

Fairleigh Dickinson University

Wroxton College Campus

Office of the Dean of the College & Director of Operations

Jeanne Clery
Disclosure of Campus Security Policies
and
Campus Crime Statistics Act
[USA]

Annual Report 2015

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

The Clery Act was signed into law in the USA 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 Wroxtton College Dean & Director of Operations in consultation with the Department of Public Safety at the Florham Campus, is responsible for preparing and distributing the report for the campus. This report is also available on the Fairleigh Dickinson University website at www.fdu.edu. Members of the Wroxtton College community are sent a notice that describes the report and the web address. For a paper copy of the report, contact the Office of the Dean of the College at:

UK: 01295 730551

USA: 011 44 1295 730551

or email: admin@wroxtton-college.ac.uk

Members can also contact the Director of Campus Public Safety at:

(973) 443-8888

or email: wthornto@fdu.edu

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

Wroxton College of Fairleigh Dickinson University has a very good working relationships with both the local police and the local fire department. 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.

Reporting of Crimes or other Emergencies

The policies of Wroxton College 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.

A. 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 FDU Office of Public Safety - poses an ongoing or continuing threat to the Wroxton College community, a campus “Timely Warning” will be issued through direct contact with all individuals.

B. Confidential Reporting

Any member of the Wroxton College community may report violations of the law or other matters of concern using the “Speak of the Devil Anonymously” witness form on the Metropolitan Campus Department of Public Safety website. This form can be located on the following link: <http://view2.fdu.edu/florham-campus/public-safety/speak-devil>

All reports received will be investigated.

C. Annual Report

The Wroxton College Dean & Director of Operations, in consultation with the Director of Campus Public Safety at the Florham Campus, is responsible for obtaining, reviewing and reporting all the needed aspects of the annual report.

Crime statistics from the required geographical areas adjacent to the Wroxton College campus from local law enforcement jurisdictions are requested as required.

D. To whom Crimes should be Reported

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 Wroxton College of Fairleigh Dickinson University, any and all members of staff are designated “Campus Security Authorities” and, as such, must act in this regard and report crimes to the Dean of the College.

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 Vancouver Campus, this means all counselors employed in Student Counseling and Psychological Services (S-CAPS) as well as any consulting psychiatrist.

There are no professional counselors on staff at Wroxton College.

Monitoring and recording criminal activity at off campus locations

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.

Campus Daily Crime 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:

- (i) when the disclosure is prohibited by law
- (ii) 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:

- (i) jeopardize an ongoing investigation
- (ii) jeopardize the safety of an individual
- (iii) cause a suspect to flee or evade detection
- (iv) result in the destruction of evidence

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

Access to Buildings and 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).

Emergency 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.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS
CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST
WOMEN REAUTHORIZATION ACT OF 2013

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 <http://fdu.edu/hr/nondiscriminationandantiharassmentpolicy.pdf>. The policy applies to all employees and students of FDU as well as third parties.

Conduct procedures specific to students as the accused in sexual harassment cases may be accessed by visiting the Student Code of Conduct, at <http://www.fdu.edu/studentlife/2013/5469.pdf>

To report an incident of sexual misconduct contact the Dean of the College or any Wroxtton College staff member – or you can call, write or visit FDU’s Title IX Coordinator, Rose D’Ambrosio, Associate Vice President of Human Resources:
Email: dambrosi@fdu.edu,
Telephone: (201) 692-2706.

A. Definitions

There are a number of terms used by Fairleigh Dickinson University in our policy and procedures.

Consent The Student Code of Conduct define consent as follows: A person must be 16 years of age to legally consent to sexual activity. A person cannot give consent to sexual activity with someone who has "the duty to care" for them unless they are over the age of 18. Individuals that fall into "the duty to care" category would include parents or guardians, and those in any type of formal supervisory role.

In England and Wales the age of consent to any form of sexual activity is 16 for both men and women. The age of consent is the same regardless of the gender or sexual orientation of a person and whether the sexual activity is between people of the same or different gender.

It is an offence for anyone to have any sexual activity with a person under the age of 16. However, Home Office guidance is clear that there is no intention to prosecute teenagers under the age of 16 where both mutually agree and where they are of a similar age.

