

Introduction

Ashford University (“University”) is providing the following information to all current and prospective students and employees as part of the University’s commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”). This report is prepared in cooperation with the local Clinton Police Department surrounding our main campus and off campus housing location, the campus Public Safety Office, the department of Residential Life and Housing, and the Student Affairs Office.

Campus crime, arrest, and referral statistics include those reported to the Campus Public Safety Office, designated campus officials (including but not limited to the Director of Student Affairs and Admissions, the Associate Director of Student Affairs, the Campus Registrar, the Campus Director of Security & Safety, other directors, deans, department heads, designated residential life staff, faculty advisors, and athletic coaches) and local law enforcement agencies. This report is compiled annually under the direction of the Director of Safety & Security (Campus Public Safety Office), which is responsible for checking the accuracy of reports and reconciling statistics to assure proper categorization and to avoid double counting. If you should have questions about any of the information provided in this Report, please contact the Director of Campus Security & Safety, Michael LeBlanc, at 563.242.4023, ext. 7960.

Campus Security and Crime Prevention Policy

Notification of the Campus Security and Fire Safety Report

The Ashford University Campus Security and Fire Safety Report is distributed to every student and employee on an annual basis by e-mail notification of its availability on the University website and is available to prospective employees and students by viewing the University website at:

http://www.ashford.edu/campus_security_and_fire_safety_report. Hard copies may be requested by emailing michael.leblanc@ashford.edu and a copy will be mailed to you.

Reporting Crimes and Emergencies

It is important for students, as well as other members of the campus community, to take responsibility for their own safety and well-being. The University strongly encourages students to take steps to ensure the safety and security of their belongings, themselves, and others.

The Campus Public Safety Office keeps a daily crime log that reports any criminal incident or alleged criminal incident that occur on the campus, on public property within or immediately adjacent to and is accessible from the campus, and is reported to the Campus Public Safety Office. This log extends beyond Clery Act crimes. This information is available for public inspection, upon request, during normal business hours. Information in the crime log includes the following: the nature of the crime, the date and time the crime occurred, a general location of the crime, the case number, and any known disposition of the complaint. Any portion of the log older than 60 days will be

made available within two business days of a request for public inspection. The University reserves the right to maintain the privacy of both the victim and the accused in any of these situations except as may be required by law.

Procedures for Reporting Criminal Actions or Emergencies

The University encourages individuals to report any crime accurately and promptly to local police and to the Campus Public Safety Office. For immediate assistance, please contact Campus Public Safety. Students may also contact the Clinton Police Department if they are the victim of a crime, if they witness a crime, or if they have information that would aid in solving a crime. Additional persons to whom a student or employee may report a crime or emergency include the Director of Student Affairs and Admissions, the Associate Director of Student Affairs, the Campus Registrar, the Campus Director of Security & Safety, or any other directors, deans, department heads, designated residential life staff, faculty advisors, and athletic coaches.

Contact Information to Report a Crime or Emergency

Clinton Police Department	911 or 563.243.1458
Campus Public Safety Office	563.242.2752, Room C2520
Director of Student Affairs and Admissions	563.242.4023 x7378, Room F1205
Associate Director of Student Affairs	563.242.4023 x7789, x7382 or 563.321.1880, Room F2130
Campus Registrar	563.242.4023 x7189
Campus Director of Security & Safety	563.242.4023 x7960, Room C2630

Ashford University does not have any policies or procedures that allow victims or witnesses to report crimes on a voluntary, confidential basis. Alternatively, the Clinton County Sheriff's Office maintains Crime Stoppers that may be contacted at 563.242.6595 or toll free at 888.883.8015.

Ashford University does not employ professional counselors or pastoral (faith-based) counselors for students or faculty/staff utilization, nor does it have a policy that encourages pastoral counselors and professional counselors to inform the persons they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

All campus incident reports are forwarded to the Director of Student Affairs and Admissions Office for review and potential action by the Office of Student Affairs if there is a breach of Student Community Standards and violations of law will be referred to law enforcement agencies. When a potentially dangerous threat to the University community arises, timely reports or warnings will be issued as set forth in the section entitled *Timely Reports of Specific Crimes or Offenses* below.

Timely Reports of Specific Crimes or Offenses

When a known crime is considered to have a serious or continuing threat to University students or employees, the Campus Public Safety Office in conjunction with the Student

Affairs Office will notify the campus community in a timely manner through one or more of the following methods, depending upon the nature of the incident:

- Immediate notification of student body, faculty and staff;
- Resident students may be notified via building meetings, flyers, etc.
- Entire student body and faculty and staff may be notified via flyer, posted information, email, or use of the SendWordNow Emergency Notification system, etc.
- If necessary, notification to the larger community via written press release or telephone call.

The University will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate an emergency.

Campus Public Safety Office

The University maintains a security team which is supervised by a Director of Campus Security & Safety. Additional persons to whom a student or employee may report a crime or emergency include the Director of Student Affairs and Admissions, Associate Director of Student Affairs, and the Campus Registrar, in addition to the local police.

The University also contracts with a professional security firm to provide additional security services. The Campus Public Safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the University. In addition, they have the authority to issue parking tickets for parking citations on University property. Campus Public Safety officers have no formal arrest authority. City, county, or state law enforcement officers make all arrests if needed. The Campus Public Safety Office works closely with the Clinton Police Department, Clinton County Sheriff's Office, and the Iowa Highway Patrol, and refer all criminal incidents to local authorities who have jurisdiction on the campus. Meetings are held between the Director of Campus Security & Safety and local authorities on a formal and informal basis to discuss issues of campus security and safety. There is no written memorandum of understanding between the Clinton Police Department and the Campus Public Safety Office of Ashford University.

Students and staff may contact the appropriate authorities directly, or Campus Public Safety officers will make contact on behalf of the University or individuals involved if the officers consider it necessary or if requested. The University takes any reported criminal action seriously and responds to it accordingly; subsequently, the University relies on law enforcement authorities to assist during criminal investigations and appropriate emergencies.

Security of and Access to Campus Facilities

During business hours, the University (excluding certain housing facilities) is not restricted. During non-business hours, access to all University facilities is by access

card or key, if issued, or by admittance via Campus Public Safety or Residence Life staff. Visitors to the campus are subject to school policies. Their student and employee hosts share responsibility for the lawful and appropriate behavior of visitors. All criminal incidents involving, or observed by, campus visitors should be reported immediately to the Campus Public Safety Office.

Some facilities may have individual hours, which may vary at different times of the year. Examples are Kehl Arena, St. Frances Gym, the Library, and the Student Center. Emergencies may necessitate changes or alterations to any posted schedules.

Public Safety officers conduct rounds of all campus buildings 24 hours a day, seven days a week. Campus Public Safety officers have access to all areas of campus including the residence halls. During the academic year, the Director of Student Affairs and Admissions, the Associate Director of Student Affairs, the Director of Campus Security & Safety, and the Campus Facilities Manager meet periodically to discuss any issues of pressing concern related to facilities security and maintenance. Campus Public Safety officers also monitor the off-campus properties of the South Campus Athletic Field, Tennis Courts and BW Residence Hall facilities.

Ashford University does not maintain any officially recognized student organizations that have sanctioned off-campus living or meeting facilities.

Campus Awareness of Security Services

Ashford University takes crime prevention seriously and informs students and staff throughout the year regarding various programs and opportunities to learn about campus security procedures and practices. The annual New Student Orientation held in June /July includes presentations on such topics as personal safety, sexual assault prevention, home security, domestic violence, workplace violence, and hate crimes, and are offered by a variety of experts in these areas. Faculty, staff, and continuing (including non-residential) students are strongly encouraged to attend these programs. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. Also, all employees are provided with an emergency wallet card that offers emergency procedure information as well as emergency contact numbers.

