



WILLIAM PATERSON UNIVERSITY

Annual Security and Fire Safety Report 2022

A Publication of the
William Paterson University Police Department



Welcome

The University Police and Public Safety Department welcomes you to William Paterson University. We are dedicated to providing all members of this community with a safe and secure environment. This *Annual Security and Fire Safety Report 2022* aims to provide important information on topics related to safety on our campus, including annual campus crime and fire safety statistics.



The University Police Department is a full-service police department with state-certified police officers on duty 24 hours a day, seven days a week. Our mission is to provide a safe and secure environment throughout our campus. To achieve this goal, we rely on the cooperation and participation of all of our community members. The members of the University Police Department are proud to be part of the University community and we are focused on understanding and appreciating the diversity of our community while also enhancing safety and security.

We invite you to review this document, which is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics and the Higher Education Opportunity Act. You can find further information on our website at wpunj.edu/police. After reviewing this information, if you have questions or concerns, please feel free to contact the University Police Department by telephone at 973.720.2301. If you have an emergency, I encourage you to dial 911 from any phone.

Please also make sure you have opted into our Rave Mobile Safety system, which allows the University to push WP Alert messages to you via text, voice, email, Facebook, and Twitter during an emergency. This system also includes the Rave Guardian App, which can be downloaded to your phone. This app includes a wide range of safety features, including an emergency call button that directly dials University Police, and a "chat" button that allows users to enter a two-way text chat with University Police. Callers can submit tips, photos, or other information via text to University Police in the event of a possible crime or safety situation on campus.

We look forward to a wonderful year and wish you all personal success. Together we can ensure a safe and secure campus.

Charles Lowe

Director of Public Safety and University Police

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

(also known as the Clery Act)

- Publish an annual report by October 1 that contains three years of campus crime statistics and certain campus security policy statements.
- This document also serves as written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims. Moreover, it details how victims can change academic situations, living situations, transportation situations, working situations, and protective measures.
- Publish crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. We gather statistics from campus police or security, local law enforcement, and other University officials that have significant responsibility for student and campus activities.
- Issue campus alerts to provide the campus community with information necessary to make informed decisions about their health and safety. We issue a timely warning for any Clery Act crime that represents a serious or continuing threat to students and employees. We also issue emergency notifications upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees.
- Make available for public inspection a daily public crime log of any crime that occurred on campus or within the patrol jurisdiction of the campus police and reported to the campus police.

The University Police Department is responsible for preparing and distributing the annual report. The department works with other administrative departments and local law enforcement to compile the information incorporated in the report.

We encourage members of the University community to use this report as a guide for safe practices on and off campus. The report is available on the Web at wpunj.edu/police. Each member of the University community receives an e-mail that describes the report and provides its Web address. For more information, contact the University Police Department at 973.720.2301.

University Police Department Contacts

University police officers are available 24 hours a day, seven days a week, to handle criminal matters. Other University police offices that handle administrative matters are open Monday to Friday, 8:30 a.m. to 4:30 p.m.

- Emergencies: 911
- Non-Emergencies: 973.720.2300 or 973.720.2301
- Office Information: 973.720.2200
- Community Policing and Student Patrol: 973.720.3004 or 973.720.3005
- Police Reports: 973.720.3006
- Violations Bureau: 973.720.2780
- Detective Bureau: 973.720.6224 or 973.720.6207
- www.wpunj.edu/police

If you are calling from a campus phone, only the last four digits of the phone number are required.

University Police Department

William Paterson University police officers are on duty 24 hours a day, seven days a week.

All officers are commissioned by the State of New Jersey and have full police powers. William Paterson University police officers enforce New Jersey's code of criminal justice (Title 39, New Jersey's Motor Vehicles and Traffic Regulations, Title 2C) and University regulations.

All officers are under the jurisdiction of the State Attorney General and the Passaic County Prosecutor's Office. They are required to maintain the same police training mandated by the New Jersey State Attorney General's Office for all police officers. They are also held accountable for their actions based on the laws of the State of New Jersey and the guidelines of the New Jersey Attorney General's Office.