It is an offence for a person aged 18 or over to have any sexual activity with a person under the age of 18 if the older person holds a position of trust (for example a teacher or social worker) as such sexual activity is an abuse of the position of trust.

The Sexual Offences Act 2003 provides specific legal protection for children aged 12 and under who cannot legally give their consent to any form of sexual activity. There is a maximum sentence of life imprisonment for rape, assault by penetration, and causing or inciting a child to engage in sexual activity.

An individual who is physically or mentally impaired, generally, cannot give consent to sexual activity. Physical or mental impairment includes: visual, speech or hearing impaired, a person with a cognitive impairment; a person who is unconscious or sleeping; or a person who is voluntarily or involuntarily under the influence of alcohol or other substance(s).

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 nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

Domestic Violence: The term “domestic violence” means 1) Felony or misdemeanor crimes of violence committed—

- (i) By a current or former spouse or intimate partner of the 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.

2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Victim of Domestic Violence means a person protected by the domestic violence act and includes any person:

- 1. Who is 18 years of age or older, or
- 2. Who is an emancipated minor, and who has been subjected to domestic violence by:
 - a. spouse
 - b. former spouse
 - c. any other person who is a present or former household member, OR
- 3. Who, regardless of age, has been subjected to domestic violence by a person:
 - a. with whom the victim has a child in common, or
 - b. with whom the victim anticipates having a child in common, if one of the parties is pregnant,
- Or
- 4. Who, regardless of age, has been subjected to domestic violence by a person with whom the victim has had a dating relationship.
 - a. A victim may be below the age of 18.
 - b. The domestic violence assailant must be over the age of 18 or emancipated at the time of the offense.

Dating Violence: The term “dating violence” means violence committed by a person

1) who is or has been in a social relationship of a romantic or intimate nature with the victim and

2) The existence of such a relationship shall be based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

For the purposes of this definition-

(i) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

(ii) Dating violence does not include acts covered under the definition of domestic violence.

For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Dating Relationship

1. A victim of a dating relationship may be below the age of 18.

2. The domestic violence assailant must be over the age of 18 or emancipated at the time of the offense.

3. No list of any criteria by which an officer can determine what is and what is not a dating relationship. This provision should be liberally construed. If the officer is in doubt about a particular relationship, the officer should review the matter with the officer’s supervisor, the department’s legal advisor or the on-call judge.

To assist the supervisor, legal advisor or judge in making this determination, the officer should obtain such information as:

- the length of time of the relationship
- the type of relationship
- the frequency of interaction between the parties, and
- if the relationship has been terminated by either person,
- the length of time elapsed since the termination of the relationship.

Stalking: The term “stalking” means 1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

(i) fear for the person’s safety or the safety of others; or

(ii) Suffer substantial emotional distress.

2) For the purposes of this definition—

(i) Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.

(ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

(iii) Reasonable persons means a reasonable person under similar circumstances and with similar identities to the victim.

3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

a. As used in this act:

(1) "Course of conduct" means repeatedly maintaining a visual or physical proximity to a person; directly, indirectly, or through third parties, by any action, method, device, or means, following, monitoring, observing, surveilling, threatening, or communicating to or about, a person, or interfering with a person's property; repeatedly committing harassment against a person; or repeatedly conveying, or causing to be conveyed, verbal or written threats or threats conveyed by any other means of communication or threats implied by conduct or a combination thereof directed at or toward a person.

(2) "Repeatedly" means on two or more occasions.

(3) "Emotional distress" means significant mental suffering or distress.

(4) "Cause a reasonable person to fear" means to cause fear which a reasonable victim, similarly situated, would have under the circumstances.

b. A person is guilty of stalking, a crime of the fourth degree, if he purposefully or knowingly engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his safety or the safety of a third person or suffer other emotional distress.

c. A person is guilty of a crime of the third degree if he commits the crime of stalking in violation of an existing court order prohibiting the behavior.

d. A person who commits a second or subsequent offense of stalking against the same victim is guilty of a crime of the third degree.

e. A person is guilty of a crime of the third degree if he commits the crime of stalking while serving a term of imprisonment or while on parole or probation as the result of a conviction for any indictable offense under the laws of this State, any other state or the United States.

f. This act shall not apply to conduct which occurs during organized group picketing.