Crime prevention information is posted on campus bulletin boards, in the Campus Safety Tips Brochure, and at presentations throughout the year. Crime prevention is a covered during the fall and spring faculty retreat and, during semi-annual emergency management drills for faculty and staff. Further, regular safety updates are sent to faculty, staff and students from the Director of Campus Security & Safety. Documentation of educational programming and safety updates are maintained by the Director of Campus Security & Safety and Ashford University's Students Affairs Office.

Alcohol and Drug Policies

It is the University's intent to provide a drug-free, healthful, safe, and secure academic environment.

The University complies with the requirements of the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act of 1989. That separate report is available at: [http://www.ashford.edu/static/media/Drug_and_alcohol_report - AU.pdf](http://www.ashford.edu/static/media/Drug_and_alcohol_report_-_AU.pdf)

The following policies and guidelines have been established to uphold the University's obligation to its students, faculty, and surrounding community:

University Student Alcohol Use Policies

The University neither condones nor sanctions the use of alcohol. All individuals are expected to observe the alcoholic beverage laws of the State of Iowa. The University strictly prohibits the unauthorized use, consumption, possession, and distribution of alcohol by any student, regardless of legal drinking age, within the residence halls, on campus grounds, or at University-sponsored activities. See the University Sanctions section below for disciplinary procedures for any student who violates this policy.

For certain University events or functions, alcohol may be served only to those persons of legal drinking age, who if so requested by the event sponsor, are able to verify their age with a state issued identification, passport, or similar document. Written permission from the Campus Director or University President to serve alcohol, and any legally required alcohol permits must be obtained prior to the function.

University Student Drug Use Policies

The unlawful possession, use, sale, or distribution of illegal drugs or controlled substances is prohibited within the residence halls, on campus grounds, or at University-sponsored events. Drug paraphernalia is strictly prohibited within the residence halls, on campus grounds, or at University-sponsored activities. See the University Sanctions section below for disciplinary procedures for any student who violates this policy.

Alcohol and Drug Prevention Programs

The University provides services related to drug and alcohol use and abuse for students. In addition, employees are provided services through our Employee Assistance Program. The University disseminates informational materials, education programs and referrals regarding the use of alcohol and/or a controlled substance. Students who violate University policies related to the use of drugs or alcohol will be subject to the disciplinary procedures as set forth in the Student Community Standards. Employees who violate the Drug Free Workplace policy will be disciplined, up to and including termination. Ashford University's Student Affairs Office provides an overall coordination of the Drug-Free Schools and Communities Act Program; however, some services are the responsibility of other University departments and staff. These include:

Alcohol and Drug Education: Student Activities, Residential Life, Employee Assistance Program

Counseling Referrals: Access and Wellness, Employee Assistance Program

University Disciplinary Actions: Residential Life Staff, Director of Student Affairs and Admissions

Employee Disciplinary Actions: Human Resources

The following national toll-free telephone numbers are provided to assist any member of the University who may require assistance in dealing with a drug or alcohol problem:

American Council on Alcoholism 800.527.5344: Addresses alcoholism as a treatable disease through public education, information, intervention, and referral.

Al-Anon 888.425.2666: Helps families and friends of alcoholics recover from the effects of living with the problem drinking of a relative or friend.

The National Institute on Drug Abuse Hotline (800) 662-HELP/ (800) 662-4357: Provides information, support, treatment options, and referrals to local rehab centers for any drug or alcohol problem.

Hotlines/Help Lines:

24 Hour National Alcohol & Substance Abuse Information Center
800.784.6776

Alcoholics Anonymous/Narcotics Anonymous
521 South 3rd Street, Clinton, IA 52732
Website: <http://www.aaquadcities.com>
563.242.8136

Bridgeview Community Mental Health Center
638 South Bluff, 2nd Floor Bluff Bldg, Clinton, IA 52732
Website: <http://www.bridgeviewcmhc.com>
563.243.5633

Center for Alcohol and Drug Services
4869 Forest Grove Road, Bettendorf, IA 52722
Website: <http://www.cads-ia.com>
563.332.9080

Center for Alcohol and Drug Services - Intake Outpatient Administration
1523 South Fairmount Street, Davenport, IA 52808
Website: <http://www.cads-ia.com>
563.322.2667

Center for Alcohol and Drug Services - Country Oaks
12160 Utah Avenue, Davenport, IA 52804
Website: <http://www.cads-ia.com>
563.326.1150

Family Resources Inc., Wittenmyer Youth Center/ Leslie East
2800 Eastern Avenue, Davenport, IA 52803
Website: <http://www.famres.org/>
563.326.6431, ext. 243
Intake, 563.326. 6431, ext. 239

Genesis Multiple Addictions Recovery Center (MARC)
West Central Park at Marquette, Davenport, IA 52804
Website: <http://www.genesishealth.com/>
563. 421.2900
Intake, 563.421.2901

New Life Outpatient Center Inc.
Paul Revere Square
Suite 2000 North
2322 East Kimberly Road, Davenport, IA 52807
Website: <http://www.newlifeopc.com/>
563.355.0055

State and Federal Laws Regarding Drugs and Alcohol

Both state and federal laws prohibit distribution of, manufacture of, or possession with intent to manufacture or distribute a controlled substance or a counterfeit controlled substance. In general, state penalties for conviction under these laws range from up to 2 years to 50 years confinement and a fine of \$625 to \$1,000,000, depending upon the type and quantity of drug involved. Specific drugs, amounts, and penalties are described in Iowa Code Chapter 124. For penalties relating to federal drug law violations, please see 21 U.S.C. Chapter 13, Subchapter I, Part D and http://www.justice.gov/dea/druginfo/ftp_chart1.pdf

Iowa law relating to the consumption of alcohol is laid out in Iowa Code Chapter 123. Following is a partial summary of the statute:

- It is unlawful to be intoxicated (or simulate being intoxicated) in a public place (§ 123.46).
- Persons under the legal age (21 years) are prohibited from purchasing or possessing alcoholic beverages (§ 123.47).
- It is unlawful to sell, give, or otherwise supply alcoholic beverages to a minor (§ 123.47).
- Those under the legal age may not present false evidence or misrepresent their age to a permittee or licensee for purposes of obtaining alcoholic beverages (§ 123.49(3)).
- No person may sell or give alcoholic beverages to an intoxicated person (§ 123.49(1)).

Anyone under the age of 21 who is caught driving with a blood alcohol level of 0.02 or more will lose his or her driver's license or permit for at least 60 days (§ 321J.2A). Temporary driving permits for school, work, or other reason, will not be issued during

the suspension period. Realize that 0.02 is a very small amount—as little as one beer or drink.

University Sanctions Regarding Drugs and Alcohol

Ashford University seeks to uphold University drug- and alcohol-related policies and laws and will impose disciplinary sanctions against those students and/or employees who violate said policies and laws consistent with local, State or Federal law. Such sanctions could lead to a student being suspended or expelled from the University. Employees will be disciplined, up to and including termination. Students, faculty or employees who violate related laws may also be referred to law enforcement for prosecution. As part of the disciplinary process, the University may also request that the student complete a rehabilitation program. Employees may self-refer or have a University referral to the Employee Assistance Program for assistance in dealing with the use of alcohol or a controlled substance. A criminal conviction is not necessary to find that a student/employee has violated the University Student Community Standards or the provisions of the Employee Handbook, and the University need not, and ordinarily will not, defer its own actions and sanctions pending the outcome of any criminal proceeding. Students should refer to the Student Community Standards in the Academic Catalog. Employees should refer to the Employee Handbook.

Programs and Procedures Regarding Sexual Assault

Programs to promote the awareness of sexual assault, acquaintance rape, and other forcible and non-forcible sex offenses are sponsored at various times of the year on campus including the Residence Hall Orientation in August and September of each year. Guest speakers present discussions on sexual assault awareness, reducing the risk of being a sexual assault victim, and what to do if you are assaulted.