The department has a close working relationship with Wayne, Haledon, North Haledon, and other surrounding towns. Our police department provides and receives mutual aid when needed.

Under state and county guidelines, the Passaic County Prosecutor's Office or the New Jersey Division of Criminal Justice must conduct specific investigations. When this is the case, the William Paterson University Police Department will cooperate with these investigations to the best of their ability.

The University Police are responsible for the accurate reporting of crimes to the New Jersey State Police. Like all other police departments, the department follows the Uniform Crime Report Guidelines in regard to the accurate reporting of crimes. These statistics are forwarded to the Federal Bureau of Investigation.

The University answers to the United States Department of Education for the accurate reporting of Clery-related crimes. As such, the University is responsible for the accuracy of these reports and is subject to fines if they are not correct. As a result, procedures are in place to review all police reports and reports made to all University offices deemed to have significant responsibilities to the students of William Paterson University.

In addition to participating in all mandatory and optional training, the University Police conduct on-scene simulated training in violent incident response. This training involves campus buildings to conduct training for incidents such as response to an active shooter or hostage situation. Officers must deal with realistic scenarios with armed actors and multiple victims. This training is conducted with the cooperation and participation of the surrounding police departments to familiarize neighboring police departments with the campus. This training provides all officers in our area with the same training to ensure that we can all work together cooperatively during an emergency.

How to Report a Crime, Emergency, or Suspicious Activity

1. In an emergency, **CALL 911** or press the emergency call button on the Rave Guardian Mobile App. To report suspicious activity or a crime that is not an emergency, call University Police at 973.720.2300, or internally at Ext. 2300.
2. Give your name, address, and phone number.
3. Report why you are calling.
4. Request medical assistance; if needed.
5. Provide as many details as possible:
 - Description of the activity observed.
 - Description of the person(s) involved.
 - Location the person(s) was last seen or the direction in which they were traveling.
 - Description of any motor vehicle involved.
 - Information regarding the presence of any weapons.
6. Stay on the phone until released by the officer receiving your call.

Remember: Be calm, speak slowly, and obtain the names and addresses of any witnesses. It is imperative that all crimes and suspicious activity be reported to University Police promptly and efficiently so that the matter can be dealt with accordingly.

By working together, the University community and the police can reduce crime on campus, thus creating a safer environment for everyone.

Every report submitted will be investigated by an appropriate public safety employee. You may report any criminal activity or other emergencies 24 hours a day, seven days a week to the University Police Department at 973.720.2300.

Anonymous reporting of crimes or suspicious activity is also available on the University Police website. To access the anonymous reporting form, navigate to the University Police Department's homepage, enter the department services section, and click the "Anonymous Reporting Form" hyperlink.

Although we encourage that all crimes, emergencies, or suspicious activity be reported directly to University Police, if that is not possible, please report the incident to any William Paterson University staff or faculty members.

Emergency Notification Service

William Paterson University has entered into a contract with Rave Mobile Safety to provide Emergency Notification Services. This service is designed to send time-based notifications to thousands of people in minutes. Rave Mobile Safety allows the University to send personalized communications to our entire community via voice, text, email, and social media.

Notifications for unexpected events such as natural or man-made disasters, utility or technology outages, security threats, campus closures, or other events deemed campus emergencies will be recorded and sent by University officials utilizing Rave Mobile Safety. The service allows the University to be both reactive and proactive because it affords the ability to send notifications during and after an emergency. This program is an opt-in service for all University students, faculty, and staff. Access to the opt-in service is through the WPCoconnect portal located on the University homepage. Each individual can register up to 6 points of contact that will receive these important messages. The 6 points can include a home phone, alternate phone, cell phone, University email, and personal email.

Rave is not only the University's Emergency Notification System (WP Alert). It also includes the Guardian App, which allows students to communicate directly to University Police in an emergency.

The Guardian App allows students to communicate directly with University Police or their Guardians regarding their safety and/or situations they witness on campus.