B. Education and Prevention 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 culturally relevant, 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 to the University in the United States – and new employees - and ongoing awareness and prevention campaigns for students and staff that:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines using definitions provided both by the Department of Education what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity and/or using the definition of consent found in the Student Code of Conduct if state law does not define consent;
- d. 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;
- e. 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.
- f. Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

C. Procedures for Reporting a Complaint

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 reasonable 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 Florham Campus Department of Public Safety or a Title IX Coordinator or Investigator 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.

Incident Being Reported:	Procedure FDU Will Follow:
Sexual Assault	<ol style="list-style-type: none"> 1. Depending on when reported (immediate vs delayed report), institution will provide complainant with access to medical care 2. Institution will assess immediate safety needs of complainant 3. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 4. Institution will provide complainant with referrals to on and off campus mental health providers 5. Institution will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, “No Contact” directive between both parties 6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate 7. Institution will provide written instructions on how to apply for Protective Order 8. Institution will provide a copy of the Prohibited Discrimination Harassment and Related Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution 9. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is 10. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation
Stalking	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate

<p>Dating Violence</p>	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate
<p>Domestic Violence</p>	<ol style="list-style-type: none"> 1. Institution will assess immediate safety needs of complainant 2. Institution will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department 3. Institution will provide written instructions on how to apply for Protective Order 4. Institution will provide written information to complainant on how to preserve evidence 5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate 6. Institution will provide a “No trespass” (PNG) directive to accused party if deemed appropriate

D. Assistance for Victims: Rights & 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.

To the extent of the victim’s cooperation and consent, university offices will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services, visa and immigration assistance and assistance in notifying appropriate local law enforcement. Additionally, personal 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 protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

Neither Wroxton College nor Fairleigh Dickinson University publish the name of crime victims nor house identifiable information regarding victims in the crime log (*Incident Book*). Victims may request that directory information on file be removed from public sources by request. In this regard students and employees should contact the Dean of the College.

Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

On-Campus

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

Off Campus

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

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

How to be an Active Bystander

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 This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

1. 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.
2. Confront people who seclude, hit on, try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

Risk Reduction

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 the US Rape, Abuse, & Incest National Network, www.rainn.org)

1. **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.
2. Try to **avoid isolated areas**. It is more difficult to get help if no one is around.
3. **Walk with purpose**. Even if you don’t know where you are going, act like you do.
4. **Trust your instincts**. If a situation or location feels unsafe or uncomfortable, it probably isn’t the best place to be.
5. **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable.
6. **Make sure your cell phone is with you** and charged and that you have Money for a taxi.

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

7. **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
8. **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
9. **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.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately
Telephone: 999
11. **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.
12. **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 the punch bowls or other large, common open containers.
13. **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.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (Telephone: 999)**
Be explicit with doctors so they can give the correct tests (a urine test and possibly others).
15. If you need to get out of an uncomfortable or scary situation here are some things that you can try:
 - a. **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.
 - b. **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.
 - c. **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.
 - d. **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.

16. **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?
17. **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.

E. Adjudication of Violations

Whether or not criminal charges are filed, the University or an individual may file a complaint under the Non-Discrimination and Anti-Harassment Policies and Procedures alleging that a student or employee violated the University's policy.

The Associate Vice President of Human Resources serves as the University's Title IX Coordinator and the individuals noted below have been designated as Deputy Title IX coordinators to address student vs. student cases that occur on their respective campuses. These individual are responsible for providing education and training about discrimination and harassment to the University community and for receiving complaints and overseeing investigations surrounding reports and complaints about discrimination and harassment in accordance with the policy. The Associate Vice President of Human Resources is located in Dickinson Hall on the Metropolitan Campus and can be reached at (201) 692-2706.

The following positions have been designated Deputy Title IX Coordinators:

Assistant Dean of Students at the Florham campus (973) 443-8936
 Assistant Dean of Students at the Metropolitan Campus (201) 692-2190
 Campus Provost at the Vancouver Campus (604) 692-4462
 Dean of the College at the Wroxtton Campus (01295)730551

INVESTIGATING OFFICERS

Those designated to investigate claims shall be the Investigating Officers. The following positions have been designated Investigating Officers:

Director of Employee Benefits and Training (201) 692-2704
 Harassment cases involving employees.