Students attending the mandatory Residence Hall Orientation also receive a copy of the *University Sexual Misconduct Response Brochure* which details the University policy regarding sexual misconduct, contains resource information for victims, and provides information on the University process for responding to reports of sexual misconduct.

Additionally, brochures on sexual assault issues and community resources are available in the Office of Student Affairs at the campus and on the University website ([Clinton Community Resource Guide](#)).

All students receive notification of the University's Sexual Misconduct Process thru the annual distribution of the Academic Catalog. Faculty and Staff receive annual notification of the University's Sexual Misconduct Policy and Process thru annual notification of the distribution of the Academic Catalog

Brochures on sexual assault issues are available in the Office of Student Affairs.

Sexual assault, including acquaintance rape, is an act of aggression and power, Acquaintance rape accounts for the majority of rapes committed and includes situations in which a victim is physically or mentally unable to consent.

Sexual misconduct offenses include, but are not limited to:

- Sexual harassment
- Non-consensual sexual intercourse (or attempts to commit)
- Non-consensual sexual contact (or attempts to commit)
- Sexual exploitation

Whom Should Students Contact to Report an Assault?

Abusive sexual conduct by anyone is a threat to the entire University community. All students who believe another individual has personally violated them in a sexual manner should immediately report the incident to the Director and/or Associate Director of Student Affairs, to University Public Safety personnel, Campus Security Authorities (CSA) and/or to local police. Students are strongly encouraged to report all incidents that threaten the student's continued well-being, safety, or security. University personnel will assist the student in notifying authorities, if requested.

The Director of Student Affairs and Admissions and/or the Associate Director of Student Affairs will refer all reported sex offenses to the University Title IX Coordinator. All student allegations of a violation of the [Sexual Misconduct Policy](#) shall be referred to the Title IX Coordinator of Ashford University at titleix@ashford.edu. In addition, students, faculty, and staff at the Ashford University campus in Clinton, IA may refer complaints directly to the Campus Director of Admissions and Student Affairs, who will coordinate with the University Title IX coordinator to ensure the complaint is received by the Title IX Coordinator.

Contact Information to Report a Crime or Emergency

Clinton Police Department	911 or 563.243.1458
Campus Public Safety Office	563.242.2752, Room C2520
Director of Student Affairs and Admissions	563.242.4023 x7378, Room F1205
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Campus Registrar	563.242.4023 x 7189
Campus Director of Security & Safety	563.242.4023 x7960, Room C2630

In cases where a student believes that a rape or other assault has occurred, the University strongly recommends that the crime be reported immediately so that information may be obtained and evidence preserved, as it may be necessary to prove criminal sexual assault. Confidential counseling referral information is available through the Student Affairs Office.

The Director of Student Affairs and Admissions will review all reported sexual misconduct offenses and will assist student victims in identifying both University judicial procedures and legal options.

Changes to Academic and University Living Situations:

The University will make changes to the victim's living and academic situations if the changes are requested and reasonably available.

Counseling and Health Resources

Victims of sexual abuse have the option to seek out help, support, and counseling. Support services are available for assistance to victims. Staff from the Student Affairs Office and the Office of Student Access and Wellness are available to provide assistance to accessing free, confidential counseling support services in the local community.

Procedures for Student Complaints Regarding Sexual Misconduct **FILING A COMPLAINT**

Abusive sexual conduct by anyone is a threat to the entire University community. All students who believe another individual has personally violated them in a sexual manner should immediately report the incident to the Director and/or Associate Director of Student Affairs, to University Public Safety personnel, Campus Security Authorities (CSA) and/or to local police. Students are strongly encouraged to report all incidents that threaten the student's continued well-being, safety, or security. University personnel will assist the student in notifying authorities, if requested.

All student allegations of a violation of the Sexual Misconduct policy shall be referred to the Title IX Coordinator of Ashford University at titleix@ashford.edu. In addition, students, faculty, and staff at the Ashford University campus in Clinton, IA may refer complaints directly to the Campus Director of Admissions and Student Affairs, who will coordinate with the University Title IX coordinator to ensure the complaint is received by the Title IX Coordinator.

The current Title IX Coordinator for Ashford University, Tremier Johnson, Associate Vice President of Diversity and Inclusion, can be contacted at:

Phone: 800.798.0584, Ext. 7089

Email: titleix@ashford.edu

Mailing Address: 8620 Spectrum Center Blvd., San Diego, CA 92123

RECEIPT OF COMPLAINT

Upon receiving notice of possible violation of the sexual misconduct policy, Ashford University will take immediate and appropriate steps to:

- investigate what occurred
- take prompt and effective action to end the harassment,
- remedy the effects
- and prevent it from occurring again.

REFERRAL TO OFFICE OF STUDENT GRIEVANCE AND REMEDIAL ACTIONS

Upon receipt of a complaint, the Title IX Coordinator will refer the complaint to the Office of Student Grievance Resolution (OSGR) for investigation.

- The investigation should be completed and findings issued within sixty (60) calendar days from the receipt of the complaint, barring documented unforeseen circumstances.

- The Title IX Coordinator and Deputy Title IX Coordinator will coordinate with the University Conduct Administrator to determine the need for any initial remedial short term or interim actions including but not limited to suspension or leave, accommodations for the alleged victim, or other necessary remedial short-term actions.
- In campus based complaints, The Title IX Coordinator and Deputy Title IX Coordinator will coordinate with the Campus Director of Admissions and Student Affairs and University Conduct Administrator to determine the need for initial, short term remedial actions. Any initial, short term remedial actions deemed necessary shall be carried out by campus based University Conduct Administrator and, if necessary, Human Resources staff for Campus cases and by the University Conduct Administrator for online cases.

OFFICE OF STUDENT GRIEVANCE RESOLUTION INITIAL INVESTIGATION INTO COMPLAINT

- Upon receipt of a complaint from the Title IX Coordinator, the Office of Student Grievance Resolution (OSGR) will investigate the complaint.
- OSGR will determine the identity and contact information of the complainant, whether that will be the initiator, the alleged victim, or a University proxy or representative;
- Collaborate with the complainant to identify the correct policies allegedly violated;
- Conduct an immediate initial investigation to determine if there is reasonable cause to charge the accused individual, and what policy violations should be alleged as part of the complaint. If reasonable cause exists, OSGR will prepare a Notice of Charges on the basis of the initial investigation and submit to the Title IX Coordinator for further action;
- Once the Title IX Coordinator receives a copy of the report of initial findings, the Title IX Coordinator and the Deputy Title IX Coordinator will review the findings and make a determination as to whether reasonable cause exists to bring Charges against the accused individual. If reasonable cause exists, the matter shall proceed to a formal investigation.
- If the Title IX Coordinator and Deputy Title IX Coordinator determine that there is insufficient evidence to support reasonable cause, the University Conduct Administrator will concurrently inform the complainant and the accused that the investigation is discontinued.
- The Complainant has the right to meet with Title IX Coordinator to receive information as to why the investigation was terminated.
- Where the Title IX Coordinator, Deputy Title IX Coordinator and, VP of Student and Alumni Affairs affirm an investigator finding that there is insufficient evidence to support reasonable cause the complaint will be closed and the University Conduct Administrator will concurrently inform the complainant and the accused that the investigation is discontinued and will reverse any interim, short term actions taken.