The Rave Guardian Mobile App is available free of charge at the Google Play Store or Apple Store. A two-step verification process is required to enroll.

The Guardian App includes the following:

Safety Timer: Ability to set a “Safety Timer” session. Once activated, selected “guardians” in the user’s virtual safety network can monitor the user’s status updates and location. Guardians are automatically notified at assigned check-in times. If the timer expires or the user initiates a panic call, Rave Guardian will automatically notify trusted safety resources.

Tips and Multimedia Messaging: Allows campus members to send text and photo content directly to University Police officials via secure cloud infrastructure. Campus safety officials can provide instruction or follow up to learn more. Tips can be sent anonymously or not.

Emergency Call Button: Through the mobile device, a user can send an alert to University Police with one click, automatically providing student information and GPS location.

Safety Profiles for Faster Emergency Response: Student-created safety profiles contain details such as residence and medical condition information that are automatically presented to campus safety officials during an emergency call for faster, more precise response. Student safety profiles are available during emergencies, on and off campus, to University Police and Smart911-enabled 911 centers nationwide.

Emergency Notifications

The Jeanne Clery Act requires that William Paterson University immediately notify the campus community upon confirmation of an immediate threat of a significant emergency or dangerous situation involving a threat to the health and safety of students or employees occurring on campus.

A significant emergency is an immediate threat to the health or safety of students or employees. These events include hazards such as a terrorist attack, natural disaster, environmental disaster, or another significant emergency. Although the Emergency Notification Policy is part of the Jeanne Clery Act, these notifications are for any incident deemed an emergency and not just for crimes mentioned in the Clery Act.

If the University Police confirms an emergency, they will notify the Director of Public Safety or their designee. In turn, the Director will contact the Vice President for Student Development or designee to authorize the activation of the Rave Mobile Safety system without delay. A broadcast notification will then be sent via text message to all members of the University, or the specific segment of the University’s populations affected by the emergency. This message will also appear on the University’s Facebook and Twitter pages. Moreover, a voicemail and University-wide email may also be disseminated. All employees, resident students, and commuter students who received the original message will be included in follow-up messages.

This notification would only be delayed if issuing it would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. Also, if such a notification is issued, a timely warning, via email, telephone, or cell phone may be issued explaining the same circumstances.

If an emergency notification is issued, adequate follow-up information will subsequently be issued. This information may include an “all clear” message or updates about continuing steps to respond to an emergency, such as class cancellations.

The University Police conducts an annual test of the emergency notification procedure. The results of this test and our emergency response procedures will be publicized utilizing the University’s Daily Announcement email system. In addition, this announcement will include hyperlinks that will provide guidance for students, faculty, and staff regarding what to expect and how to react in the event of an emergency.

Timely Warning Notices

The purpose of this policy is to outline procedures that William Paterson University will use to issue a “timely warning” in compliance with the Clery Act.

In the event of an alleged Clery Act crime occurring on campus, on public property within or immediately adjacent to the campus, or in or on non-campus buildings or property controlled by the University that in the judgment of the Director of Public Safety and University Police or designee in consultation with the Vice President for Student Development, or designee, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The need to issue such a warning will be decided on a case-by-case basis considering all the facts surrounding a crime, including the nature of the crime, the continuing danger to the campus community, and the risk of compromising law



WP Pre-Police Academy Students

enforcement efforts. Notices also may be issued for other crimes as determined necessary by the Director of Public Safety and University Police or designee in consultation with the Vice President for Student Development, or designee.

Warnings will be issued using the University email system to students and employees. The University may also post a notice on its website and be posted in buildings on campus where appropriate.

As always, anyone with information warranting a timely warning should report the circumstances to the William Paterson University Police Department by phone at 973.720.2300 or in person at the Public Safety Building. The building is located on University Drive and can be reached via Entry No. 1 on Pompton Road; it is the first building on the left.