Director of Public Safety at the Florham Campus (973) 443-8888
 Assault Cases

Office of the Dean +441295730551

The Title IX Coordinator is authorized to designate appropriately trained individuals to receive complaints and investigate discrimination and harassment complaints as deemed appropriate.

The Investigating Officer serves as an impartial fact finder to investigate the complaint and can appoint a "designee" to assist him or her in carrying out any of his or her functions described hereunder. The function carried out by the Investigating Officer is under the responsibility of the Office of the President.

REPORTING AND ADJUDICATION PROCEDURES

Reporting of Complaint: Any University student or employee who feels subjected to harassment or discrimination in any manner, should immediately report the matter to the Title IX Coordinator or Deputy Title IX Coordinator. Employees may also report it to his/her supervisor or anyone employed in a supervisory capacity at the University.

Informal Procedure: The Investigating Officer may suggest voluntary mediation of the complaint in the form of discussions with the complainant, respondent and other parties, as necessary, with the aim of reaching an agreement acceptable to all parties. Neither the complainant nor the respondent shall be under any compulsion to participate in an informal resolution, and no complainant or respondent will be subject to adverse action for refusing to participate. *Mediation is never appropriate in cases of sexual assault, domestic violence, dating violence or stalking or when a power differential exists between the parties.*

A formal complaint can be filed at any time during the informal process, but the complainant should file a formal complaint within 15 working days from the circulation by the Investigating Officer of a proposed informal agreement if the result is unacceptable to the complainant.

Formal Procedure:

When a formal complaint is filed, the Investigating Officer will interview the complainant to ascertain the details behind the complaint and will then interview the respondent(s). The Investigating Officer may conduct other fact finding and/or discussions with any witnesses who may have knowledge of the allegations in the complaint.

Determinations and Report: The Investigator will provide a report of the findings to respective Deputy Title IX coordinator. The Investigation Officer shall issue their report within a reasonable promptness after the filing of the formal complaint to:

- University Title IX Coordinator – for cases involving University employees
- Deputy IX Coordinator – for University students. Any sanctions will be in accordance with the Prohibited Discrimination, Harassment and Related Misconduct policy

Action of the Title IX Coordinator: In their review of the Investigating Officer's report, the Title IX Coordinator shall review the record developed by the Investigating Officer. The Title IX Coordinator may accept the report or ask the Investigating Officer to conduct additional investigation and resubmit the report.

Upon receipt of the Investigating Officer's final report, the Investigating Officer's conclusion on the claim of harassment or discrimination, but not the report, shall be provided to the claimant, the respondent and the Office of the Dean in which the respondent works. In addition, the respondent, and his/her supervisor shall be informed of the proposed disciplinary action, if any.

Appeals

Either party may appeal the outcome. The limited grounds for appeal are as follows:

- 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.

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

A Reporting Party or Responding Party must submit a written appeal within five (5) business days of receipt of the Notice of Outcome to the Title IX 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 Title IX 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) days from receipt of the appeal. The Title IX 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 one of the Associate Campus Provosts. Typically, the Associate Campus Provost from the Responding Party's home campus will be assigned, but depending on the circumstances of the matter, the Associate Campus Provost from either campus may review the appeal. For employees, the Appeals Officer will be an Associate Vice President appointed at the discretion of the President, but not the Associate Vice President of Human Resources. The Appeals Officer, in his/her sole discretion, may make a determination based on the written record or may request to speak with the Investigating Officer, the Adjudicator, the Reporting Party or the Responding Party. 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 he/she disagree 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 Reporting Party and the Responding Party and the University Title IX Coordinator. The Appeals Officer will conclude the appeal within fifteen (15) calendar days of the receipt of the appeals documents.

Confidentiality

Every effort will be made to respect and safeguard the privacy interests of all individuals involved in a manner consistent with the need for a careful assessment of the allegation and any necessary steps to eliminate the conduct, prevent its recurrence, and address its effects.

Confidentiality means that information shared with designated campus or community professionals will only be disclosed with the individual's express written permission, unless there is a continuing threat of serious harm to the patient/client or to others or there is a legal obligation to reveal such information (e.g. where there is suspected abuse or neglect of a minor). An individual can seek confidential assistance and support by speaking with specially designated confidential resources; Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.nhs.uk/Livewell/Sexualhealth/Pages/Sexualassault.aspx>

<http://www.mind.org.uk/information-support/guides-to-support-and-services/abuse/sexual-abuse/>

<http://thesurvivorstrust.org>

Sanctions and Protective Measures

In responding to a report, the University has an interest in providing care to the Reporting Party and to the broader campus community. For this reason, after receiving a report, the University, through its Response Team, will offer and establish reasonable and appropriate Interim Measures to protect a Reporting Party and facilitate the Reporting Party's continued access to University employment or education programs and activities. Interim Measures may be both remedial (designed to address a Reporting Party's well-being and continued access to educational and employment opportunities) or protective (involving action against a Responding Party). Remedial and protective measures, which may be temporary or permanent, may include no-contact orders, counseling and emotional support, residence modifications, academic modifications and support, work schedule modifications, voluntary leave of absence, interim suspension, suspension from employment, restrictions on campus activities, and other immediate remedies as reasonable and appropriate. Remedial measures are available regardless of whether a Reporting Party chooses to pursue an investigation or disciplinary action under this Policy. The University will maintain the privacy of any remedial and protective measures provided under this Policy to the extent practicable and will promptly address any violation of the protective measures reported to the University. The University will provide reasonable remedial and protective measures to Third Parties as appropriate and available, taking into account the role of the Third Party and the nature of any contractual relationship with the University. The Title IX Coordinator or designee has the discretion to ensure the appropriateness of any Interim Measure based on all available information, and is available to meet with a Reporting or Responding Party to address any concerns about the provision of Interim Measures. Retaliation is expressly prohibited by this Policy, and the University will take immediate and responsive action to any report of retaliation or any violation of Interim Measures.

Where there is a finding of responsibility, the Adjudicator may impose one or more sanctions. Sanctions for students may include any of the sanctions that are available for violations of the University's Code of Student Rights, Responsibilities and Conduct, including: Administrative reassignment of housing Campus restriction Campus Standard probation Co-curricular restriction Community restitution Community service.

Counseling assessment/support Disciplinary Reprimand Disengagement notice Educational sanctions * Fines Housing dismissal Housing probation Housing suspension Social restriction University dismissal University suspension * exercises, class, assignments / essay 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 absence, restrictions on campus activities, and termination from the University. Sanctions for faculty covered by the Faculty Handbook will be reviewed with the University Provost and/or the University President. Prohibited Discrimination, Harassment and Related Misconduct – 7-1-2015 Page - 24 When determining sanctions, the Adjudicator will consider the following factors: • The nature and severity of the Prohibited Conduct • The impact of the Prohibited Conduct on the Reporting Party; • The impact or implications of the Prohibited Conduct within the University community; • Whether the Responding Party 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.

Sex Offender Registration

The US 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: http://www.state.nj.us/njsp/info/reg_sexoffend.html

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.

Crime Prevention Education and Awareness

The Dean of Wroxton College of Fairleigh Dickinson University has ultimate responsibility for the safety and security of all persons and property at the College. The Dean of Wroxton College and all College staff have the responsibility of protecting life and property, preventing and detecting crime on the College campus as well as providing essential safety and services to the College community. Crime prevention is a high priority at the College as well as at the University. All members of the Wroxton College community have to assist themselves from becoming a victim of crime by following basic crime prevention practices.

- Walk and park in well lighted areas
- Always lock your room or office
- Do not prop any doors open
- Never leave valuables unattended
- Do not take unnecessary chances
- Report suspicious persons, vehicles or behavior

In an ongoing effort to prevent crime on the campus, the Dean of the College and the College staff provide the following safeguards:

- Briefings on safety procedures and crime prevention
- Written material on safety procedures and crime prevention
- Emergency Telephone access (at Reception)
- C C T V Surveillance Cameras
- Fire Equipment checks and drills

Alcohol and Drug Policy

Many students have already used alcohol by the time they arrive at Wroxton College. Some students have only limited experience with the effects of alcohol. Some will have already 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, a high percentage of date or acquaintance rapes on College campuses 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.

Guidelines:

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:

1. 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 Student Counseling and Psychological Services (SCAPS). At Wroxton please feel able to speak with the Dean of the College or any of the College staff.

2. 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.

3. Know when to abstain from alcohol.

- When under the legal drinking age. In the UK It is illegal for people under 18 to buy alcohol in a pub, off-license, or elsewhere. (Young people aged 16 or 17 can drink beer, wine or cider with a meal if it is bought by an adult and they are accompanied by an adult. It is illegal for this age group to drink spirits in pubs even with a meal).

- 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.

4. 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.

5. 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 set the 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.

6. 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.

7. 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.

What to Do at Wroxton College

- 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 already has been affected by alcohol-related problems contact the Dean of the College or any member of the College staff.

University policy Statement for Illegal Drugs

Illegal drugs are not permitted on College/University property. Any student found responsible for violating Article X, Item E of the Code of Student Rights, Responsibilities and Conduct is subject to suspension from the College/University. Section E of the Code of Student Rights, Responsibilities and 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.

Wroxton College Standards of Conduct and Disciplinary Process

1. **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.

2. **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.

3. **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 channelling questions and comments to the class at large. Disruptive behaviour will not be tolerated.

4. **Behaviour:** 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.

5. 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.

Sexual Assault

Reporting a Sex Offense

If you are the victim of sexual assault or rape:

Get to a safe place and consider contacting the local police (999)

Get immediate medical attention to:

- identify external and internal injuries that may require treatment;
- be tested and receive preventative treatment for communicable diseases;
- receive treatment to prevent unwanted pregnancy;
- obtain and preserve evidence should you choose to prosecute. (Don't bathe, shower, douche, eat, drink, smoke or urinate, if possible, as these acts may destroy potential evidence.)

Contact:

The Dean of the College or any member of the Wroxton College staff 01295730551

The Horton General Hospital, Oxford Road, Banbury OX16 9AL

Telephone: 01295 275500

The Thames Valley Police – Banbury Station, Warwick Road, Banbury OX16 2AE

Telephone: 01865 841148

Other resources available to persons who report being the victim of sexual assault include:

<http://www.nhs.uk/Livewell/Sexualhealth/Pages/Sexualassault.aspx>

<http://www.mind.org.uk/information-support/guides-to-support-and-services/abuse/sexual-abuse/>

<http://thesurvivorstrust.org>

University Crime Statistics

The following link is for a summary explanation of crime definitions in England and Wales:

https://www.cps.gov.uk/publications/docs/annex_1b_table_of_offences_scheme_c_class_order.pdf.

The following chart outlines Wroxton College campus crime statistics:

Wroxton Campus January – December 2013

Type of Offense	On Campus	Controlled Property	On Non campus University-Contiguous Public Areas	In Campus Residences	Hate Crimes*
Aggravated Assault	0	0	0	0	0
Arson	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Murder	0	0	0	0	0
Robbery	0	0	0	0	0
Rape	0	0	0	0	0
Forcible Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
II. Arrests					
Liquor Law Violations	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0
III. Non-arrest Campus Referrals					
Alcohol	0	0	0	0	0
Drugs	1	0	0	0	0
Weapons	0	0	0	0	0

Wroxtton Campus
January – December 2014

Type of Offense	On Campus	Controlled Property	On Non campus University-Contiguous Public Areas	In Campus Residences	Hate Crimes*
Aggravated Assault	0	0	0	0	0
Arson	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Murder	0	0	0	0	0
Robbery	0	0	0	0	0
Rape	0	0	0	0	0
Forcible Fondling	0	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
II. Arrests					
Liquor Law Violations	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0
III. Non-arrest Campus Referrals					
Alcohol	0	0	0	0	0
Drugs	0	0	0	0	0
Weapons	0	0	0	0	0

Wroxton Campus
January – December 2015

Type of Offense	On Campus	On Non campus University- Controlled Property	In Contiguous Public Areas	Campus Residences	Hate Crimes*
Aggravated Assault	0	0	0	0	0
Arson	0	0	0	0	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0
Murder	0	0	0	0	0
Robbery	0	0	0	0	0
Rape	0	0	0	0	0
Forcible Fondling	3	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Domestic Violence	0	0	0	0	0
Dating Violence	0	0	0	0	0
Stalking	0	0	0	0	0
II. Arrests					
Liquor Law Violations	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0
Weapon Law Violations	0	0	0	0	0
III. Non-arrest Campus Referrals					
Alcohol	0	0	0	0	0
Drugs	6	0	0	0	0
Weapons	0	0	0	0	0

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