NOTICE OF CHARGES AND CONTINUED INVESTIGATION OF COMPLAINT

- If the Title IX Coordinator and Deputy Title IX Coordinator (and, VP of Student and Alumni Affairs, upon appeal) determine there is sufficient evidence to support reasonable cause and approves the charges, the investigator, Title IX Coordinator and Deputy Title IX Coordinator will collaborate with the University Conduct Administrator (and Campus Director of Admissions for Campus based cases) to determine the need for additional, short term remedial actions for any parties involved in the complaint. Any additional, short term remedial actions deemed necessary prior to the continuation of the investigation shall be carried out by campus based University Conduct Administrator and, if necessary, Human Resources staff for Campus cases and by the University Conduct Administrator for online cases.
- The University Conduct Administrator will first communicate to the Complainant the continuation of the investigation and intent to present the Accused with a Notice of Charges. The University Conduct Administrator will then present the Accused with the official Notice of Charges. The University Conduct Administrator will also communicate and carry out all additional, short term remedial actions (for any involved party) deemed necessary, prior to the continuation of the investigation.
- The investigator will continue the investigation and conduct a thorough, reliable, and impartial investigation by developing a strategic investigation plan, including as much as reasonably possible, giving each party an equal opportunity to present witnesses and other evidence.
- The investigator will complete the investigation without unreasonable deviation from the intended timeline;
- Any requests for updates on the status of the investigation prior to its completion should be directed to the Title IX Coordinator;
- Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
- Upon completion of the investigation, the investigator will present all findings to the University Title IX Coordinator and Deputy Title IX coordinator.
- Once the investigation findings by the Office of Student Grievance Resolution are approved by The University Title IX Coordinator, The Title IX Coordinator will communicate the results to the University Conduct Administrator or designee.

COMMUNICATING THE FINDING AND NOTICE OF SANCTIONS HEARING

- The University Conduct Administrator or designee will first present the findings to the complainant and then the accused individual.
- Where the accused individual is found not responsible for the alleged violation(s), the investigation will be closed. The University Conduct Administrator will first communicate this information to the complainant and then the accused.
- Additionally, where the accused is found not responsible for a violation, the University Conduct Administrator will consult with the Title IX Coordinator, Deputy Title IX Coordinator and Human Resources (when necessary) to consider the reversal of any remedial actions taken.

- Where the accused is found responsible for a violation, the accused or the complainant may accept the findings in part and reject them in part, or may reject all findings;
- Where the accused or complainant rejects the findings, in part or in whole, the accused and/or the complainant have three (3) business days, barring documented unforeseen circumstances to file a written notice of intent to appeal with the University Conduct Administrator of their intent to appeal the findings of the investigation.

ACCEPTANCE OF THE INVESTIGATION FINDINGS

- If the complainant and the accused individual(s) accept the findings, in whole, that the accused violated University policy, the University Conduct Administrator or designee, shall convene a Student Community Standards Formal Hearing to determine appropriate sanctions.

REJECTION OF THE INVESTIGATION FINDINGS

- In the event that the complainant and/or accused individual(s) reject the findings in part or in totality, the Conduct Administrator or designee will advise the rejecting party of the rejection criteria. Either the complainant or the accused may appeal the finding in totality or in part on the following bases:
 - The accused and/or complainant wants consideration of new evidence, which was unavailable during the original investigation, that could be outcome determinative;
 - The accused and/or complainant alleges that a material deviation from written procedures impacted the fairness of the process in a way that could be outcome determinative;
 - The accused and/or complainant challenges the assertion that the evidence presented during the investigation process was sufficient to find them responsible by a preponderance of the evidence; or,
 - The accused and/or complainant alleges bias by the investigator, Title IX coordinator or the Deputy Title IX Coordinator which deprived the process of impartiality in a way that was outcome determinative.
- The accused and/or complainant has five (5) business days, barring documented unforeseen circumstances from the date of submission of the notification of intent to appeal, to present the formal appeal, in writing, to the Title IX Coordinator. The written appeal must state the basis for appeal and be accompanied by any relevant new information or evidence that was not available during the investigation phase of the process.
- The Title IX Coordinator, Deputy Title IX Coordinator and the Vice President of Student & Alumni Affairs will review all cases presented for appeal and determine the necessary course of action within five (5) business days of submission, barring documented unforeseen circumstances
- If allegations of bias are made against the Title IX Coordinator or Deputy Title IX Coordinator, the Vice President of Student & Alumni Affairs along with an impartial party will determine the necessary course of action.

- If the appeal does not state a ground for appeal or include new information or evidence to evaluate, the appeal will be rejected. The Title IX Coordinator will inform the University Conduct Administrator and Office of Student Grievance of the decision. The Conduct Administrator or designee, shall, within two (2) business days of the determination, barring documented unforeseen circumstances, concurrently inform the complainant and the accused of the appeal decision, the Conduct Administrator will then convene a Student Community Standards Formal Hearing to determine sanctions, within seven (7) business days, barring documented unforeseen circumstances.
- Again, do we want to allow the accused the right to waive the sanctioning hearing and accept an administrative sanction? This sanction would be decided by the Title IX Coordinator, Deputy Title IX Coordinator and the Vice President of Student & Alumni Affairs.
- If the Title IX Coordinator, Deputy Title IX Coordinator and the Vice President of Student & Alumni Affairs determine there is sufficient evidence to support an appeal on the basis of the above factors, the matter will be returned to the Office of Student Grievance for further investigation. However, if the appeal is based upon bias by the investigator, a new investigator will be assigned to the investigation resulting from the appeal.
- The appeal investigation will be completed within fourteen (14) calendar days, barring documented unforeseen circumstances.
- Upon completion of the appeal re-investigation, the investigator will present all findings to the University Title IX Coordinator and Deputy Title IX coordinator.
- Once the investigation findings by the Office of Student Grievance Resolution are submitted to the University Title IX Coordinator, the Title IX Coordinator will make an appeal determination. The Title IX Coordinator will report the outcome to the University Conduct Administrator or designee who will in turn communicate the appeal findings to the complainant and then the accused.
- Where the accused individual is found not responsible for the alleged violation(s) upon appeal, the investigation will be closed. The University Conduct Administrator will communicate this information to both the complainant and accused.
- Additionally, the University Conduct Administrator will consult with the Title IX Coordinator, Deputy Title IX Coordinator and Human Resources (when necessary) to consider the reversal of any remedial actions taken.
- Where the accused individual is found responsible for the alleged violation(s) upon appeal, the University Conduct Administrator or designee, will convene a Student Community Standards Formal Hearing to determine Sanctions.

SPECIAL PROCEDURAL PROVISIONS FOR SEXUAL MISCONDUCT INVESTIGATIONS

- **Attempted Violations.** In most circumstances, Ashford University will treat attempts to commit any of the violations listed in the Student Community Standards as if those attempts had been completed.

- **University as Complainant.** As necessary, Ashford University reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.
- **False Reporting.** Ashford University will not tolerate intentional false reporting of incidents. It is a violation of the Student Community Standards to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.
- **Group Action.** When members of groups, individuals acting collusively, or members of an organization act in concert in violation of any policy, they may be held accountable as a group or individually, and a hearing may proceed against the group as jointly accused students or individually, at the discretion of the University.
- **Amnesty Policy.** Ashford University encourages the reporting of crimes by victims and/or witnesses. Sometimes, victims and/or witnesses are hesitant to report to University officials because they fear that by reporting an incident he/she may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims and/or witnesses as possible choose to report to University officials. To encourage reporting, Ashford University pursues a policy of offering victims and/or witnesses of crimes immunity from policy violations related to the incident, as long as those policy violations are not directly related to the crime itself. For example, if a student reported a rape in which he or she was involved as a perpetrator, he or she would not be immune from policy violations.
- **No-Contact Order.** Students are entitled to seek a no-contact order that imposes reasonable restrictions on student contact during and after campus conduct proceedings.
- **Right to an Immediate Process.** Ashford University takes immediate and appropriate action to investigate sexual misconduct complaints.
- **List of Witnesses and Copies of Documentary Evidence.** University procedures may call for an exchange of information between the parties in advance of the hearing, including an exchange of the complaint and answer, witness lists, and other written statements that may be available.
- **Sexual History/Character.** All parties to a complaint have a right not to face questions or discussion of their sexual history or character unless the hearing chair or administrative hearing officer determines that such information is highly relevant to determining whether the policy has been violated.
- **Separate Testimony Options.** Any complainant can request to give his or her testimony via alternate means to being in the physical presence of the person he or she has accused. Telephony, screens, and closed-circuit broadcasts may be permitted, but not to the disadvantage of the accused student.
- **Notice of When Complaint Delivered to Accused Student.** Complainants are notified in advance regarding when notice of the complaint is delivered to the accused student, so as to protect Complainants from potential retaliation.
- **Right to Present Own Complaint or Use Proxy.** The alleged victim has the right to present his or her own complaint if he or she wants to, or to ask the University to stand as complainant in his or her place.