Emergency Evacuation Procedures

Exit signs and evacuation plans are in every building on campus. You should become familiar with the exit routes and evacuation plans before an emergency occurs. In the event of an emergency, please remain calm, gather only the clothing required for the current weather conditions, and exit the building. ***Do not use elevators in times of an emergency!***

Upon exiting the building, evacuation/fire wardens, resident assistants, and directors in campus residence halls will be there to assist and ensure the evacuation is safe and complete. Please report to these individuals, who will direct you to a safe area. This will allow for a head count to be taken, during which time you could advise your loved ones that you are not in danger if such notification seems reasonable.

University Police will immediately notify the campus community or appropriate segment of the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students

or staff. The University Police can decide to notify a segment or segments of the campus community. Such segments will be determined based on the potential that the emergency will affect the selected individuals.

Emergency response is the responsibility of the University Police. Should the situation demand further response, mutual aid will be provided by surrounding towns and the Passaic County Sheriff's Department. Depending on the situation, University Police will provide additional direction using the Rave Guardian system, personal communication, or the University's homepage. The University Police Department will decide on the content of these messages and initiate the notification system. If a different location is necessary due to safety concerns, the police will coordinate that move.

Evacuation drills are conducted in every residence hall twice during each semester. These drills are also performed in all other campus buildings once a year. During these drills, if you notice anything that may cause a safety concern during a real evacuation, please notify the fire warden or resident director in charge of the drill. These drills are evaluated by trained William Paterson University staff for further improvement of the evacuation policy and procedure. Evacuation drills are not announced and are coordinated with the assistance of evacuation wardens who act as liaisons with the responding police units.

Upon discovering a fire:

If a building needs evacuation due to a fire:

1. Activate the nearest pull station to sound the building alarm. If the alarm fails to work, shout "fire" several times.
2. **CALL 911** to report the fire.
3. Report the exact location of the fire; details should include building, floor, area, and intensity.

Evacuation procedures:

- A. Feel the closed door of your room. If it feels hot, the hallway may contain deadly gases. **DO NOT OPEN THE DOOR**, but go to your window and wait for rescue. If the door is cool, **CLOSE YOUR WINDOWS** before opening the door slowly.
- B. Upon leaving the room, leave the lights on and the door **CLOSED**. Be sure to take your coat and key with you.
- C. If you cannot leave the room:
 1. Open the windows if there is smoke; if there is no smoke, leave the windows closed to prevent outside smoke from being drawn into the room.

2. Seal cracks around the door with towels, damp if possible.
 3. If you are trapped, attract attention by hanging an object from the window—the brighter the color, the better. If outside smoke is drawn in, close the window, leaving the object hanging.
- D. If the smoke condition is severe, place a wet cloth over your nose and **REMEMBER** to stay close to the ground. There is usually less smoke on the floor.
- E. When you are evacuating a building:
1. Walk at a brisk pace, but **DO NOT RUN**.
 2. **DO NOT USE ELEVATORS**.
 3. Follow the posted corridor instructions to find the proper exit route and assembly point.
 4. Move in a single file along the wall that contains the exit. Once outside the building, move at least 75 ft. to 100 ft. away from the building.
 5. Do not re-enter the building until receiving instructions from a University official or fire warden.
 6. Account for your presence; advise a warden or other responsible party that you have safely evacuated the facility.

Evacuation Wardens

Evacuation wardens are members of the University staff who would typically be on duty and are assigned to assist with the safe evacuation of students, visitors, and employees. **PLEASE FOLLOW THE EVACUATION PLAN ESTABLISHED FOR YOUR BUILDING.**

Once evacuated, University Police may direct you to a secondary location, such as the Recreation Center or another similar on-campus location. The purpose is to ensure your safety and account for your temporary placement. In the event of a general evacuation order, you may be directed to use specific exits throughout campus.

If University Police recommend the evacuation of students, faculty, and staff from the campus, the following are the suggested routes:

North:

1. Exit the campus via Gate 6
2. Turn left onto Belmont Ave./Passaic County 675
3. Make a slight left onto High Mountain Rd.
4. At the traffic circle, continue straight to stay on High Mountain Rd.
5. Turn right onto Colonial Rd.
6. Turn right onto the New Jersey 208 North ramp

7. Merge onto NJ-208 North
8. Take the Interstate 287 North exit toward Interstate 87 N/Mahwah/N.Y. Thruway
9. Merge onto I-287 North

South:

1. Exit the campus via Gate 1
2. Continue through intersection onto Ailsa Ave.
3. Turn left onto Central Ave.
4. Turn slight left onto Katz Ave.
5. Turn left onto Redwood Ave.
6. Turn right onto Totowa Ave.
7. Turn left onto Maple St.
8. Turn left onto Wayne Ave.
9. Turn left onto McBride Ave.
10. Turn right onto Spruce St.
11. Turn left onto Oliver St.
12. Merge onto NJ-19 South
13. Use the left 2 lanes to take the Garden State Parkway South exit
14. Merge onto Garden State Parkway South

East:

1. Exit the campus via Gate 6
2. Continue onto West Overlook Ave.
3. Continue onto Linda Vista Ave.
4. Continue onto Terrace Ave.
5. Turn left onto Linda Vista Ave.
6. Continue onto North Haledon Ave.
7. Continue onto Rea Ave. Ext.
8. Turn left onto North Watchung Ave.
9. Turn left onto Goffle Rd.
10. Slight right onto Douglas Ave.
11. Merge onto NJ-208 South
12. Continue onto NJ-4 East

West:

1. Exit the campus via Gate 4
2. Turn right onto Passaic County 504/Pompton Rd.
3. Use the left 2 lanes to turn slightly left onto Ratzler Rd.
4. Turn left onto Valley Rd.
5. Use the left 2 lanes to turn left onto Riverview Dr.
6. Turn left onto Vreeland Ave.

7. Turn right onto the Interstate 80 West ramp
8. Merge onto Interstate 80 West

Crime Prevention Tips

William Paterson University is an academic community of more than 12,000 people. The campus covers 407 acres of land in three different municipalities: Wayne, Haledon, and North Haledon. As in all communities, crime is a potential threat to any University community member. To help reduce vulnerability to crime, you should consistently practice preventative measures, such as the following:

1. **Be aware that you are a potential victim of a crime.**
2. **Immediately notify the University Police Department if any person(s) or activity arouses your suspicion.**
3. **Avoid walking alone at night unless necessary.**
4. **If you must walk around campus, make sure to protect yourself:**
 - Use well-lit, commonly traveled routes.
 - Avoid shortcuts and dark, isolated areas.
 - Walk purposefully, know where you are going, and project a no-nonsense image.
 - Avoid potentially dangerous situations.
 - Download the Rave Guardian Mobile App on your phone and open it to access the emergency call button.



- Have your door keys ready; carry them in your pocket.
- Park under parking lot lights.

5. Protect yourself in your room:

- Lock your door, even when you intend to return shortly and/or you are just going “down the hall.” It takes a thief less than 10 seconds to enter your open room and remove your belongings.
- Lock or secure doors and windows when you are alone or asleep.
- Do not leave messages on your door indicating that you are away and when you will return.
- Do not allow strangers into your residence hall.
- Do not lend your key to anyone.
- Do not prop doors open.

6. Protect your automobile:

- Always lock your car door.
- Do not leave tempting valuables visible in the vehicle.

7. Do not leave property unattended.

Safe Walk

The Safe Walk program is a service that Community Policing provides to give students a sense of security when walking back from class, dorm, etc., alone at night. Our safety patrol staff will escort students to their location safely. This service is available during the academic year from Monday through Saturday, 8:00 p.m. to 2:00 a.m., by calling 973.720.7400.

Crime Victim’s Bill of Rights

- To be treated with dignity and compassion by the criminal justice system.
- To be informed about the criminal justice process.
- To be free from intimidation.
- To have inconveniences associated with participation in the criminal justice process minimized to the fullest extent possible.
- To make at least one telephone call, provided the call is reasonable in both length and location called.
- To provide medical assistance if, in the judgment of the law enforcement agency, medical assistance appears necessary.
- To be notified if presence in court is not needed.
- To be informed about available remedies, financial assistance, and social services.

- To be compensated for their loss whenever possible.
- To be provided a secure, but not necessarily separate, waiting area during court proceedings.
- To be advised of case progress and final disposition.
- To prompt return of property when no longer needed as evidence.
- To submit a written statement about the impact of the crime to a representative of the County Prosecutor's Office before a final decision is made by that office whether or not to file criminal charges.
- To make, prior to sentencing, a statement in person and directly to the sentencing court concerning the impact of the crime.

In Case of Emergency (ICE)

The University Police Department recommends using "in case of emergency," or ICE numbers, on personal cell phones. Students should store emergency contact telephone numbers, such as family or friends, in their cell phones under contact headings such as ICE, ICE1, ICE2, etc. ICE contacts can be utilized by emergency responders to call these contacts immediately should someone become sick or injured.

If a Violent Incident Should Occur

- Do not attempt to deal with the situation yourself.
- Attempt to remove yourself from the immediate danger if possible.
- Try to remain calm. Once you have removed yourself from the apparent danger, secure your location and stay where you are until given further direction by University Police or other authorities.
- If you are unable to remove yourself from the dangerous situation and are still in the building where the incident is occurring, lock the door of your residence, academic room, or other facility. Remain there until notified by University Police.
- Identify objects you could use to defend yourself and deter the threat from pursuing you at that location. If you are unable to remove yourself from the imminent threat and danger, be prepared to engage in combat with the aggressor to neutralize the immediate threat to your life. While such action is a personal decision, active resistance to deliberate life-threatening actions can improve chances for survival. Many commonly available articles can be used as weapons or missiles to disrupt or deter an attacker, including shoes, keys, bookbags, belts, pencils, books, telephones, etc.

- If you see or hear something that suggests to you that a gun or other weapon is involved, call University Police immediately. Provide as much detail as you can about the incident. Be sure to include a description of the person or persons involved, the potential threat, possible weapons, the location or direction of flight taken by the actor(s), and the condition of any other victims. Do so when you have taken cover to the best of your ability.

Remember, the best time to deal with a violent incident is before it occurs. If you are aware that someone on campus has made a threat of violence toward another, it is your responsibility to contact the University Police as soon as possible.

If you are aware that an individual possesses illegal weapons on campus, it is your responsibility to report this information to the University. It is William Paterson University policy and New Jersey state law that guns or other weapons are prohibited on campus.

Missing Resident Student Notification

There are times that the present whereabouts of a particular student are unknown or unclear. Specific information may have to be provided to University Police to account for the whereabouts of a resident student believed to be missing.

There is no specific amount of time that an individual must be missing in order to report an incident of this nature. The University Police will begin a missing person investigation as soon as it gets reported. This investigation will follow the New Jersey Attorney General Guidelines and the William Paterson Missing Student Policy.

When a student applies for housing on campus, the student can supply the name of a specific person and contact information for that person as a confidential contact. If a student is reported missing, the University will access this information. This contact could be a relative, a friend, a neighbor, a roommate, or a person who would likely have daily contact with the student.

A student's confidential contact will be accessed only if a student is reported missing. As a result, access to these confidential contacts is limited to supervisory persons employed within Residence Life. Access to this information will only occur if a student is reported missing.

If a student is reported missing, a member of the University Police will have access to this information and contact them within 24 hours of filing the report. In cases of students less than 18 years of age, the University Police would immediately notify a parent or guardian.



Within 24 hours of a confirmed and unresolved report of a missing person, the University Police will distribute a missing person alert to the campus community.

Available Resources for Students and Employees

Victim/Survivor Advocacy

Social Worker for Student Support and Resources:
973.720.2578

Passaic County Domestic & Sexual Violence Services:
973.881.1450

New Jersey Domestic Violence Hotline: 800.572.7233

New Jersey Sexual Assault Hotline: 800.601.7200

Counseling and Mental Health

William Paterson University Counseling, Health, and Wellness Center: 973.720.2257

NJ Suicide Prevention Hopeline: 855.654.6735

National Suicide Prevention Lifeline: 800.273.8255

NJ211: Dial 2-1-1 | Text your Zip Code to 898-211

Legal Assistance

Northeast New Jersey Legal Services

Northeast New Jersey Legal Services (NNJLS) serves the counties of Bergen, Hudson and Passaic, the most culturally and economically diverse area of the state. With offices in Hackensack, Paterson, and Jersey City, NNJLS is centrally located and offers comprehensive legal representation to low-income, senior, and disabled residents who have civil legal problems and cannot afford a private attorney.

Legal Services of New Jersey

Legal Services of New Jersey embraces the vision of full access to essential civil legal aid for all economically disadvantaged people who cannot secure a lawyer on their own. This belief in the importance of legal assistance to indigent people stems from an underlying concern with fairness, and a conviction that important legal needs of individuals should be addressed.

Visa and Immigration Assistance

Northeast New Jersey Legal Services

Northeast New Jersey Legal Services (NNJLS) serves the counties of Bergen, Hudson, and Passaic, the most culturally and economically diverse area of the state. With offices in Hackensack, Paterson and Jersey City, NNJLS is centrally located and offers comprehensive legal representation to low-income, senior, and disabled residents who have civil legal problems and cannot afford a private attorney.

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Student Financial Aid

Financial Aid Office: Morrison Hall 101
Email: FINAID@wpunj.edu
Phone: 973.720.3945

Transportation

Traveling via public transportation to and from campus? Looking for WP Shuttle information?

Check out this page on Commuter resources:
www.wpunj.edu/commuter

And find out how you can save 25 percent on NJ Transit Monthly passes.

Food

According to The Hope Center for College, Community, and Justice, food insecurity is the limited or uncertain availability of nutritionally adequate and safe food, or the ability to acquire such food in a socially acceptable manner. The most extreme form is often accompanied by physiological sensations of hunger. The 2020 #RealCollege Survey assessed food security using the U.S. Department of Agriculture's (USDA) 18-item set of questions.

If you are having a tough time paying for the food you need, there is help available:

Pioneer Pantry

The Pioneer Pantry is a resource for all currently enrolled William Paterson students. We understand it is important to ensure that all students have access to nutritional and basic necessities. In the Pioneer Pantry, students will be able to select from a menu of items inclusive of proteins, grains, vegetables, toiletries, and more. The pantry is a collaboration between the Student Government Association (SGA), Campus Activities, Service and Leadership (CASL), and the Division of Student Development.

Supplemental Nutrition Assistance Program (SNAP)

New Jersey's Supplemental Nutrition Assistance Program, NJ SNAP, provides food assistance to families and individuals with low incomes to help them buy groceries through a benefits card accepted in most food retail stores and some farmers markets. Eligibility is set by several factors, such as income and resources. You can use SNAP benefits to stretch your food budget and buy nutritious foods that can keep you and your family healthy.

- How to Apply for SNAP:
www.nj.gov/humanservices/njsnap/apply/ways/
- Get Assistance with Applying for SNAP

Women Infant Child (WIC)

The New Jersey Supplemental Nutrition Program for Women Infants and Children is commonly known as WIC. WIC is a successful public health nutrition program that provides wholesome food, nutrition education and community support for income eligible women who are pregnant and post-partum, infants and children up to five years old.

- How to Apply for WIC:
www.nj.gov/health/fhs/wic/participants/apply-wic/

USDA National Hunger Hotline:

Find free food near you by calling the USDA National Hunger Hotline at 866.3.HUNGRY (866.348.6479) or 877.8.HAMBRE), or visit www.hungerfreeamerica.org/en-us/get-help.

Additional Local Food Pantries:

- Catholic Charities | 973.737.2077
777 Valley Rd., Clifton
- