Registration – Campus Sex Crimes Prevention Act	32
Weapons Policy	32

Fairleigh Dickinson University Student Code of Conduct.....32

Missing Student Notification Policy32

 Dean of Students Information to Resident Students32

 Notification Procedure33

 Campus Communication33

Drugs and Alcohol.....33

 General Requirements of the Drug-Free Schools & Communities Act: Amendments of 198934

 University Policy and Procedures on Alcohol and Other Drugs34

 Abuse Prevention35

 Health Risks and Consequences.....38

Annual Disclosure of Crime Statistics...39

 Definitions39

 Categories of Prejudice40

 Definitions of Clery Act Locations41

Crime Statistics: Clery Data41

Annual Fire Safety Report43

 Definitions.....43

 Fire Safety43

 Residence Hall Fire Safety Systems.....43

 Residence Hall Fire Drills and Evacuation Policy.....44

 Designated Staging Area for Emergency Evacuations44

 When a fire alarm sounds.....44

 Specific Fire Prevention Related Policies44

 Fire Safety Education and Training Programs for Students and Employees...45

 Plans for Future Improvements in Fire Safety.....46

2021/2022/2023 Fire Statistics for On-Campus Housing Facilities.....46

A Final Word.....46



The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose information about campus crime and security policies.

The Clery Act was signed into law in 1990 as the Crime Awareness and Campus Security Act of 1990. This act was spearheaded by Howard and Connie Clery after their daughter was murdered at Lehigh University in 1986. Amendments to the act in 1998 renamed it in memory of Jeanne Clery.

The Clery Act requires colleges and universities to:

- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities. The statistics must be gathered from campus police or Public Safety, local law enforcement, and other University officials who have significant responsibility for student and campus activities.
- Provide “timely warning” notices of crimes that have occurred and pose an ongoing threat to members of the campus community.
- Disclose in a public crime log any crime that has occurred on campus or within the patrol jurisdiction of the campus Public Safety department and is reported to campus police or Public Safety department.

The Fairleigh Dickinson University Department of Public Safety, in consultation with the Wroxton College Dean & Director

of Operations, is responsible for the preparation and distribution of this report for the campus. This report is also available on the Fairleigh Dickinson University website at www.fdu.edu. Members of the Wroxton College Campus community are sent a notice that describes the report and the web address. For a paper copy of the report, contact the University Department of Public Safety at 973-443-8888 or email Florham-Publicsafety@fdu.edu. Individuals may also contact the Office of the Dean of the College at either of the following phone numbers, depending on the location of the individual:

UK: 01295 730551

US: 011 44 1295 730551

or by emailing admin@wroxton-college.ac.uk.

The University Director of Public Safety is responsible to obtain, review and report all the needed aspects of the annual report. Crime statistics from the required geographical areas to Fairleigh Dickinson University Wroxton College Campus from local law enforcement jurisdictions are requested as required.

ABOUT CAMPUS SAFETY

Safety is our Number One Priority

The safety and security of all members of the campus community is the number one priority of the Department of Public Safety. It is also the responsibility of all members of the campus community to be responsible for their own security and the security of others. Reporting anything suspicious as well as following basic security and safety tips can greatly assist in overall safety and security for all.

Working Relationship with Local, State and Federal Law Enforcement Agencies

The Wroxton College Campus of Fairleigh Dickinson University has excellent working relationships with the local police and fire departments. Information is both sought and shared in an effort to maintain a safe campus environment. All serious matters are promptly reported to the local police. At the request of any victim, the College staff will provide assistance by contacting the local police. In all cases, a report will also be maintained in the Office of the Dean of the College.

Crimes Involving Student Organizations at Non-Campus Locations

The Wroxton College Campus does not own any non-campus buildings or housing for student organizations. The Dean of Wroxton College through the close working relationships with local law enforcement also deals with crimes and other serious incidents that occur off campus that may involve a Wroxton College student.

The Dean of the College will promptly act on any information concerning an investigation that is received from an outside law enforcement agency. Findings of any investigation concerning student misconduct will be dealt with as required, including the recourse to disciplinary action.

REPORTING CRIMES AND OTHER EMERGENCIES

The policies of the Wroxton College campus of Fairleigh Dickinson University, which are enforced by the

Office of the Dean of the College, are made known to students, faculty and staff both verbally (oral briefings) and in written form – specific handouts as well as through either the Employee Handbook or the FDU Student Handbook.

To report any crime, emergency or campus violation, contact the Office of the Dean of the College at (01295) 730551 or come to the Office directly. Whenever making a report, please provide a full account of the type of incident, who was involved, what type of incident it was, where it took place, when it took place and why it may have occurred. Also try to provide witnesses or descriptions.

In any instance where you witness any serious crime, emergency or other safety or life-threatening situation, please call 999.

Do not call 999 unless an immediate and true emergency exists.

Confidential Reporting

Any member of the Wroxton College community may report violations of the law or other matters of concern using either the Metropolitan Campus Anonymous Reporting tool at <https://portal.fdu.edu/forms/publicsafety-witnessmet.php> or the Florham Campus Anonymous Reporting tool at <https://portal.fdu.edu/forms/publicsafety-witnessflo.php>.

Reporting to Campus Public Safety

The safety and security of the Wroxton College campus and College community are the responsibility of all members of the College community.

The College has regular business hours from 8:30 am to 5:00pm, Monday to Friday although College Reception is staffed 24-hours a day, seven days a week. In addition, the College utilizes a CCTV network.

Reception staff answer all calls for assistance and respond to any and all emergencies and enforce College/University policies. Training provides these staff members with a basic understanding of campus public safety as well as College/University procedures. Members of staff are also trained in basic first aid. College staff do not have police or arrest powers.

Reporting to Other Campus Security Authorities

The Clery Act requires that persons designated as “Campus Security Authorities” notify the institution about crimes they have learned about from persons believed to be acting in good faith. At the Wroxton College campus, all crimes must be reported to the Dean of the College. Fairleigh Dickinson University has deemed all employees as Campus Security Authorities.

Pastoral and Professional Counselors

Campus Professional Counselors, when acting as such, are not considered to be “Campus Security Authorities” and are not required to report crimes to be included in the annual report of crime statistics. As part of the Fairleigh Dickinson University policy, these persons are encouraged to inform persons being counseled of all the procedures in place to report crimes on a voluntary basis to be included in the annual report of crime statistics. Fairleigh

Dickinson University also encourages Professional Counselors to report all crimes which they become aware of. This can be done without identifying any of the individuals involved if they want to remain anonymous but it makes other members of the campus community aware of the crime.

The Clery Act defines counselors as follows:

Professional Counselor: An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning in the scope of his/her license or certification. At Fairleigh Dickinson University Florham Campus, this means all counselors employed in or working on behalf of the Office of Mental and Emotional Wellbeing.

Pastoral Counselor: An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor. At Fairleigh Dickinson University this means all clergy, or others appropriately recognized as fitting that definition who are associated with Campus Ministry.

There are no professional counselors on staff at the Wroxton College campus.

CAMPUS DAILY CRIME AND FIRE LOG

The Clery Act requires that the campus maintain a daily crime log covering the most recent 60 day period. The Wroxton College log – *The Incident Book* - is located in

Reception and is available for viewing during normal business hours.

Amongst other things, *The Incident Book* contains information about the nature of any reported crime, the date and time reported, the general location and the disposition of the incident. All crimes, not just Clery Act reportable crimes, must be entered into the log and must be entered at the time. There are however two exceptions to this rule, namely:

- when the disclosure is prohibited by law
- if the disclosure would jeopardize the confidentiality of the victim.

There are also four cases where information may be temporarily withheld from the log. This withholding can only take place when there is clear and convincing evidence that the release of the information would:

- jeopardize an ongoing investigation
- jeopardize the safety of an individual
- cause a suspect to flee or evade detection
- result in the destruction of evidence.

Any requests for information past the current 60-day period will be provided within two business days.

EMERGENCY MANAGEMENT AT FAIRLEIGH DICKINSON UNIVERSITY

The university has an Emergency Management Team and Emergency Operations Plan. The EOP provides the framework to structure the response and resources of Fairleigh Dickinson University

academic and administrative community to any emergency incident affecting Fairleigh Dickinson University. The Department of Public Safety activates the EOP when an emergency affecting Fairleigh Dickinson University reaches proportions that cannot be handled by established measures. This emergency may be sudden and unforeseen, or there may be varying periods of warning. Fairleigh Dickinson University intends that the EOP to be sufficiently flexible to accommodate contingencies of all types, magnitudes and duration. Our priorities are:

- Life safety, infrastructure integrity, and environmental protection during an emergency
- Coordination with Fairleigh Dickinson University departments to write, maintain, test and exercise the EOP
- Cooperation, Integration and Mutual Aid with local, state and federal planning, response and public safety agencies and their EOP's.

TIMELY WARNINGS

Anytime that a serious situation arises either on campus or in the immediate area of the campus that in the judgment of the Dean of the College/Office of the Dean of the College – if circumstances allow in consultation with the Director of Public Safety at the Florham Campus poses an ongoing or continuing threat to the Wroxton College community, a campus “Timely Warning” will be issued through direct contact with all individuals.

EMERGENCY RESPONSE AND EVACUATIONS

Emergency evacuation may be required when there is an actual or potential danger to the occupants of any building as a result of fire or other emergency situation.

When a fire alarm is sounded or an emergency evacuation is declared, all occupants must leave the building(s) through the nearest exit and proceed immediately to the designated assembly area - the cobbled forecourt in front of the Carriage House.

Individuals are to remain at the assembly area until told to do otherwise by the staff member carrying out the role-call, the Dean of the College or a uniformed fire officer.

College staff will direct the evacuation.

All roadways and walkways must remain clear for emergency vehicles at all times.

Evacuation and Relocation

Public Safety recommends the complete evacuation of a building in an alarm situation. Departmental evacuation plans provide more detailed information about the evacuation procedures for individual buildings. If necessary, transportation of persons should be coordinated with the Dean of the College for the purpose of evacuation and relocation of persons threatened by or displaced by an incident. The Dean of the College will identify a temporary shelter or facility designated in advance. The EOP designates key functions and critical roles and assigns them based upon situational factors.

A summary of Fairleigh Dickinson University emergency response procedures

is located at

<https://www.fdu.edu/campuses/metropolitan-campus/public-safety/emergency-management/>.

Information regarding the Fairleigh Dickinson University emergency notification policy, including how to enroll in or update your information in the emergency notification system to ensure you receive emergency notices on Fairleigh Dickinson University, and cellular, telephones can be located at <https://www.fdu.edu/for-students/alert-system/>.

Drills, Exercises and Training

To ensure that the Fairleigh Dickinson University emergency management plan remains current and actionable, Fairleigh Dickinson University will conduct an emergency management exercise, at a minimum, once per year. The scenarios for these exercises change from year to year and include several departments from across the campus. These exercises may include tabletop drills, emergency operation center exercises or full-scale emergency response exercises. Fairleigh Dickinson University conducts after action reviews of all emergency management exercises.

EMERGENCY NOTIFICATION

Fairleigh Dickinson University is committed to ensuring the campus community receives timely, accurate and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. Fairleigh Dickinson University tests the emergency notification system

components once every semester. During these tests, Fairleigh Dickinson University activates the text, voice and email messages. In the event of a situation that poses an immediate threat to members of the campus community, Fairleigh Dickinson University has various systems in place for communicating information quickly. Authorized senders may activate the FDU Alert system and will use some or all of the methods of communicating in an event of an emergency notification for all or a segment of the campus community.

Messages may direct individuals to evacuate, shelter in place, stay away from an area or contain other information pertinent to the situation. We will send follow up messages that might say; continue to shelter in place or provide other pertinent information. In all cases, Fairleigh Dickinson University will provide an “all clear” or “end of incident” message when the incident is no longer a danger.

The Department of Public Safety may become aware of a critical incident or other emergency that potentially affects the health and/or safety of the campus community. Generally, the Department of Public Safety becomes aware of these situations through reports to the department or upon discovery during routine patrols or other assignments. Once it is confirmed that there is in fact, an emergency or dangerous situation, that poses an immediate threat to the health or safety of some or all members of the campus community, the Dean of the College will notify the University Director of Public Safety to issue an emergency notification.

The University Director of Public Safety in conjunction with the Dean of the College will immediately initiate all or some portions of the Fairleigh Dickinson University emergency notification system. If

in the judgement of the University Director of Public Safety and the local first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, Fairleigh Dickinson University may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, Fairleigh Dickinson University will issue the emergency notification to the campus community.

The University Director of Public Safety and Dean of the College will determine what segment or segments of Fairleigh Dickinson University should receive the notification. Generally, campus community members in the immediate area of the dangerous situation will receive notification first. Fairleigh Dickinson University may issue subsequent notifications to a wider group of community members. In addition to the emergency notification that may be issued by FDU Alert mass notification system, Fairleigh Dickinson University will also post applicable messages about the dangerous condition on the Fairleigh Dickinson University web home page to ensure that the rest of the campus is aware of the situation and the steps they should take to maintain personal and campus safety. If the emergency affects a significant portion of the entire campus, Fairleigh Dickinson University will distribute the notification to the entire campus community.

The University Director of Public Safety in concert with Dean of the College, Public Relations and local first responders will determine the contents of the notification. Fairleigh Dickinson University has developed a wide range of template messages addressing several different emergencies. The individual authorizing the alert will select the template message most

appropriate to the ongoing situation and modify it to address the specifics of the present incident. In cases where there is no template message in the system, the individual authorizing the alert will develop the message to convey appropriate information to the campus community. The goal is to ensure individuals are aware of the situation and that they know the steps to take to safeguard their personal and community safety.

Fairleigh Dickinson University, at its discretion, may release information concerning a significant emergency or dangerous situation involving an immediate threat to the health and safety of campus community members that occurred off campus. Such information would have to be provided by another agency or an emergency notification release by the supplying agency.

During critical incidents, the Public Affairs staff will work with the Emergency Management Team to gather accurate and substantial information regarding the details of Fairleigh Dickinson University response. We encourage all members of the campus community to enroll in FDU Alert by visiting <https://www.fdu.edu/for-students/alert-system/>. We encourage the Fairleigh Dickinson University community members to regularly update their information at the same site.

SECURITY OF AND ACCESS TO FACILITIES

Wroxton College is a residential institution, so College buildings are generally open 24-hours a day, seven days a week.

There is a CCTV entrance identification system in operation in the main building (The Abbey) and all College

staff/students/guests must operate the Fire Card in/out system (upon which they are briefed).

Special Considerations for Residence Hall Access

Residence Halls are locked 24 hours a day and only open to students registered to live in the building and any guest they have registered.

FAIRLEIGH DICKINSON UNIVERSITY'S RESPONSE TO SEXUAL AND GENDER VIOLENCE

Fairleigh Dickinson University (“the University” or “FDU”) does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, Fairleigh Dickinson University issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a University official. In this context, the University prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the university community.

For a complete copy of the University's policy governing sexual harassment, to include sexual violence, visit <https://www.fdu.edu/wp-content/uploads/2024/07/2024-Title-IX-Sex-Discrimination-Policy-and-Grievance-Procedures.pdf>. The policy applies to all employees and students of FDU as well as third parties.

To report an incident of sexual misconduct, you can call, write or visit FDU's Title IX and Anti-Discrimination Coordinator:

Steve Nelson
Associate VP for Administrative Operations
& University Title IX and Anti-Discrimination Coordinator
snelson@fdu.edu
(201) 692-2466
Dickinson Hall, Room 3312,
Mail Code: H-DH-311
1000 River Road
Teaneck, NJ 07666

DEFINITIONS

Consent

Consent is not defined in New Jersey criminal law. Fairleigh Dickinson University defines consent as the communication of an affirmative, conscious and freely made decision by each participant to engage in agreed upon forms of sexual activity. Consent requires an outward demonstration, through understandable words or actions that convey a clear willingness to engage in a specific form of sexual activity. Consent to sexual activity on one occasion is not Consent to engage in sexual activity on another occasion. A person who has given Consent to engage in sexual activity may withdraw Consent, through understandable words or actions that clearly convey a party

is no longer willing to engage in sexual activity, at any time. Once Consent is withdrawn, the sexual activity must cease immediately.

Consent is not to be inferred from silence, passivity, or a lack of resistance. Relying on nonverbal communication alone may result in a violation of this Policy. For example, a person who does not physically resist or verbally refuse sexual activity may not necessarily be giving Consent. There is no requirement that an individual verbally or physically resist unwelcome sexual activity for there to be a violation of this Policy.

Consent is not to be inferred from an existing or previous dating or sexual relationship. Even in the context of a relationship, there must be mutual Consent to engage in sexual activity. Consent to one form of sexual activity does not constitute Consent to any other form of sexual activity, nor does Consent to sexual activity with one person constitute Consent to sexual activity with any other person.

Consent cannot be obtained by Coercion or Force or by taking advantage of the Incapacitation of another person. Coercion or Force and Incapacitation are described in more detail below.

Coercion or Force: Coercion or Force includes conduct, intimidation, and express or implied threats of physical or emotional harm that would reasonably place an individual in fear of immediate or future harm and that is employed to persuade or compel someone to engage in sexual activity. Examples of Coercion or Force include conditioning an academic benefit or employment advantage on submission to the sexual activity; threatening to harm oneself if the other party does not engage in sexual activity; or threatening to disclose an

individual's sexual orientation, gender identity, gender expression, or other personal sensitive information if the other party does not engage in the sexual activity.

Incapacitation: An individual who is incapacitated is unable to give Consent to sexual activity. States of Incapacitation include sleep, unconsciousness, intermittent consciousness, or any other state where the individual is unaware that sexual activity is occurring. Incapacitation may also exist because of a mental or developmental disability that impairs the ability to Consent to sexual activity. Alcohol or drug use is one of the prime causes of Incapacitation. Where alcohol or drug use is involved, Incapacitation is a state beyond intoxication, impairment in judgment, or "drunkenness". Because the impact of alcohol or other drugs varies from person to person, evaluating whether an individual is Incapacitated, and therefore unable to give Consent, requires an assessment of whether the consumption of alcohol or other drugs has rendered the individual physically helpless or substantially incapable of:

- Making decisions about the potential consequences of sexual activity;
- Appraising the nature of one's own conduct;
- Communicating Consent to sexual activity; or
- Communicating unwillingness to engage in sexual activity.

In evaluating Incapacitation, FDU will consider whether the Respondent knew that the Complainant was incapacitated based on articulable and objective facts and circumstances, and if not, whether a sober, reasonable person in the same position and under the same circumstances would have known that the Complainant was Incapacitated.

Additional Guidance about the Impact of Alcohol or Other Drugs on Consent: Where an individual's level of impairment does not rise to Incapacitation, FDU will still consider the impact of intoxication on Consent. In evaluating whether Consent was sought or given, the following factors may be relevant:

- Intoxication may impact one's ability to give Consent and may lead to Incapacitation (the inability to give Consent);
- A person's level of intoxication is not always demonstrated by objective signs; however, some signs of intoxication may include clumsiness, difficulty walking, poor judgment, difficulty concentrating, slurred speech, vomiting, combativeness or emotional volatility;
- An individual's level of intoxication may change over a period of time based on a variety of subjective factors, including the amount of substance intake, speed of intake, body mass, and metabolism.

No matter the level of an individual's intoxication, if that individual has not affirmatively agreed to engage in sexual activity, there is no Consent. Anyone engaging in sexual activity must be aware of both their own and the other person's level of intoxication and capacity to give Consent. The use of alcohol or other drugs can lower inhibitions and create an atmosphere of confusion about whether Consent is effectively sought and freely given. If there is any doubt as to the level or extent of one's own or the other individual's intoxication or Incapacitation, the safest course of action is to forgo or cease any sexual activity. A Respondent's intoxication is never an excuse for or a defense to committing

prohibited conduct and it does not diminish one's responsibility to obtain Consent.

Sexual Assault

Sexual assault means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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

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

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

REPORTING AN INCIDENT

The University has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal

charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The University will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to Public Safety or local law enforcement.

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at:

The Horton General Hospital, Oxford Road,
Banbury OX16 9AL
Telephone: 01295 275500

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 72 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they

have any, that would be useful to university hearing boards/investigators or police.

Although the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. The University will assist any victim with notifying local police if they so desire. The local police department to the Wroxton College campus is:

The Thames Valley Police – Banbury Station, Warwick Road, Banbury OX16 2AE
Telephone: 01865 841148

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Dean of the College or to the University Title IX and Anti-Discrimination Coordinator by calling, writing or coming into the office to report in person and to law enforcement (if the victim so desires.)

The University will provide resources, on-campus, off-campus or both, to include medical, health, counseling, victim advocacy, legal assistance, advise to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with the Dean of the College, Wroxton College staff, FDU-Campus Public Safety or law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the University, the below are the procedures that the University will follow as well. The standard of evidence that will be used during any student judicial hearing on campus arising from such a report is preponderance of the evidence.



UNIVERSITY PROCEDURES FOR RESPONDING TO REPORTS OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

Effective August 1, 2024, the University implemented a new Title IX Policy and Grievance Procedures for resolution of reports of sex discrimination, including sex-based harassment, against any University community member pursuant to new federal Title IX regulations. These procedures apply equally to students, faculty, staff members and other individuals participating or attempting to participate in a University education program or activity within the United States. In addition, the University updated its Non-Title IX Prohibited Discrimination, Harassment and Related Misconduct Policy and Procedures to address conduct that falls outside of the Title IX jurisdictional requirements.

Below is a chart describing the different policies which apply depending on the type and location of the misconduct:

Policy	Applicable To
Title IX Sex Discrimination Policy and Grievance Procedures	<p>Reports of Sex-Based Harassment (which includes Sexual Assault, Dating Violence, Domestic Violence, Stalking, Quid Pro Quo and Hostile Environment) and unequal treatment based on Sex, Gender Identity, Sexual Orientation, Sex Stereotypes, Sex Characteristics, Retaliation, and Pregnancy or Related Conditions.</p> <p>Such reports fall under Title IX if the incidents occurred on a NJ campus or at a University owned or controlled location or program within the United States.</p>
Non-Title IX Prohibited Discrimination, Harassment, and Related Misconduct Policy and Procedures	All other reports of sexual misconduct that are not addressed under the Title IX Policy, such as conduct occurring on the Vancouver or Wroxtton campuses. Further this policy covers all forms of Title VII discrimination including but not limited to age, race, religion, disability or veteran status, occurring at all University locations.

Regardless of the type of prohibited conduct or respondent type (student or employee), disciplinary proceedings will provide a prompt, fair and impartial investigation and resolution, conducted by officials who receive annual training on the issues of all covered forms of discrimination and how to conduct an investigation and hearing or adjudication process that protects the safety of survivors and promotes accountability.

The following procedures are applicable to Complainants and Respondents following any report of discrimination.

Supportive Measures

Supportive Measures are non-disciplinary, non-punitive individualized services that may be provided to Complainants or Respondents upon request, when deemed by the Title IX and Anti-Discrimination Coordinator or designee to be appropriate and reasonably available. Supportive Measures may also be imposed at the initiative and in the sole discretion of the Title IX and Anti-Discrimination Coordinator. Supportive Measures are available beginning at any time after reporting conduct that may be reasonably considered sex discrimination or other prohibited conduct.

Supportive Measures are designed to restore or preserve equal access to FDU’s education program or activity, to deter prohibited conduct, or provide support during FDU’s Title IX grievance procedures, Non-Title IX Prohibited Discrimination procedures, or during an informal resolution process, without unreasonably burdening the other Party. Supportive Measures may be of any duration and may be modified at the discretion of the Title IX and Anti-Discrimination Coordinator or designee, as circumstances warrant. Supportive Measures will be kept confidential to the extent doing so does not impair FDU’s ability to provide them.

Supportive Measures may include access to counseling services, course-related adjustments, modification of work or class schedules, restrictions on contact by one or both parties (disengagement/no contact orders), changes in work or housing location, leaves of absence, increased security and monitoring of certain areas, or any measures deemed appropriate to preserve equal access to FDU’s program or activities.

Emergency Removals

If at any point following the receipt of a report of sex discrimination or other prohibited conduct, FDU determines that the Respondent poses an imminent and serious threat to the health or safety of the Complainant or any other person(s), including the Respondent, FDU may temporarily remove the Respondent from any or all of its education program or activities. The imposition of an Emergency Removal does not suggest a finding of responsibility for any conduct.

Before imposing an Emergency Removal, appropriate FDU resources will undertake

an individualized safety and risk analysis concerning the Respondent at the request of the Title IX and Anti-Discrimination Coordinator. An Emergency Removal will be imposed only if FDU concludes that the threat to health or safety arises from the allegations of sex discrimination or prohibited conduct and warrants the removal.

An Emergency Removal may involve the denial of access to some or all of FDU’s campus facilities, academic programs, or other programs or activities. While FDU may provide alternative academic or employment opportunities during an Emergency Removal, it is not required to do so. Non-punitive actions taken as Supportive Measures do not constitute Emergency Removals.

Separate from the Emergency Removal process, the Title IX and Anti-Discrimination Coordinator may request that the Vice President for Human Resources place an employee-Respondent on an administrative leave, with or without pay.

PROCEDURES FOR REPORTS OF NON-TITLE IX DISCRIMINATION AGAINST AN EMPLOYEE OR STUDENT

Upon receipt of a report, the University Title IX and Anti-Discrimination Coordinator (“Coordinator”) in consultation with the appropriate Response Team members, will conduct an Initial Assessment of the following: the Complainant’s immediate and ongoing safety and well-being; the incident or conduct at issue; any risk of harm to the parties, any other individuals, or the broader campus community; the existence of severe,

persistent or pervasive conduct, including evidence of a pattern, use of a weapon or other predatory conduct; and the necessity for any Supportive Measures or accommodations.

The first step of the Initial Assessment will usually be a preliminary meeting between the Complainant and the Coordinator or a member of the Response Team. The Coordinator or member of the Response Team will offer appropriate resources to support the Complainant; inform the Complainant of the importance of seeking medical treatment and emotional support; explain the importance of obtaining and preserving forensic and other evidence; inform the Complainant of the right to contact law enforcement, decline to contact law enforcement, and/or seek a protective order; inform the Complainant about University and community resources, the right to seek appropriate and available supportive measures, and how to request those resources and measures; explain the University's prohibition against Retaliation; and inform the Complainant of the right to file a formal complaint to initiate an investigation and/or disciplinary action.

In the course of the Initial Assessment, the Coordinator and Response Team will consider the interest of the Complainant and the Complainant's expressed preference for manner of resolution, which may include Informal Resolution or the initiation of an investigation to determine if disciplinary action is warranted. The Coordinator, in consultation with the Response Team members will also determine whether the alleged conduct presents a potential violation of this Policy, or another University Policy, and whether further action is warranted based on the alleged conduct and the Complainant's requested course of action.

At the conclusion of the Initial Assessment, the Complainant will receive a written notice of the determination and how to proceed. Depending on the circumstances and requested resolution, the Respondent may or may not be notified of the report or resolution. A Respondent will be notified when the University seeks action that would impact a Respondent, such as Supportive Measures that restrict the Respondent's movement on campus, the initiation of an investigation or the decision to request the Respondent's involvement in informal resolution.

At any time during the process, after the conclusion of the Initial Assessment, the Coordinator may make a determination that a claim/allegation does not contain any elements that would constitute a violation of this Policy. In order to make such a determination, the Coordinator must view all evidence and all factual inferences reasonably drawn from the evidence. In such event, the Coordinator shall communicate that determination to the Investigator, the Complainant and, if applicable, the Respondent within five (5) business days of making such determination. Such determination shall not preclude a subsequent investigation and possible adjudication of violation of the Employee Handbook or Student Code of Conduct, as appropriate.

Balancing Agency and Autonomy with Campus Safety Obligations

Where the Complainant requests that their identity not be shared with the Respondent or that the University not pursue an investigation, the University must balance this request with the University's responsibility to provide a safe and non-discriminatory environment for all University community members. The University, through the Coordinator and

Response Team, will take all reasonable steps to investigate and respond to the complaint consistent with the request not to share identifying information or pursue an investigation, but its ability to do so may be limited by the request. Under these circumstances, the Complainant's request will be balanced against the following factors:

- The seriousness of the conduct;
- The respective ages and roles of the Complainant and Respondent;
- Whether there have been other complaints or reports of discrimination, harassment or violence under this Policy involving either the Respondent or the Complainant;
- Whether the circumstances suggest there is a risk of the Respondent committing additional acts of Prohibited Conduct;
- Whether the Respondent has a history of arrests or records indicating a history of violence;
- Whether the report indicates the Respondent threatened further sexual violence or other violence against the Complainant and other individuals involved;
- Whether the reported conduct was committed by multiple individuals;
- Whether the circumstances suggest there is a risk of future acts of Prohibited Conduct under similar circumstances;
- Whether the reported conduct was perpetrated with a weapon;
- Whether the University possesses other means to obtain relevant evidence (e.g., security cameras or personnel, physical evidence); and,

- The Respondent's right to receive information if such information is maintained in an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g; 34 C.F.R. Part 99.

Where the University is unable to take action consistent with the request of the Complainant, the Coordinator or a member of the Response Team will inform the Complainant about the chosen course of action, which may include the University seeking disciplinary action against a Respondent. Alternatively, the course of action may also include steps to eliminate the effects of the harassment and prevent its recurrence that do not involve formal disciplinary action against a Respondent or reveal the identity of the Complainant.

Support Person and Advisor

A. Support Person

The Complainant and Respondent may be assisted by a support person of their choice. The support person cannot be a witness in the investigation. The support person may accompany the Complainant and Respondent to any meeting or related proceeding with the Investigating Officer or a University employee. The support person is a silent and non-participating presence who is there solely to observe and provide emotional support during the investigative and resolution process.

With the exception of a support person participating in the initial report, any individual who wishes to serve as a support person will be required to meet with the Coordinator or designee; such meeting shall be in advance of participating in the

meetings and procedures under this Policy. The Coordinator or designee has the right at all times to determine what constitutes appropriate behavior on the part of a support person. No copies of written materials or any other evidence will be given to a support person, although the parties may share such information with the support person as necessary to assist them in the proceedings.

B. Advisor

In addition, with respect to reports of Sexual Assault, Interpersonal Violence or Stalking only, during any investigation and resolution of a report under this Policy, the Complainant and Respondent have the right to be assisted by an advisor of their choice. The advisor cannot be a witness in the investigation. The advisor may accompany the Complainant and Respondent to any meeting or related proceeding with the Investigating Officer or a University employee. The advisor may be an attorney. The advisor is a silent and non-participating presence who is there to provide advice and guidance to the Complainant and Respondent but may not directly address the official conducting the meeting.

To serve as an advisor, the individual will be required to meet with the Coordinator or designee in advance of participating in a meeting to understand the expectations of the role, privacy, and appropriate decorum. The Coordinator or designee has the right at all times to determine what constitutes appropriate behavior on the part of an advisor. No copies of written materials or any other evidence will be given to an advisor, although the parties may share such information with an advisor as necessary to assist them in the proceedings.

Informal Resolution

Informal Resolution is a voluntary and alternative approach designed to eliminate a hostile environment without taking disciplinary action against a Respondent. Where the Initial Assessment concludes that Informal Resolution may be appropriate, the University will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the Complainant's access to the educational, extracurricular and employment activities at the University and to eliminate a hostile environment. Examples of potential remedies are provided in the section on Supportive Measures. Other remedies may include targeted or broad-based educational programming or training, supported direct confrontation of the Respondent and/or indirect action by the Coordinator or designee, or the University. Depending on the form of Informal Resolution used, it may be possible for a Complainant to maintain anonymity.

The decision to pursue Informal Resolution will be made when the Coordinator and Response Team has sufficient information about the nature and scope of the conduct, which may occur at any time. Participation is voluntary, and a Complainant or Respondent can request to end Informal Resolution at any time prior to a final written resolution. Pursuing Informal Resolution does not preclude later use of Formal Resolution if the Informal Resolution fails to achieve a resolution acceptable to the parties and the University. The University may refer a report for Formal Resolution at any time and retains the discretion to determine the type of Informal Resolution that may be appropriate in a specific case.

The University will offer mediation for appropriate cases but will not compel a

Complainant to engage in mediation, to directly confront the Respondent, or to participate in any particular form of Informal Resolution. The University will not offer mediation to resolve a complaint when such a process would conflict with Federal, State, or local law, or which includes allegations of sex-based harassment of an elementary or secondary school student.

The Coordinator will maintain records of all reports and conduct referred for Informal Resolution, which will typically be completed within thirty (30) business days of the conclusion of the Initial Assessment.

Investigation and Formal Resolution

Where the Initial Assessment concludes that disciplinary action may be appropriate, based on the request of the Complainant or the Coordinator's and Response Team's determination that an investigation should be pursued based on the potential risk of harm or threat to public safety, the Coordinator or designee will initiate an investigation.

The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough, impartial and fair, and all individuals will be treated with appropriate sensitivity and respect. The investigation will be conducted in a manner that is respectful of individual privacy concerns consistent with this Policy and its section on Privacy and Confidentiality.

A. Investigating Officer

The Coordinator or designee is authorized to designate appropriately trained individuals to receive reports and investigate allegations of Prohibited Conduct ("Investigating Officer"). The Investigating Officer may be a University employee or an external professional engaged to assist the University

in conducting a reliable, thorough and impartial investigation. Any Investigating Officer chosen to conduct the investigation must be impartial and free of any actual conflict of interest. The Investigating Officer may work alone or appoint a "designee" to assist in conducting the investigation.

B. Notice of Investigation

The Coordinator or designee will notify the Complainant and Respondent in writing, of the commencement of an investigation. Such notice will (1) identify the parties by name; (2) specify the date, time (if known), location, and nature of the alleged Prohibited Conduct; (3) identify the potential Policy violation(s); (4) identify the Investigating Officer; (5) include information about the parties' respective rights and responsibilities under the Policy; (6) explain the prohibition against Retaliation; (7) instruct the parties to preserve any potentially relevant evidence in any format; (8) inform the parties how to challenge participation by the Investigating Officer on the basis of actual bias or conflict of interest; and (9) provide a copy of this Policy.

C. Investigative Steps

The Investigating Officer will conduct the investigation in an appropriate manner in light of the circumstances of the case. The Investigating Officer will interview the Complainant and the Respondent to understand the details of the report. The Investigating Officer, in his/her discretion, will conduct other fact finding and/or discussions with any other individuals who may have information relevant to the determination. All investigative interviews will be documented and maintained by the University for inclusion in the investigation report. The Investigating Officer will also gather any available physical evidence,

including documents, communications between the parties, and other electronic records as appropriate.

The Complainant and Respondent will have an equal opportunity to be heard, to submit information, and to identify witnesses who may have relevant information. Witnesses must have observed the acts in question or have information relevant to the incident and cannot participate solely to speak about an individual's character.

The Coordinator or designee may consolidate multiple reports against a Respondent into one investigation if the evidence related to each incident would be relevant in reaching a determination on the other incident.

D. Prior Sexual History

The sexual history of the Complainant or Respondent will never be used to prove character or reputation. Moreover, evidence related to the prior sexual history of either of the parties is generally not relevant to the determination of a Policy violation and will only be considered in very limited circumstances. For example, if the existence of Consent is at issue, the sexual history between the parties may be relevant to help understand the manner and nature of communications between the parties and the context of the relationship, which may have bearing on whether Consent was sought and given during the incident in question. However, even in the context of a relationship, Consent to one sexual act does not, by itself, constitute Consent to another sexual act, and Consent on one occasion does not, by itself, constitute Consent on a subsequent occasion. In addition, under very limited circumstances, prior sexual history may be relevant to explain the presence of a physical injury or to help resolve another question raised by the complaint.

While the Investigating Officer may explore areas of inquiry relevant to questions of Consent, the Adjudicator has the discretion to make the final determination whether evidence of prior sexual history is relevant to the determination of responsibility.

E. Coordination with Law Enforcement

The Investigating Officer will contact any law enforcement agency that is conducting its own investigation to inform that agency that a University investigation is also in progress; to ascertain the status of the criminal investigation; and to determine the extent to which any evidence collected by law enforcement may be available to the University in its investigation. At the request of law enforcement, the Investigating Officer may delay the University investigation temporarily while an external law enforcement agency is gathering evidence. The Investigating Officer will promptly resume the University investigation when notified that law enforcement has completed the evidence-gathering stage of its criminal investigation. In the event that the evidence-gathering stage of a criminal investigation becomes unreasonably long, the University may decide to move forward to facilitate a prompt campus resolution.

F. Review of Investigation Report

At the conclusion of the investigation, the Investigating Officer will prepare a preliminary written Investigation Report that summarizes the information gathered and synthesizes the areas of agreement and disagreement between the parties and any supporting information or accounts. In preparing the report, the Investigating Officer will review and include all facts and evidence gathered during the investigation. The Adjudicator will make the determination of relevance and

permissibility for all facts and evidence. The Investigating Officer may redact statements of personal opinion, rather than direct observations or reasonable inferences from the facts, and statements as to general reputation for any character trait, including honesty. Before the investigative report is finalized, the Complainant and Respondent will be given the opportunity to review all information that will be submitted to the Coordinator or designee in the final Investigation Report. The Complainant and Respondent may submit any additional comment or evidence to the Investigating Officer within five (5) business days of being provided the opportunity to review the report.

Upon receipt of any additional information by the Complainant and Respondent, or after the five (5) business day comment period has lapsed without comment, the Investigating Officer will submit a final Investigation Report to the Coordinator or designee. The Investigating Officer will not make any credibility assessments, findings of fact, or determination of whether this Policy has been violated. The final Investigation Report will include all investigation materials that will be used by the Coordinator or designee to determine whether a violation has occurred.

G. Referral of Report to Appropriate Office for Review and Adjudication

- Adjudicator

If the report involves potential Prohibited Conduct by a student, the Coordinator will refer the Investigation Report to the appropriate Student Affairs administrator to serve as the Adjudicator.

If the report involves potential Prohibited Conduct by an employee, the appropriate Human Resources administrator will be the Adjudicator.

The Coordinator or appropriate official, where appropriate, may, in their discretion, determine that, in the interest of fairness to the parties and the process, an external professional will serve as the Adjudicator. Any external adjudicator will have appropriate training and experience adjudicating reports of Prohibited Conduct.

- Initial Review by the Adjudicator

The Adjudicator may request that additional investigative steps be taken. The Adjudicator will review the report and make a determination whether there has been a violation of this Policy, based on a preponderance of the evidence standard. In order to make such determination, the Adjudicator must view all evidence and all factual inferences reasonably drawn from the evidence.

- Formal Resolution Meeting

The Adjudicator will meet with the Respondent at a formal resolution meeting to share the determination of responsibility (outcome) and rationale for the outcome. If there is a finding of responsibility, the Adjudicator will also discuss sanctions with the Respondent, and impose any appropriate sanction (as outlined below). The Adjudicator will offer the same Formal

Resolution meeting to the Complainant separately.

- Notice of Outcome

The Complainant and Respondent will simultaneously receive written notice of the outcome within ten (10) business days following the formal resolution meeting. The notice of outcome will include the finding as to whether there is a Policy violation and any applicable sanction(s). The notice of outcome will also provide the parties with their appeal options.

H. Time Frames

Typically, the period from commencement of an investigation through formal resolution (finding and sanction, if any) will not exceed sixty (60) business days, as more specifically outlined below. This timeframe may be extended for good cause, which may exist if additional time is necessary to ensure the integrity and completeness of the investigation, to comply with a request by external law enforcement for temporary delay to gather evidence for a criminal investigation, to accommodate the availability of witnesses, to account for University breaks or vacations, to account for complexities of a case, including the number of witnesses and volume of information provided by the parties, or for other legitimate reasons.

Sanctions

Where there is a finding of responsibility, the Adjudicator may impose one or more sanctions. The range of available sanctions includes:

- Sanctions for students may include any of the sanctions that are available for violations of the University's Student Code of

Conduct, including administrative reassignment of housing, campus restrictions, campus standard probation, co-curricular restriction, community restitution, community service, counseling assessment/support, disciplinary reprimand, disengagement notice/no-contact order, educational sanctions, fines, housing dismissal, housing probation, housing suspension, social restriction, University dismissal or University suspension.

- Sanctions for employees may include any of the sanctions that are available for violations of the University's Employee Handbook and Faculty Handbook, including a letter of reprimand being placed in their personnel file, additional training, written letter of apology, suspension (paid or unpaid), dismissal, work schedule modifications, voluntary leave of absences, restrictions on campus activities, or termination from the University. Sanctions for faculty covered by the Faculty Handbook will be reviewed with the University Provost and/or the University President.

When determining sanctions, the Adjudicator will consider the following:

- The nature and severity of the Prohibited Conduct
- The impact of the Prohibited Conduct on the Complainant ;
- The impact or implications of the Prohibited Conduct within the University community;
- Whether the Respondent has accepted responsibility for the Prohibited Conduct;

- The maintenance of a safe and respectful environment conducive to learning; and
- Any other mitigating, aggravating, or compelling factors.

Appeals

Either party may appeal the outcome of an Adjudication. The limited grounds for appeal are:

- A substantive or procedural error that substantially affected the outcome;
- Any evidence that could substantially affect the outcome and that was not reasonably available through the exercise of due diligence at the time of the investigation; or
- The Coordinator, Investigator, or Adjudicator had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that would substantially affect the outcome.

Dissatisfaction with the outcome of the investigation is not grounds for appeal.

A Complainant or Respondent must submit a written appeal within five (5) business days of receipt of the Notice of Outcome to the Coordinator. The written appeal must include the specific basis for the appeal and any information or argument in support of the appeal.

Upon receipt of the appeal, the Coordinator will provide the other party notice of the appeal and the opportunity to respond in writing to the appeal. Any response to the appeal must be submitted within five (5) business days from receipt of the appeal.

The Coordinator will refer the appeal, and any response to an Appeals Officer, who will decide the appeal in an impartial manner. For students, the Appeals Officer shall be the Vice President of Student Affairs and Dean of Students. For employees, the Appeals Officer will be The Vice President of Human Resources, or higher, appointed at the discretion of the University President.

The Appeals Officer, in their sole discretion, may make a determination based on the written record or may request to speak with the Investigating Officer, the Adjudicator, the Complainant or the Respondent. Appeals are not intended to be full rehearing of the report (de novo). The Appeals Officer may not substitute his/her judgment for that of the Adjudicator merely because they disagrees with the finding and/or sanctions. The Appeals Officer can: 1) affirm the findings, or 2) alter the findings only where there is clear error based on the stated appeal grounds.

The Appeals Officer shall communicate a written decision, which shall be deemed final and binding, to the Complainant, the Respondent and the Coordinator.

The Appeals Officer will conclude the appeal within fifteen (15) business days of the receipt of the appeals documents.

PROCEDURES FOR REPORTS OF CONDUCT NOT COVERED BY THE NON-TITLE IX DISCRIMINATION POLICY

Upon receipt of a report of conduct that does not fall under the jurisdiction of the Non-Title IX Discrimination Policy, The

Wroxton College Campus will follow its Standards of Conduct and Disciplinary Process.

Study

Students are expected to pursue satisfactorily such studies as are required of them by any tutor, lecturer or other qualified person assigned by the College to teach them. For this purpose, studies include the reading of materials, carrying out prescribed activities such as tutorial presentations, the completion of written work, attendance in tutorials and classes/ lectures/seminars and the sitting of college examinations.

Attendance

It is the responsibility of the student to attend all classes in each course for which he/she is registered. Failure to attend may result in low grades and loss of credit. In the event of illness, the student shall make every effort to notify the head receptionist prior to nonattendance of any class or tutorial.

Class Conduct

Students are expected to conduct themselves in a professional manner. This includes, but is not limited to, arriving for activities on time and remaining there for the duration, wearing proper attire, not eating or drinking in class, turning off all cell phones/pagers/etc., bringing all necessary materials needed for all activities and channeling questions and comments to the class at large. Disruptive behavior will not be tolerated.

Behavior

Students are expected to behave with common sense and courtesy, showing thoughtfulness and respect for others — fellow students, faculty, staff, guests, local

residents, etc. — at all times. This includes following/abiding by the rules of the College as well as such things as keeping noise levels — inside buildings and outside — to an acceptable level, and not causing damage to property and not creating a mess.

The College will not condone any violation of United Kingdom or United States law. Students suspected to be in violation of United Kingdom or United States law, including being in possession of/using any illegal substance will be subject to discipline by the College and the appropriate authorities in both the United Kingdom and United States may be informed.

Bathing in any of the lakes on the Abbey grounds is extremely unsafe and therefore is strictly prohibited.

All students are expected to follow the procedures for having guests to the College.

Health and Safety Inspection

The College, at the discretion of the Dean, reserves the right to enter and inspect rooms and/or conduct health and safety inspections for the purpose of checking for violations of college policy; maintaining sanitary standards that protect the safety, health and well-being of all residents; ensuring that College property is being properly maintained; and completing repairs and fulfilling custodial responsibilities.

Student Disciplinary Procedure

Any student shall be subject to the following disciplinary process for violation of the foregoing Wroxton College Standards of Conduct and/or the Code of Student Rights, Responsibilities and Conduct in the Student Handbook.

- **Stage 1: Written Warning/Disciplinary Reprimand** giving notice that continuation or repetition of conduct at issue will be the course for further action.
- **Stage 2: Disciplinary Meeting** with the Dean of the College (or the Dean’s designee), with written notification of the outcome.
- **Stage 3: Hearing** before the Wroxton College Standards Committee, consisting of a minimum of three faculty/staff members. The College Standards Committee may recommend any sanction listed within the Code of Student Rights, Responsibilities and Conduct in the Student Handbook, including dismissal from the College. These sanction recommendations are made to the Dean of College (or the Dean’s designee).
- **Stage 4: A decision** of the College Standards Committee can be appealed to the Dean of the College if the student can demonstrate one or more of the three criteria for an appeal as outlined in the appeal section of the Student Handbook. The appeal must be filed in writing with the Dean of the College within the set timelines of receipt of the notification of the findings of the College Standards Committee. Please be advised: The Dean of the College has appellate authority to affirm, reverse, remand or modify the College Standards Committee sanctions.

VICTIM RIGHTS AND OPTIONS

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the University will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options and will work on an agreed ‘plan for action’ as required.

PRIVACY AND CONFIDENTIALITY

Fairleigh Dickinson University is committed to protecting the privacy of all individuals involved in the investigation and resolution of a report under its policies. Fairleigh Dickinson University also is committed to providing assistance to help students, employees and all others to make informed choices. With respect to any report under this policy, Fairleigh Dickinson University will make reasonable efforts to protect the privacy of participants. Personally identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant (for example, publicly available record-keeping for purposes of Clery Act reporting and disclosures will be made without inclusion of identifying information about the victim, as defined in 42 USC1395 (a) (20).) Further, the institution will maintain as confidential, any accommodations or supportive measures provided to either party to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or supportive measures.

Privacy and confidentiality have distinct meanings under Fairleigh Dickinson University policy.

Privacy means that information related to a report of Prohibited Conduct will be shared with a limited number of Fairleigh Dickinson University employees who “need to know” in order to assist in the assessment, investigation and resolution of the report. All employees who are involved in Fairleigh Dickinson University response to reports of Prohibited Conduct receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law.

The privacy of student educational records will be protected in accordance with the Family Rights and privacy Act (FERPA), as outlined in Fairleigh Dickinson University FERPA policy. The privacy of an individual’s medical and related records generally is protected by the Health Insurance Portability and Accountability Act (HIPAA).

Confidentiality exists in the context of laws that protect certain relationships, including with medical and clinical care providers, mental health providers, counselors, and ordained clergy, all of whom may engage in confidential communications. Fairleigh Dickinson University has designated individuals who have the ability to have privileged communications as “Confidential Employees”. When information is shared by an individual with a Confidential Employee or a community professional with the same legal protection, the Confidential Employee cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosures of such information. Information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is concern that the individual will likely cause

serious physical harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18.

Pursuant to the Clery Act, Fairleigh Dickinson University includes statistics about certain offenses in its annual security report and provides those statistics to the United States Department of Education in a manner that does not include any personally identifying information about individuals involved in an incident. The Clery Act also requires Fairleigh Dickinson University to issue timely warnings to the FDU community about certain crimes that have been reported and may continue to pose a serious or continuing threat to students or employees. Consistent with the Clery Act, Fairleigh Dickinson University withholds the names and other personally identifying information of complainants when issuing timely warnings or emergency notifications to the FDU community, and in the maintenance of the daily crime log (*Incident Book*). Fairleigh Dickinson University will also maintain as confidential any accommodations or supportive measures provided to either party, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

ADDITIONAL RESOURCES

On-Campus Resources

- The Dean of the College and any staff or faculty member is available to students.

Off-Campus Resources

- The Horton General Hospital
Oxford Road, Banbury OX16 9AL
01295 275500
- The Thames Valley Police –
Banbury Station
Warwick Road, Banbury OX16 2AE
01865 841148

U.K. and U.S. National Resources

- NHS Sexual Assault Help
<https://www.nhs.uk/live-well/sexual-health/help-after-rape-and-sexual-assault/>
- Mind.org – Support Options for Abuse
<https://www.mind.org.uk/information-support/guides-to-support-and-services/abuse/>
- Survivors Trust – Rape and Sexual Abuse Services
<https://thesurvivorstrust.org/>
- RAINN – Rape, Abuse and Incest National Network
<http://www.rainn.org>
- U.S. Department of Justice – Office on Violence against Women (OVW)
<https://www.justice.gov/ovw/sexual-assault>
- U.S. Department of Education – Office for Civil Rights
<http://www2.ed.gov/about/offices/list/ocr/index.html>

EDUCATION PROGRAMS

The University, in the United States, engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault and stalking that:

- Are inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
- Consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and employees that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines using definitions provided both by the Department of Education as well as state law what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in the State of New Jersey and/or using the definition of consent found in the Student Code of Conduct if state law does not define consent;
- Provides a description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or

intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene;

- Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The University has developed an annual educational campaign consisting of presentations that include distribution of educational materials, as well as mandatory online training to new students; participating in and presenting information and materials during new employee orientation; and the distribution of materials and programming on an on-going basis to all employees and students.

As part of the annual educational campaign, Student training includes:

- First year and transfer students receive primary prevention and awareness training as part of their orientation sessions. This training focuses on sexual assault, domestic violence, dating violence and stalking. As part of these sessions, students receive an introduction to the Title IX regulations;

- All new students who move into residence halls attend the “Alcohol & You” session;
- All new students complete “Alcohol Awareness and Prevention, Know Your Limits, and Lasting Choices” and “Lasting Choices: Preventing Sexual Assault” as part of the Univ 1001 course curriculum;
- All student athletes, student trainers, and student managers, regardless of class standing, complete a mandatory Title IX training; and
- Multiple events on topics such as sexual violence, inclusivity, alcohol and drugs, crime prevention, and risk reduction are offered throughout the academic year by various departments such as Student Wellness Services, Student Affairs, Transforming College Campuses (TCC), and student organizations.

Additionally, as part of the annual educational campaign, employee training includes:

- “Substance Abuse in the Workplace” training within the first 30 days of employment;
- An annual mandatory online Title IX training for all employees;
- Online Written Information Security Program (WISP) training; and
- Multiple events on topics such as sexual violence, inclusivity, alcohol and drugs, and crime prevention are offered throughout the academic year by various departments such as Student Wellness Services, Student Affairs, Transforming College Campuses (TCC), and student organizations.

BYSTANDER INTERVENTION AND RISK REDUCTION

Bystander intervention consists of safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is risk of an occurrence of Prohibited Conduct. It also includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options and taking action to intervene. Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.”¹ We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list² of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 999 (in the U.K.). This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- A. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.

- B. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
- C. Speak up when someone discusses plans to take sexual advantage of another person.
- D. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- E. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk reduction consists of options designed to decrease perpetration and bystander inaction and to increase empowerment in an effort to promote safety and to try and help individuals and communities address conditions that facilitate violence.

Recognizing that only a rapist is responsible for rape and with no intent to victim blame, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, www.rainn.org).

- A. **Be aware** of your surroundings. Knowing where you are and who is around you may help you to find a way to get out of a bad situation.
- B. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
- C. **Walk with purpose**. Even if you don’t know where you are going, act like you do.
- D. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
- E. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
- F. **Make sure your cell phone is with you** and charged and that you have cab

¹ Burn, S.M. (2009). A situational model of sexual assault prevention through bystander intervention. *Sex Roles*, 60, 779-792.

² Bystander intervention strategies adapted from Stanford University’s Office of Sexual Assault & Relationship Abuse

money.

- G. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- H. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- I. **When you go to a social gathering, go with a group of friends.** Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- J. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 999 in the U.K.).
- K. **Don't leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, just get a new one.
- L. **Don't accept drinks from people you don't know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from punch bowls or other large, common open containers.
- M. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- N. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 999 in the U.K.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).
- O. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
- **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
 - **Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
 - **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
 - **Lie.** If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- P. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- Q. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

SEX OFFENDER REGISTRATION – CAMPUS SEX CRIMES PREVENTION ACT

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services or is a student.

In the State of New Jersey, that information may be accessed here via the New Jersey State Police website:

<https://www.nj.gov/njsp/sex-offender-registry/index.shtml>.

In the United Kingdom, the Violent and Sex Offender Register (ViSOR) is a database of records of those required to register with the Police under the Sexual Offences Act 2003, those jailed for more than 12 months for violent offences, and those thought to be at risk of offending.

The Register is managed by the National Crime Agency and can only be accessed by the Police, National Probation Service, HM Prison Service personnel and private companies running prisons.

There is also an open-source community-run Sex Offenders Database which is publicly accessible here: <https://offenders.org.uk/>.

WEAPONS POLICY

The possession, carrying, or use of weapons, ammunition, explosives, or fireworks is prohibited on University-owned or -controlled property.

FAIRLEIGH DICKINSON UNIVERSITY STUDENT CODE OF CONDUCT

The university has a Code of Conduct for all students that attend the university. The Code of Conduct can be found at:

<https://www.fdu.edu/code-of-student-conduct/>.

MISSING STUDENT NOTIFICATION POLICY

The Higher Education Act requires that all institutions that provide on campus student housing must establish a missing student notification policy and procedures.

Fairleigh Dickinson University takes student safety very seriously. The following policy and procedures have been established to assist in locating Fairleigh Dickinson University students who live in Fairleigh Dickinson University on campus housing, who based on the facts and circumstances known to Fairleigh Dickinson University have been determined to be missing.

Dean of Students Information to Resident Students

At the beginning of each academic year, Fairleigh Dickinson University's Vice President of Student Affairs and Dean of Students will inform all students residing in

on campus housing that the University will notify either a parent or an individual selected by the student not later than 24 hours after the time that the student is deemed to be missing. The information provided to the resident students will include the following:

Resident students have the option of identifying an individual to be contacted not later than 24 hours after the time that the student has been determined to be missing. Students can register this confidential contact information through the Office of Housing and Residence Life. All provided contact information will be accessible only to authorized campus officials, and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. If the resident student is under 18 years of age, and not an emancipated individual, the University is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.

The Department of Public Safety will notify the appropriate local law enforcement agency not later than 24 hours after the time that the student is determined to be missing. If the Department of Public Safety and/or the local law enforcement agency has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, the University will initiate the emergency contact procedure in accordance with the student's designation.

Notification Procedure

Fairleigh Dickinson University Wroxtton Campus will follow the following notification procedure for a missing student who resides in on campus housing:

Any reports of missing students are to be referred immediately to the local law enforcement and after investigating the report it is determined that the student has been missing for more than 24 hours, the Dean will contact the individual identified by the student or the custodial parent or legal guardian if the student is under the age of 18 and not emancipated.

Campus Communication

In all cases of a missing student, the local law enforcement agency will provide information to the media that is designed to obtain public assistance in the search for any missing student. The local law enforcement agency will consult with Fairleigh Dickinson University Public Relations. Any media requests to the university will be directed to Public Relations.

DRUGS AND ALCOHOL

Fairleigh Dickinson University's compliance with the provisions of the Drug-Free Schools and Communities Act is achieved through a comprehensive alcohol and other drug prevention program, which includes policy enforcement, education programs, counseling supports and referral to treatment services.

Fairleigh Dickison University's [Drug and Alcohol Free Workplace Policy](#) applies to all members of the University community – employees and students. The Policy defines

prohibited behavior and outlines consequences for violations. Also described are educational and counseling resources.

General Requirements of the Drug-free Schools and Communities Act: Amendments of 1989

The Drug-free Schools and Communities Act Amendments of 1989 (the Act) requires an institution of higher education, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students (and employees). The following describes the Act's provisions as applied to students.

As part of its drug prevention program for students and employees, Fairleigh Dickinson University annually distributes in writing to each student (and employee) the following information:

- standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by regularly matriculated students (and employees) on its property as a part of any of its activities;
- a description of applicable local, state and federal legal sanctions pertaining to the unlawful possession, use or distribution of illicit drugs and alcohol;
- a description of health risks associated with the use of illicit drugs and the abuse of alcohol;
- a description of available drug and alcohol counseling, treatment, rehabilitation and re-entry programs; and

- a clear statement of the disciplinary sanctions that the University will impose on students (and employees) who violate the standards of conduct.

The University will conduct a biennial review of its drug prevention program to determine its effectiveness, implement needed changes and ensure that disciplinary sanctions are consistently enforced.

University Policy and Procedures on Alcohol and Other Drugs

It is illegal for students under 18 years of age to possess or consume alcoholic beverages on the Wroxtton campus.

The Code of Student Conduct and Community Standards reads, "Underage purchase, possession, consumption or distribution of alcohol; the providing of alcohol to underage individuals and/or the enabling or encouraging of underage individuals to purchase, possess, consume or distribute alcohol; violation of the alcoholic beverages policy; and/or public intoxication" will be subject to disciplinary actions.

The use, possession or distribution of marijuana, illegal drugs and drug paraphernalia is not permissible on University grounds, including the residence halls. Use and possession of drugs in any vehicle on campus is likewise prohibited. The Student Code of Conduct prohibits "Enabling of or actual illegal use, possession, illegal distribution, transfer or sale of narcotics, hallucinogenic agents, other controlled or dangerous substances and drug paraphernalia on or off campus." Students found in violation of the aforementioned policy will also be subject to criminal prosecution.

It is unlawful for any person, knowingly or purposely, to obtain or possess, actually or constructively, an anabolic steroid, unless the substance was obtained directly or pursuant to a valid prescription. Any person who violates this section is guilty of a crime of the fourth degree and subject to charges of violation of the Student Code of Conduct.

Parents and/or guardians may be contacted when a student violates University alcohol and/or drug policy.

Abuse Prevention

Many students already have used alcohol by the time they arrive at the Wroxton College campus. Some students have only limited experience with the effects of alcohol. Many already have had problems related to alcohol use. A third group of students have not used alcohol at all. For each of these groups of students, it is important to establish and follow personal guidelines for choices about alcohol use and nonuse.

As you think about your choices, it is helpful to remember that there are benefits to using alcohol safely and wisely and benefits from abstaining from alcohol use. For many people, alcohol is a complement to social events, good food and conversation with friends or family. For others, alcohol may be part of family tradition or ritual. Some people simply like the taste of wine with a meal or a cold beer on a hot summer afternoon. Abstaining from alcohol also has benefits. Alcohol-free lifestyles allow people of all ages to be free to grow in their ability to manage stress and develop life skills without the interference of alcohol. People who abstain have no risk of developing alcoholism. For those with a family history of alcoholism, a choice to remain abstinent will help break the cycle of addiction. Lastly, abstinence from alcohol

is a lifesaving choice for people recovering from chemical dependency.

Choosing to use or not to use alcohol is a personal choice for which each student is responsible. At any age, we are responsible for the consequences of our decisions. For example, nationwide a high percentage of date or acquaintance rapes on campus are alcohol related.

Alcohol use affects judgment and can result in vandalism and aggressive or even violent behavior. Sexually transmitted diseases and unplanned pregnancies occur more often when judgment is impaired by alcohol. Driving after drinking can result in legal hassles and crashes causing serious injury or death. For students, excessive alcohol use is a major factor in academic problems. Many times, people who have been drinking too much say and do things that can hurt people they care about or love. College is a time for building relationships and alcohol can make that difficult.

Safe and wise choices about using or abstaining from alcohol will enhance health and reduce the risk of experiencing the wide range of alcohol-related problems that some college students have experienced.

Here are a few guidelines to help you think about your choices:

A. The use of Alcohol is a personal choice.

No one should feel pressured to drink or be made to feel uneasy or embarrassed because of a personal choice. However, peer pressure and internal pressure to fit in and successfully integrate into the college scene can exist. Many people will choose to use alcohol safely, moderately and appropriately. Others will simply have no desire to experience

the effects of alcohol. A small percentage of students may use alcohol unsafely or appear to use it excessively. Everyone has the right to decide how they want to use, or not use, alcohol. If a student feels he/she is struggling with this decision or the pressure of self/others, he/she can always speak to his/her resident assistant or a counselor at the Office of Mental and Emotional Wellbeing.

B. Alcohol use is not essential for enjoying social events.

The real value of parties and other social activities is meeting new people, being with friends and taking time out from the pressures of school and work. Drinking alcohol should not be seen as a necessary component for having fun and being with friends. If alcohol is used, it can be an enjoyable complement to other activities, not the only reason for socializing. Actually, focusing on alcohol use as the main reason for a party can result in intoxicated people who get sick, cannot carry on a conversation and generally aren't much fun to be with after a while.

C. Know when to abstain from alcohol.

- When under the legal drinking age
- When pregnant or breastfeeding
- When operating equipment: cars, motorcycles, boats, firearms, machinery, etc.
- When studying or working
- When performing in fine arts or competing in athletics
- When taking certain medications

Each of these situations presents specific risks and are times when alcohol use should be avoided. As caring friends, we can help each other choose not to use during these times.

D. Drinking that leads to impairment or intoxication is unhealthy and risky.

Getting drunk is not a condition to be admired, laughed at or taken lightly. Rude, destructive or just plain foolish behavior triggered by alcohol use is socially unacceptable. It also may indicate an alcohol-use problem. Drinking games often result in drunkenness and can present serious risks for those involved. Alcohol poisoning is a potentially fatal condition that is the result of drinking too much, too fast. Warning signs of alcohol poisoning are vomiting, slow or irregular breathing (less than 8–12 breaths per minute or more than 10 seconds between breaths); cold, clammy skin, bluish-skin color or paleness; mental confusion, stupor, coma or unable to rouse a person; no response to pinching the skin; and/or seizures. A person seeing or knowing anyone with these signs must get help immediately.

E. Know personal limits of moderation.

Everyone who chooses to drink alcohol should know his or her personal limit of moderation. It is important that each person sets a limit before having any alcohol. It is also important to know a few facts about alcohol and its effects before establishing personal limits.

- Drinking on an empty stomach can have a greater effect on judgment and behavior than expected.
- Alcohol's effects can be greater than expected when a person is feeling tired, stressed out, angry, lonely or other strong emotions.
- Because of differences in body composition and chemistry, females are affected more than males of equal weight after

drinking the same amount of alcohol.

- The effects of alcohol vary with body weight and the strength and number of drinks.

F. There are ways to minimize health and safety risks when serving alcohol.

Examples include:

- Emphasize other activities besides drinking.
- Offer a variety of attractive nonalcoholic drinks that are easily available.
- Provide a variety of foods.
- Be sure to have designated drivers who abstain from alcohol.
- Inform guests whether beverages such as punch contain alcohol.
- Stay alert and assume responsibility for helping a guest who may have had too much to drink.
- Create an environment that allows guests to feel comfortable making a personal choice about alcohol use or nonuse.
- Avoid drinking games that can quickly lead to intoxication.

G. Avoid situations where someone else's alcohol or other drug use may put you at risk.

- Make an alcohol-intake plan for the day/evening ahead of time and stick to it. Think about the goal ahead of time and how to achieve it.
- Make a plan for getting to and from an event.
- Eat *before* drinking and eat *while* drinking.
- Space and pace the drinks.
- Drink water between drinks.
- Avoid drinking games.

H. What to do on the Wroxton College Campus.

- If you have questions about developing your own personal guidelines;
- If you are concerned about someone else's use/abuse of alcohol; or
- If your life has already been affected by alcohol-related problems, contact the Dean of the College or any member of the College staff.



Health Risks and Consequences

SUBSTANCE	EFFECT ON THE MIND	EFFECT ON THE BODY	OVERDOSE	POTENTIAL FOR DEPENDENCE	EXAMPLES
ALCOHOL	Impairs coordination, judgment, reasoning, and memory	Slurred speech, loss of motor coordination, weakness, headache, lightheadedness, blurred vision, dizziness, nausea, vomiting, low blood pressure, and slowed breathing	Mental confusion, stupor, coma or inability to wake up, vomiting, seizures, slow breathing (fewer than 8 breaths/minute), irregular breathing (10 seconds or more between breaths), hypothermia (low body temperature), bluish skin color, or paleness	Yes	beer, wine, liquor and malt liquor
DEPRESSANTS	Impairs memory, judgment, coordination, and can cause confusion. May induce sleep, relieve anxiety and muscle spasms, and prevent seizures	Slurred speech, loss of motor coordination, weakness, headache, lightheadedness, blurred vision, dizziness, nausea, vomiting, low blood pressure, and slowed breathing	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death	Yes	Rx: Valium, Xanax, Halcion, Ativan, Klonopin, Restoril, Lunesta, Ambien, and Sonata. Non-Rx: GHB, Rohypnol (Roofies)
HALLUCINOGENS	Distortions of thought associated with time and space, confusion, anxiety, depression, paranoia, and sleep problems	Elevated heart rate, increased blood pressure, sweating, loss of appetite, tremors, sleeplessness, dilated pupils, and impaired motor coordination	Respiratory depression, coma, convulsions, seizures, and death due to respiratory arrest. LSD and shrooms: death due to suicide, accidents, and dangerous behavior	Yes	Rx: N/a Non-Rx: MDMA, Ecstasy, LSD, acid, shrooms, PCP, and ketamine
INHALANTS	Damages areas of the brain responsible for thinking, moving, seeing, and hearing. Cognitive abnormalities range from mild impairment to severe dementia	Slurred speech, loss of motor coordination, euphoria, slowed bodily functions, slight stimulation, loss of inhibition, and loss of consciousness	Loss of consciousness and/or death, "Sudden sniffing death", and asphyxiation	Yes	Names/Forms: Huff, Whippets, Poppers, butane, aerosols
MARIJUANA	Problems with memory and learning, distorted perception, difficulty in thinking and problem-solving, and loss of coordination	Sedation, bloodshot eyes, increased heart rate, coughing from lung irritation, increased appetite, and decreased blood pressure	"Greening out" can cause confusion, dizziness, disorientation, visual impairments, weakness, anxiety, panic, paranoia, increased pulse rate and blood pressure, nausea, and vomiting. No deaths from overdose of marijuana have been reported	Yes	Names/Forms: cannabis, weed, hash, 420, 710 (oil), wax, edibles, budder, shatter
OPIOIDS	When appropriately prescribed: reduce tension and pain, anxiety, and aggression. Unwanted effects include drowsiness, inability to concentrate, and apathy	Slowed physical activity, constriction of the pupils, flushing of the face and neck, constipation, nausea, vomiting, and slowed breathing	Constricted (pinpoint) pupils, cold clammy skin, confusion, convulsions, extreme drowsiness, slowed breathing, coma, and respiratory failure	Yes	Rx: OxyContin, Vicodin, codeine, morphine, methadone, and fentanyl Non-Rx: Heroin
STIMULANTS	Produce a sense of exhilaration, enhance self-esteem, improve mental and physical performance, increase activity, reduce appetite, extend wakefulness for prolonged periods, and a general "high". Chronic, high-dose use results in agitation, hostility, panic, aggression, and suicidal or homicidal tendencies. Paranoia may also occur	Dizziness, tremors, headache, flushed skin, chest pain with palpitations, excessive sweating, vomiting, and abdominal cramps	High fever, convulsions, and cardiovascular collapse	Yes	Rx: Adderall, Concerta, Ritalin Non-Rx: Cocaine, crack, methamphetamine
TOBACCO	Increases dopamine, stimulates the Central Nervous System	Increased blood pressure, breathing and heart rate, chronic bronchitis, cancer, heart disease	Nicotine poisoning, difficulty breathing, vomiting, fainting, headache, weakness and increased or decreased heart rate, and possible death	Yes	Forms: cigarettes, cigars, bidis, smokeless tobacco, vape, nicotine

Drug Enforcement Agency (2020). *Drugs of Abuse: a DEA resource guide*. Retrieved on 8-12-24 from https://www.dea.gov/sites/default/files/2020-04/Drugs%20of%20Abuse%202020-Web%20Version-508%20compliant-4-24-20_0.pdf
National Institute on Alcohol Abuse and Alcoholism. *Alcohol's Effects on Health*. Retrieved on 8-12-24 from <https://www.niaaa.nih.gov/alcohol-effects-health>
Mager, D. (2023, May 5) *Believe It or Not, You Can Overdose on Weed*. Psychology Today. <https://www.psychologytoday.com/us/blog/some-assembly-required/202305/believe-it-or-not-you-can-overdose-on-weed>

ANNUAL DISCLOSURE OF CRIME STATISTICS

Definitions

The following is a summary explanation of crime definitions. All definitions are taken from the Federal Bureau of Investigation's Uniform Crime Reporting Handbook as required by the Clery Act regulations.

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 consent of victim.

Fondling: The touching of the private body parts of another person for the purposes of sexual gratification, without consent of victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Robbery: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: Unlawful entry of a structure to commit a felony or theft.

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

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

Domestic Violence: Felony or misdemeanor crimes of violence committed by (i) by a current or former spouse or intimate partner of victim, (ii) by a person with whom the victim shares a child in common, (iii) by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred: or (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and the existence of such a relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would (i) cause a reasonable person to fear for the person’s safety or the safety of others, or (ii) suffer substantial emotional distress.

Hate Crimes: Includes all of the crimes listed above that manifest evidence that the victim was intentionally selected because the perpetrator’s bias against the victim based on one of the Categories of Prejudice listed below, plus the following four crimes.

Larceny/Theft: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Destruction/Damage/Vandalism to Property (except Arson): To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Categories of Prejudice

Race: A preformed negative attitude toward a group of persons who possess common

physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.

Gender: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

Gender Identity: A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

Religion: A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation: A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation.

Ethnicity: A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry.

National Origin: A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.

Disability: A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such

disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

Definitions of Clery Act Locations

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

Residence Halls: Any student housing facility that is owned or controlled by the institution or is located on property that is owned or controlled by the institution and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Public Property: All public property (i.e., property owned or operated by a governmental entity), including thoroughfares, streets, sidewalks, and parking facilities, that are immediately adjacent to and accessible from the campus.

Non-Campus: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.



CRIME STATISTICS: CLERY DATA

The following annual security report provides crime statistics for selected crimes that have been reported to local police agencies or to the University Department of Public Safety. The statistics reported here generally reflect the number of criminal incidents reported to the various authorities. The statistics reported for the sub-categories on liquor laws, drug laws, and weapons offenses represented the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented. This report complies with 20 U.S. Code Section 1092(f).

OFFENSE	2021				2022				2023			
	On-Campus		Public Property	Non-Campus	On-Campus		Public Property	Non-Campus	On-Campus		Public Property	Non-Campus
	Residence Hall	Total On-Campus			Residence Hall	Total On-Campus			Residence Hall	Total On-Campus		
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
VAWA OFFENSES												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS												
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0
NON-ARREST CAMPUS REFERRALS												
Weapons	0	0	0	0	0	0	0	0	0	0	0	0
Drugs	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol	0	0	0	0	0	0	0	0	0	0	0	0

HATE CRIMES

2023 – No Hate Crimes Reported
 2022 – No Hate Crimes Reported
 2021 – No Hate Crimes Reported

UNFOUNDED CRIMES

2023 – 0 Unfounded Crimes
 2022 – 0 Unfounded Crimes
 2021 – 0 Unfounded Crimes

ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008 and requires institutions that maintain on campus housing facilities to publish an annual fire safety report which outlines fire safety practices, standards, and all fire related on campus statistics. The following public disclosure report details all information required by this law as it relates to the Wroxton College Campus of Fairleigh Dickinson University.

Definitions

The following terms are used within this report. Definitions have been obtained from the Higher Education Opportunity Act.

On Campus Student Housing: A student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within a reasonable contiguous area that makes up the campus.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Safety

At the Wroxton Campus of Fairleigh Dickinson University the Abbey residence hall area is completely covered by a fire alarm system that is regularly serviced and tested along with emergency lighting.

All Residence Hall residents are issued a copy of the Wroxton Campus Fire Safety Requirements and Procedures which includes information on fire safety and what appropriate action to take during a fire alarm or fire emergency.

Additional information on fire safety can be found on the Department of Public Safety section of the University website, <https://www.fdu.edu/campuses/florham-campus/public-safety/fire-safety/>.

Below is a chart of fire safety systems installed in all on-campus residence halls:

RESIDENCE HALL COMPLEX	FIRE ALARM SYSTEM	AUTOMATIC SPRINKLER SYTEM	SMOKE ALARM/ DETECTION	FIRE DOORS	FIRE DEPARTMENT NOTIFICATION
Abbey	Non-addressable fire alarm panel	No	smoke/heat detectors	Yes	Call from Dean of the College or other on-site administrator

Residence Hall Fire Drills and Evacuation Policy

Fire briefings are conducted in the residence hall at least once a semester.

- In a building, activate the nearest fire alarm and evacuate. Do not attempt to extinguish the fire yourself. Sounding the alarm and making the call can save lives and property by giving firefighters the maximum amount of response time and building occupants the maximum amount of time to evacuate the building.
- Calmly assist others to evacuate the building by following exit signs to the nearest safe exit. The nearest exit may not be the one you use to enter the building. DO NOT use any elevator.
- If possible, assist any person with disabilities who may need assistance in evacuating the building.
- Remain outside the building at a safe distance to wait for the fire department.
- Give any information you have to the responding fire officials and then report to the designated staging area.

Designated Staging Area for Emergency Evacuations

In the event of an evacuation of the Abbey, all students, faculty and staff should gather in front of the Carriage House.

When a fire alarm sounds

Steps to follow if you hear a fire alarm:

- Remain calm. DO NOT panic.
- Before opening a door, feel it with the back of your hand. If it is hot, do not open the door. Go to another

means of egress. If you cannot exit the room, seal the cracks around the door with towels, linen, clothes (soaked in water if possible). Open your window for air and hang objects out the window to attract attention. Shout for help. If a telephone is available, call 999 (in the U.K.) and advise them where you are trapped. If smoke is filling the area where you are, keep low to the floor. Take short breaths to avoid inhaling smoke. Place a wet towel over your nose and mouth.

- If the door is not hot, brace yourself and open it slowly. If hot air or fire rushes in close the door and follow instructions in number 2.
- If you are able to leave, close all the doors behind you and proceed to the nearest safe exit. The nearest exit may not be the one you use to enter the building. Once you leave the building, report to the designated staging area.

It is required by law that whenever a fire alarm goes off for any reason in the building that you are in, you must evacuate and remain outside until told by campus authorities that you may reenter.

Specific Fire Prevention Related Policies

Fairleigh Dickinson University does not allow smoking in any campus building or Residence Hall. Smoking is only permitted outside buildings and away from any exterior doors.

It is the policy of the Wroxtton Campus of Fairleigh Dickinson University to provide faculty, staff, students and visitors with the safest possible environment, free from potential fire hazards. Periodic fire

inspections of all campus buildings are conducted.

To minimize the potential for fires, it is Fairleigh Dickinson University's policy to prohibit "open burning" at all times. "Open burning" as defined by Fairleigh Dickinson University is any open/exposed flame or combustion that produces heat, light or smoke, and has the potential to cause a fire. Examples of open burning are, but not limited to, candles, incense, campfires and related accessories such as gasoline, propane, lighter fluid, pyrotechnics and fireworks.

In addition, Fairleigh Dickinson University has the following fire safety related rules:

- Tampering with, modifying or disconnecting any fire equipment, including fire alarms, fire extinguishers, smoke/heat detectors or emergency lighting is prohibited.
- Students and their visitors are required to immediately evacuate any campus building when an alarm sounds or when instructed to do so by a University official or staff member. Once outside, students should assemble at least 50 feet away from the building. Students may not re-enter any part of the building until authorization has been given by public safety or fire department.
- Items considered to be a fire hazard or a danger to the University community will not be permitted. The following are not permitted in the residence halls: 1) firearms; 2) fireworks or explosives; 3) hazardous or flammable chemicals or solvents; 4) ammunition; 5) weapons, including but limited to bows and arrows, illegal knives, BB guns, slingshots, chukka sticks, Chinese stars, blackjacks or other

dangerous instruments; 6) candles, punks, incense sticks, incense and potpourri burners. Decorative candles with unburned wicks are permitted; 7) halogen lamps or light bulbs; 8) electric blankets; 9) space heaters; 10) extension cords; and 11) cooking, including the use of toaster ovens and any appliance with an open heating element.

- Fire regulations prohibit the placement or suspension of flammable materials either from ceilings or light fixtures or in a manner that could block the egress from a room, suite, apartment, corridor or building. In addition, flammable materials may not be stored under any stairwell. Holiday trees or other live items such as sprays of green, wreaths, etc., and Hanukkah candles are not permitted in the Residence Hall. Open flames are not permitted in residence halls.
- The storage of bicycles is not permitted in hallways, stairwells, or lobby areas. Residents are to chain bicycles to racks provided by the University. Bicycles chained to the exterior of any building will be removed.
- E-bikes and E-Scooters that utilize lithium-ion batteries are prohibited inside all residence halls at all times and are not permitted to be chained to the exterior of any building.

Fire Safety Education and Training Programs for Students and Employees

Fire practice evacuations are conducted twice per year. Each member of the campus community is required to participate in the drill. Fire escape ladders are inspected every

six months. Fire doors and escape routes are checked to make sure nothing is blocked or obstructed. Notices advising of action to be taken in the event of any fire are posted in every room.

Fairleigh Dickinson University currently and routinely contacts the local fire departments for training and advice.

Plans for Future Improvements in Fire Safety

Fairleigh Dickinson University continually evaluates the fire protection systems in all campus buildings. Upgrades occur through ongoing testing and inspection of the life safety systems and equipment with deficiencies being repaired or replaced through building renovations. At the Wroxton campus updating and altering all external fire escape ladders is being reviewed.

A FINAL WORD

Your safety and well-being is of utmost importance to the University. Any suggestions or ideas you may have on how Fairleigh Dickinson University can promote improved safety standards will be welcomed. You are also invited to contact the Office of the Dean of Wroxton College at any time if you have a question or need any additional information.

The Office of the Dean & Director of Operations
 Wroxton College
 Fairleigh Dickinson University
 Wroxton
 Banbury
 Oxfordshire
 OX15 6QQ
 ENGLAND

Telephone (from within the UK): 01295 730551
 Telephone (from within the USA): 011 44 1295 730551

2021/2022/2023 Fire Statistics for On-Campus Housing Facilities

RESIDENCE HALL	ADDRESS	DATE AND TIME OF FIRE	CAUSE	VALUE OF DAMAGE	NUMBER OF INJURIES	NUMBER OF DEATHS
The Abbey	Church St., Wroxton, Banbury OX15 6QF, United Kingdom	N/A	N/A	N/A	N/A	N/A