- **Right to Know Outcome and Sanctions.** Whether in writing or informed orally, the complainant and the accused have the right to know the outcome and sanctions of the hearing.
- **Right to be Informed of Appeal Status.** The parties will be informed by the Conduct Administrator or designee if any of the parties to the complaint requests an appeal.

SANCTION STATEMENT

- Any student found responsible for violating the policy on Sexual Misconduct may receive a sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous violations in Student Community Standards.
- In any complaint where there is a finding of violation of the sexual misconduct policy, the sanctioning, in addition to standard sanctioning principles, will be guided by the following goals to:
 - Ensure that the sexual misconduct is brought to an end;
 - Make reasonable efforts to prevent the reoccurrence of the sexual misconduct in the future;
 - Restore the victim, as much as possible, to his or her pre-deprivation status and undo the effects of sexual misconduct upon him or her. Changes to academic and/or residential living situations may be made.

STUDENT COMMUNITY STANDARDS FORMAL HEARING FOR SANCTIONING

- Student Community Standards Formal Hearing. The Conduct Administrator or designee may delegate decision making authority to a committee consisting of representatives from the following: Full-time faculty, Financial Services, Student Services, the Office of the Registrar, and senior academic administration.
- At the hearing, the findings of the investigation will be admitted. The investigator(s) should be available to discuss the investigation and to provide clarification as needed to the hearing panel. The hearing will determine appropriate sanctions for the violation(s). The goal of the hearing is to provide an equitable resolution via an equitable process. Specific information regarding hearing procedures is detailed in the section titled *Special Procedural Provisions for Sexual Misconduct and Other Sensitive Issues* of the [Academic Catalog](#).
- The Student Community Standards Committee will recommend an appropriate sanction for the violation(s) and present it to the University Conduct Administrator and Title IX Coordinator. The Title IX Coordinator, Deputy Title IX Coordinator and Vice President of Student and Alumni Affairs has final decision making authority in this procedure, based on the recommended findings of investigators, advisors, committees, as well as University policies and procedures.
- The Title IX Coordinator will communicate the sanctions to the University Conduct Administrator or designee, who will communicate the sanctions to the accused individual(s) and the complainant within seven (7) business days, barring documented unforeseen circumstances.
- Where either party, the accused or the complainant, disagrees with the sanction(s), either has five (5) business days, barring documented unforeseen

circumstances from the sanction determination to present an appeal of the sanctions, in writing, to the Title IX Coordinator. The written request for appeal of the sanctions must state one or more of the four (4) basis for appeal; and be accompanied by any relevant, new information or evidence that was not available during the investigation phase of the process. If the Title IX Coordinator, Deputy Title IX Coordinator and the Vice President of Student & Alumni Affairs determine there is sufficient evidence to support an appeal of sanctions on the basis of:

- The availability of new information, unavailable during the original investigation, that could be outcome determinative regarding sanctions;
 - a potential material deviation from written procedures which impacted the fairness of the process in a way that was outcome determinative;
 - the evidence presented during the investigation process may have been insufficient to find the individual responsible by a preponderance of the evidence; or,
 - the potential of bias by a panel member(s) which may have deprived the process of impartiality in a way that was outcome determinative.
 - a belief that a sanction(s) is substantially disproportionate to the severity of the offense.
- The sanction(s) will be reviewed by The Title IX Coordinator, Deputy Title IX Coordinator and the Vice President of Student & Alumni Affairs and make any and all determinations within five (5) business days of the appeal notice, barring documented unforeseen circumstances. Upon completion of the sanction re-evaluation, the University Title IX Coordinator will inform the University Conduct Administrator of the decision regarding the sanctions.
 - If the appeal of the sanctions does not state a ground for appeal or include new information or evidence to evaluate the appeal will be rejected.
 - If the sanctions appeal is granted, the Title IX Coordinator and the Vice President of Student & Alumni Affairs will review all information presented with the appeal and make a final sanction determination.
 - The Title IX Coordinator will inform the University Conduct Administrator and Office of Student Grievance of the final sanction decision.
 - The Conduct Administrator or designee will concurrently inform the complainant and the accused of the appeal decision within seven (7) business days barring documented unforeseen circumstances.
 - The University Conduct Administrator or designee will impose all sanctions for the violation. Once the sanctions are carried out, the University Conduct Administrator will inform the Title IX Coordinator and Office of Student Grievance, thereby closing the case.

SPECIAL PROCEDURAL PROVISIONS FOR SEXUAL MISCONDUCT SANCTION HEARINGS

- **Right to a Closed Hearing.** In sensitive issues, all hearings will be closed to the public, and only those who have a legitimate reason to be present will be permitted to be present.

- **Advisor/Advocate.** All parties to sexual misconduct complaints have the right to an advisor/advocate from the community present during the sanctioning hearing. Any advisors from outside the community must be pre-approved by the Conduct Administrator or designee. The accuser and the accused [we should use consistent terms] are entitled to the same opportunity to have other persons present during a sanctioning hearing.
- **Right to be Present for Entire Proceeding.** Each party has the right to be present during the sanctioning hearing.

Information regarding Sex Offenders

Iowa law requires sex offenders who reside, are employed, or attend school in Iowa to register with the county sheriff. The person must register within five days of changing a residence, employment, or attendance as a student. (See Iowa Code § 692A.104) The Campus Sex Crimes Prevention Act requires institutions to inform members of the campus community of the means by which they can obtain information about registered sex offenders who may be present on campus. The campus community may find law enforcement agency information provided by the state of Iowa concerning registered sex offenders at www.iowasexoffender.com. Illinois registry information is available at <http://www.isp.state.il.us/sor/>. Questions regarding local sex offender registry can be directed to the Clinton County Sheriff's Office at 563.242.9211.

Under Iowa law, persons required to register as sex offenders are those who have been convicted of a sex offense listed in Iowa Code section 692A.102, as well as individuals who are required to register as a sex offender in another jurisdiction under the other jurisdiction's sex offender registry.

Under Illinois law, persons required to register as Sex Offenders are persons who have been charged of an offense listed in Illinois Compiled Statutes 730 ILCS 150/2(B) when such charge results in one of the following:

- A conviction for the commission of the offense or attempt to commit the offense,
- A finding of not guilty by reason of insanity of committing the offense or attempting to commit the offense, or
- A finding not resulting in an acquittal at a hearing for the alleged commission or attempted commission of the offense.

Additional Sexual Abuse/Assault Information

The following additional information is provided to assist individuals in dealing with issues of sexual abuse sexual violence, intimate partner violence and sexual assault.

Sexual violence refers to sexual activity where consent is not obtained or freely given. Anyone can experience sexual violence, but most victims are female. The person responsible for the violence is typically male and is usually someone known to the victim. The person can be, but is not limited to, a friend, coworker, neighbor, or family member.

There are many types of sexual violence. Not all include physical contact between the victim and the perpetrator. For example; sexual harassment, threats, and peeping are sexual violence violations.

For more information on sexual assault, contact the Iowa Coalition Against Sexual Assault, <http://www.iowacasa.org/>, or call the Iowa Sexual Abuse Hotline at 800.284.7821.

Tips to Reduce Risk of Sexual Assault and Misconduct

Men and women should be aware of the subsequent information to help protect themselves against acquaintance rape and stranger rape sexual violence, intimate partner violence, and sexual assault on campus.

The following are some tips to reduce the risk of being a victim:

- Avoid isolated settings. When you begin dating a new person, go to public places or go with other people.
- Clearly express your expectations and limits to your date.
- Be suspicious if drugs or alcohol are being forced on you. These can be used to decrease your defenses and reactions. They can also impair your judgment.
- Carry enough money to take a cab home if you have to get away. Carry change in case you need to use a pay phone.
- Tell someone the name of your date and where you are going before your date.
- Pay attention to warning signs such as being very demanding, talking in degrading ways about you or women in general, being irrationally suspicious or jealous, or touching you when you've said "no."
- Make an assertive refusal — hurting his or her feelings or your own embarrassment are less important than your own safety.
- Do not let your date intimidate you. If you feel uncomfortable, trust your instincts and get away from him or her.
- Trust your feelings. Gut instincts are often a sign of potential danger.
- Stay around other people.
- Avoid accepting rides from new acquaintances.
- Don't drink beverages you don't open yourself.
- Go to parties with friends that you trust. Make arrangements to watch out for each other and meet up periodically to make sure that you are all okay.

To protect yourself against sexual assault:

- Know your sexual intentions and limits. You have the right to say "No" to any unwanted sexual contact. If you are uncertain about what you want, ask the other person to respect your feelings.
- Communicate your limits firmly and directly. If you say "No," say it like you mean it. Don't give mixed signals. Back up your words with a firm tone of voice and clear body language.

- Remember that some people still think that drinking heavily, dressing provocatively, or going to a person's room automatically indicates a willingness to have sex. Be especially careful to communicate your limits and intentions clearly in such situations.
- Listen to your gut feelings. If you feel uncomfortable or think you may be at risk, leave the situation immediately and go to a safe place.
- Don't be afraid to make waves if you feel threatened. If you feel you are being pressured or coerced into sexual activity against your will, don't hesitate to state your feelings and get out of the situation; better a few minutes of social awkwardness or embarrassment than the trauma of sexual assault.
- Be alert to your surroundings and other people. Stay in populated, well-lit areas.
- Don't walk alone at night. If you must walk alone, advise a friend of your route and estimate time of arrival/return. If you feel in danger, walk, jog, or run toward people or traffic. Draw attention to yourself by yelling, screaming, etc. If you are being followed, go to a house with lights on or to the middle of the street. Make a scene.
- If a driver stops you near the street or in a parking lot, avoid getting near the car. Do not get into the car.
- Have direct eye contact with men approaching you. Respond immediately and assertively to questions or statements they make. These behaviors prevent you from being identified as an easy victim. On campuses, avoid short-cuts through empty buildings, vacant lots, or areas that are poorly lit or hidden by shrubs and trees.

Prevention efforts can reduce the risk of sexual assault, but sexual assault is an action decided on by the perpetrators. If you are sexually assaulted, seek help at once. We recommend that you have a free and confidential rape examination at a local hospital to ensure your health and to preserve evidence if charges are filed later. Most Iowa hospitals will make specialized sexual assault counselors available to you. They can help you sort out your options after the immediate trauma recedes.

If you are a victim of sexual assault, we urge you to take two actions:

- Seek counseling and support to help you recover from what is a traumatic experience.
- Tell school officials or law enforcement officers what happened.

If you are attacked:

- Try to stay calm so you will be able to gather information and make decisions.
- Evaluate the situation for possible ways to escape. If one method doesn't work, look for another escape opportunity.
- Draw attention to yourself if there are other people around - scream, swear, yell "fire" or "help," break a window, etc.
- Resist as long as it is safe to do so. If resistance is too dangerous, stop resisting.
- Claim to be sick, pregnant, have a venereal disease, or to have AIDS.

- Act hysterical, insane, or mentally incapacitated.
- If you are assaulted, do not shower, change clothes, or douche until you make a decision about reporting to the police or going to the hospital. You may request a female officer. While you will be encouraged to talk to the police, you have the right to obtain medical assistance and not talk to the police.

Remember: You are not trying to win, you are trying to survive. If you are assaulted, remember that there are resources available to victims/survivors of assault.

Fire and Emergency Response and Evacuation Policies and Procedures

Emergency Evacuation Procedures and SendWordNow Emergency Notification System

General Information about the emergency response and evacuation procedures for Ashford University are publicized each year in the annual updates of the Ashford University Academic Catalog as a part of the University's Clery Act compliance efforts. The Ashford University Academic Catalog may be accessed on the university website at <http://www.ashford.edu/catalog/>.

Detailed information about the University's emergency response and evacuation procedures can be found in the campus Emergency Reference Guide on the Ashford University website at <http://www.ashford.edu/info/emergency.php>.

In a confirmed emergency, Ashford University will utilize the SendWordNow System to immediately inform members of the Ashford University community who have registered for the system about emergency situations through mechanisms in addition to the regular college email, telephones, or building alarms. The SendWordNow system can transmit short notifications by email to any outside email address or by text message to a cell phone. The messages are initiated by a member of the University's Campus Crisis Response Team only when required for safety purposes. Students are automatically registered for the SendWordNow System and information regarding opting out is available in the Student Affairs Office.

The Campus Crisis Response Team will be responsible for confirming if an emergency or dangerous situation exists and determining the level of emergency on campus and when to utilize the SendWordNow System. The Campus Crisis Response team will develop the content of the communication and determine the appropriate segment or segments of the campus community to receive a notification and will initialize the SendWordNow System. If necessary, notification to the larger community including media via written press release or telephone call. The Campus Crisis Response Team is composed of the Campus Director/VP, the Director of Student Affairs and Admissions and Admissions, the Campus Communications Manager, the Campus Facilities Director, the Campus Director of Security & Safety, Campus Director of Information Technology, and the Campus Registrar.

Contact Information for Campus Crisis Team

Campus Director/VP 563.242.4023, Room C2320

Director of Student Affairs and Admissions 563.242.4023 x 7370, Room F1205

Campus Communications Manager 563.242.4023 x 7730, Room C2420

Campus Facilities Director 563.242.4023 x 7180, Room RH1220

Campus Director of Security & Safety 563.242.4023 x 7960, Room C2630

Campus Director of Information Technology 563.242.4023 x 7701, Room C5220

Campus Registrar 563.242.4023 x 7189, Room C 2216

Non-Fire Evacuations and Drills**Evacuating a Building (Non-Fire)**

When the evacuation alarm (fire alarm) is sounded, pre-determined monitors will report to their assigned areas and assist people in finding the exits or a designated place of safety. They will see that all occupants evacuate the building and/or areas of danger and facilitate the movement of those individuals requiring assistance.

Residence Hall evacuation plans are maintained by the Office of Residence Life. Emergency evacuations are coordinated through the Residence Life Staff and the Campus Public Safety Office. Evacuation procedures are general in nature, but provide a basic plan of action for all emergencies. Procedures are in place for each floor and building for egress routes. Responsibilities of Residence Life Staff, the Campus Public Safety Office, Maintenance, and Information Desk Staff response are predefined.

Academic Area building evacuation – Follow the evacuation plan posted on the respective floor of each building.

Faculty should announce where the plans are posted on the floor at the beginning of each semester to each class. When the alarm sounds, faculty and staff in the building should direct students to appropriate exits.

Students and/or office personnel should be directed and report to an Emergency Assembly Area. The Emergency Assembly Area is located in the parking lot across the street from Durham Hall. The faculty member/staff supervisor should go to that location to verify that everyone for whom they are responsible exited the building and safely arrived at that location.

Persons with disabilities or requiring assistance with evacuation should be consulted when considering options for safe and timely evacuation. Generally, stair landings and stairwells are checked first by the fire department and are the safest option for evacuation. Elevators should never be used to move persons with disabilities in emergency situations. Notify the police or fire department when a person with a disability or other person requiring assistance is waiting on a stairwell or stair landing during evacuation. As individuals evacuate any building, they should move out of the way of fire/safety responders and report to an Emergency Assembly Area.

Tornado Awareness

Tornado awareness and response training was conducted the week of March 26-30, 2102 to make students, faculty, and staff aware of campus tornado shelter locations and to identify the types of audible alarms based on the tornado threat level.

Conducting Tornado Drills

Upon activation of city wide audible alarm, faculty, staff and students are notified to immediately take shelter in pre-designated areas of the University. The Campus Public Safety Office will monitor weather and immediately advise when the situation is safe to leave the shelter. Upon the notification of the end of the drill, each area is checked for injured students, faculty, staff and patrons. Upon completion, a sweep of all facilities will be conducted to check for damage.

A statewide unannounced Tornado drill was conducted on April 6, 2011, at 1000 hrs at the main campus on North Bluff Drive and at the BW Residence Hall.

Post Drill

All violations will be documented and a debriefing of the drill will take place with the Campus Public Safety Office, Facilities Operations, and the staff members on site. Timed evacuations will be noted and responsibilities reviewed.

Fire Safety Report

Fire Safety Awareness Program and Staff Training

At the beginning of each academic year, the Clinton Fire Marshall visits Ashford University to discuss fire safety with resident students, including fire prevention measures and evacuation procedures. Fire safety and severe weather evacuation procedures are reviewed at the annual Residence Hall meeting in August. Resident Assistants review the information with their floor residents again at their individual floor meetings.

Fire safety education is conducted for faculty each fall during the faculty workshop, which offers the opportunity for questions and for clarification of procedures. Faculty and staff are charged to view the web-based PowerPoint presentation.

The Director of Campus Security & Safety will prepare annual reports to the Ashford University President and the Director of Student Affairs and Admissions detailing any recommendations for improvement in fire safety.

Testing Emergency Response and Evacuation Procedures

Unannounced drills are conducted by the Director of Security in each campus residence hall twice a year. Drills are also conducted for the entire campus twice a year (in the fall and in the spring). The drills are conducted to let residents, staff, and faculty practice safe evacuation procedures.

For each test, the Director of Campus Security & Safety will document a description of the exercise, the date, the time, and whether the test was announced or unannounced.

Conducting Fire Drills

The fire alarm is activated to begin the evacuation; once evacuation is complete the building is checked by staff to ensure that everyone has evacuated the building. Upon the arrival of the Fire Department, firefighters assume control of the building. Once the all clear is given, the Campus Director of Security & Safety will issue a message giving the all clear. Timed evacuations will be noted and responsibilities reviewed.

During 2012, two unannounced fire drills were conducted in addition to a tornado drill. The team determined that the time in which the evacuations took place was satisfactory. Everyone evacuated as required and a review of actions with staff was completed.

On Wednesday, April 4, 2012 at 10:30 AM an unannounced Tornado Drill was conducted all campus facilities in conjunction with the Clinton County Emergency Management Office and Iowa Area Manager of the National Weather Service. Drill was terminated at 10:50AM

On April 10, 2012 9:30 AM an unannounced fire drill was conducted at all University residential and non-residential facilities. Drill was terminated at 9:55 AM

A second unannounced fire drill was conducted on September 19, 2012 at 1:15 PM in all University residential and non-residential facilities. Drill was terminated at 1:44 pm.

Post Drill

All violations will be documented and a debriefing of the drill will take place with Campus Public Safety, Facilities Operations and Staff members on site. Timed evacuations will be noted and responsibilities reviewed.

Fire Alarms

Fire alarm boxes are located on every floor and are tested on an annual basis. Fire alarm boxes are directly connected to the Clinton County Law Enforcement Center. A fire can be reported by pulling the lever on any of these boxes. If a fire is suspected, a student, faculty, or staff member should immediately sound the building alarm and leave by the nearest exit. Then, call the Campus Public Safety Office at 563.242.2752 and provide them with as much information as possible.

Regis Residence Hall

Smoke Detectors

Every room and common area in Regis Hall has photo-electric smoke and heat detectors that are connected to a heat-activated alarm system.

Fire Alarm/Sprinkler System

Regis Hall is equipped with an Intelliknight 5820XL Addressable Fire Alarm Panel and Silent Knight. This advanced heat-activated alarm system monitors the sprinkler system of the building and controls water flow, temper switches, and pump-run functions.

Fire Extinguishers

Fire extinguishers are located on every floor in Regis Hall. These extinguishers are tested yearly.

Durham Residence Hall

Smoke Detectors

Every room and common area in Durham has photo-electric smoke and heat detectors that are connected to a heat-activated alarm system.

Fire Alarm/Sprinkler System

Durham Hall is equipped with an Intelliknight 5820XL Addressable Fire Alarm Panel and Silent Knight. This advanced heat-activated alarm system monitors the sprinkler system of the building and controls water flow, temper switches, and pump-run functions.

Fire Extinguishers

Fire extinguishers are located on every floor in Durham Hall. These extinguishers are tested yearly.

BW Residence Hall (Note the BW Residence hall is a non-campus housing facility. We have included this information in the Report for your reference.)

Smoke Detectors

Every hallway and common area in the BW has a photo-electric smoke and heat detector that is connected to a heat-activated alarm system.

Fire Alarm/Sprinkler System

The BW is equipped with Honeywell SK-5208 Alarm Control Communication. This heat-activated system monitors the public and common areas.

False Alarms

Turning on a false alarm is both dangerous and illegal. A significant fine is also assessed for misuses of fire extinguishers, and/or activating alarms on emergency exit doors.

Notification of Fire

As indicated above, in the event of a fire, evacuate if possible, and pull the fire alarm. Ensure that the Campus Director of Security & Safety and the Director of Student Affairs and Admissions are immediately notified of any fires. The Campus Director of Security & Safety will document all fire-related incidences in the fire log within two business days of the report of the incident to the local fire department.

Contact Information to Report a Fire

Clinton Police Department	911 or 563.243.1458
Campus Public Safety Office	563.242.2752, Room C2520
Director of Student Affairs and Admissions	563.242.4023 x7378, Room F1205
Associate Director of Student Affairs	563.242.4023 x7789, 7382 or 563.321.1880, Room F2130
Campus Director of Security & Safety	563.242.4023 x7960, Room C2630

Items Allowed and Not Allowed in the Residence Facilities

For a comprehensive list of the items that are not allowed in the resident rooms, please see page 21 in the Residence Hall guidebook, visit www.ashford.edu/campus/whattobring.php, or call the Office of Residence Life at 563.242.4023, ext. 7794. The University complies with the Iowa Smoke-free Air Act. Smoking is prohibited on the University campus and the BW Residence Hall.

Items specific to fire safety that are prohibited are:

- Hot plates/Toasters/Ovens
- Heating elements of any kind, including sunlamps and halogen lamps
- Candles/Incense/Candle Warmers
- Extension cords (power strips with breaker switches/surge protectors, built-in are acceptable for use with computer and stereo equipment)
- Deep fat-frying machines (submerging food in oil to cook is prohibited)

Evacuating a Building During a Fire

When an alarm sounds, keep low to the floor if there is smoke in the room. Feel the door or doorknob before opening any doors. If either is hot, do not open the door. If no heat is felt, open the door slightly to check for heat or heavy smoke. If heat or heavy smoke is present outside the room, close the door and stay in the room until help arrives.

If you are unable to leave the room, seal up the cracks around the door using wet clothing, sheets, etc. Hang an object out the window, such as a jacket, shirt, sheet, etc. to attract attention. If a phone is available, call Campus Security at 563.242. 2752 and inform them of your location.

If you are able to leave the room, go to the nearest exit or stairway. Never use the elevator! If the exit is blocked, try another exit. Close all doors behind you as you go. If you cannot find a clear exit, go to a higher floor and signal for help by waving or shouting out a window.

If you try to escape through a smoke-filled room or corridor, move quickly in a crouched position. Cover your head and body with something that can be easily discarded should it catch on fire (preferably wet) and breathe through a wet cloth, taking short breaths through your nose.

After evacuating the building, stand clear; emergency equipment will need to maneuver around the buildings. Stay away from main entrances.

Follow all directions given by fire and police personnel, Campus Security staff, or Residence Life staff.

Even if an alarm has been turned off, you should not return to the building until authorized to do so by a Fire Department official. Never re-enter a burning building.

Ashford University has prepared an extensive guide relating to emergency evacuation procedures. Please refer to the website to download the guide at <http://www.ashford.edu/info/> and the synopsis aforementioned relating to building evacuations

The Emergency Reference Guide contains information on campus emergency contacts, procedures for medical emergencies, bomb threats, violent crime, fire, evacuations, and weather emergencies.

Fire Log

The University maintains a fire log documenting any fire that occurs in an on-campus student housing facility. The log includes the nature, date, time, and general location of the fire. The log is available to the public during normal business hours. Any portion of the log older than 60 days shall be made available within two business days of a request for public inspection.

Missing Student Notification

In accordance with the Higher Education Opportunity Act, Ashford University has developed a missing student notification policy for students who reside in on-campus housing.

Each student who resides in on-campus housing has the option to identify and register a confidential contact with the Office of Student Affairs. Only staff of the Office of Student Affairs and local law enforcement will have access to the confidential contact information and only for the purpose of a missing student investigation. This confidential contact will be notified by the Office of Student Affairs not later than 24 hours after the time that the student is determined missing in accordance with the notification procedures set forth subsequently.

Contact Information for the Office of Student Affairs to Register a Confidential Contact

Director of Student Affairs and Admissions	563.242.4023 x7378, Room F1205
Associate Director of Student Affairs	563.242.4023 x7789, 7382 or 563.321.1880, Room F2130

If the missing student is under 18 years of age and is not an emancipated individual, then the University must notify a custodial parent or guardian, in addition to any confidential contact, not later than 24 hours after the time that the student is determined missing in accordance with the notification procedures subsequently set forth.

The University Campus Security Office will notify the local law enforcement agency not later than 24 hours after the time the student is determined missing and the confidential contact information will be made available to local law enforcement at that time.

Notification Procedures

It is the obligation of the entire University community to immediately report a student who has been missing for 24 hours to the Office of Student Affairs.

Any official missing person report relating to such student must be referred immediately to the Campus Security Office. If, upon investigation of the official report, the Campus Security Office determines that the missing student has been missing for more than 24 hours, the Office will contact the individual's confidential contact registered with the Office of Student Affairs, and, if the student is under the age of 18, the student's custodial parent or guardian via telephone within 24 hours.

Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the Office of Campus Security will inform the local law enforcement agency within 24 hours of a student determined to be missing.

Annual Disclosure of Crime Statistics

Federal law requires all institutions of higher education to collect and maintain statistics concerning specific crimes and to report these statistics annually to students and employees, and prospective students and employees.

Ashford University gathers statistics concerning the occurrence on campus, in or on our off campus housing facilities, in or on non-campus buildings or property, and on public property of certain offenses.

This report is prepared in cooperation with the local Clinton Police Department surrounding our main campus and off campus housing location, the Campus Public Safety Office, the department of Residential Life and Housing, and the Student Affairs Office.

Campus crime, arrest, and referral statistics include those reported to the Campus Public Safety Office, designated campus officials (including but not limited to the Director of Student Affairs and Admissions, the Associate Director of Student Affairs, the Campus Registrar, the Campus Director of Security & Safety, other directors, deans, department heads, designated residential life staff, faculty advisors and athletic coaches) and local law enforcement agencies. If you should have questions about any of the information provided in this Report, please contact the Director of Campus Security & Safety, Michael LeBlanc, 563.242.4023 ext. 7960. .

Criminal Offenses	Year	On-Campus (Including Residence Halls)	Residence Halls* (Excluding BW Residence Hall)	Non- Campus (BW Residence Hall)	Public Property**	Total*
Robbery	2010	0	0	0	0	0

	2011	0	0	0	0	0
	2012	0	0	0	0	0
Aggravated Assault						
	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	1	1	1	0	2
Burglary						
	2010	2	1	4	0	6
	2011	1	1	1	0	2
	2012	1	0	4	0	5
Motor Vehicle Theft						
	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Arson						
	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Criminal Homicide: Murder/Non- Negligent Manslaughter						
	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Criminal Homicide: Negligent Manslaughter						
	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Sex Offenses – Forcible						
	2010	2	1	0	1	3
	2011	2	2	1	1	4
	2012	1	1	0	0	1
Sex Offenses Non-Forcible						
	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0

Hate Crimes[^]	Year	On-Campus (Including Residence Halls)	Residence Halls* (Excluding BW Residence Hall)	Non- Campus (BW Residence Hall)	Public Property**	Total*
Robbery						
	2010	0	0	0	0	0
	2011	0	0	0	0	0

	2012	0	0	0	0	0
Aggravated Assault						
	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Burglary						
	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Motor Vehicle Theft						
	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Arson						
	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Larceny/Theft						
	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Simple Assault						
	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Destruction Damage Vandalism of Property						
	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Any Crime involving bodily Injury						
	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Intimidation						
	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	1 (bias of race)	1 (bias of race)	0	0	1
Criminal Homicide: Murder/Non- Negligent Manslaughter						
	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0

Sex Offenses - Forcible						
	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Sex Offenses – Non-Forcible						
	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0

Arrest/Persons Referred for Campus Disciplinary Action	Year	On-Campus (Including Residence Halls)	Residence Halls* (Excluding BW Residence Hall)	Non-Campus (BW Residence Hall)	Public Property**	Total*
Liquor Law Violations: Arrest						
	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	1	0	1
Liquor Law Violations: Disciplinary Actions						
	2010	14	14	5	0	19
	2011	22	22	9	0	31
	2012	7	7	17	0	24
Drug Law Violations: Arrests						
	2010	0	0	0	0	0
	2011	0	0	1	0	1
	2012	0	0	2	0	2
Drug Law Violations: Disciplinary						
	2010	4	4	0	0	4
	2011	1	1	1	0	2
	2012	2	2	4	0	6
Illegal Weapons Possessions: Arrests						
	2010	0	0	0	0	0
	2011	0	0	0	0	0
	2012	0	0	0	0	0
Illegal Weapons Possessions: Disciplinary Actions						
	2010	0	0	0	0	0
	2011	1	1	0	0	1
	2012	0	0	0	0	0

Fire	Year	Total	Fire	Cause of	Number of	Deaths	Value of
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Report /Statistics		Fires in each building	number	fire	persons who received fire related injuries resulting in treatment at a medical facility	due to fire	Property Damage due to Fire
Durham Residence Hall	2010	0	N/A	N/A	0	0	0
	2011	0	N/A	N/A	0	0	0
	2012	0	N/A	N/A	0	0	0
Regis Residence Hall	2010	0	N/A	N/A	0	0	0
	2011	0	N/A	N/A	0	0	0
	2012	0	N/A	N/A	0	0	0
BW Residence Hall*	2010	0	N/A	N/A	0	0	0
	2011	0	N/A	N/A	0	0	0
	2012	0	N/A	N/A	0	0	0

*Residence Halls: Statistics reported in the Durham and Regis Residence Halls column are included in the On-Campus column. Statistics reflecting actions at the BW Residence Hall are included in the Non-Campus Property (BW Residence Hall) column. The “total” is the sum of the columns labeled “On-Campus” + “Non-Campus Property (BW Residence Hall)” + “public property.”

**Public Property includes all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus or immediately adjacent to and accessible from the campus

^These include any crimes reported to local police agencies or to a campus security authority that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and refers to the following crimes: criminal homicide (murder and negligent manslaughter), sex offenses (forcible and nonforcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property and any other crime involving bodily injury.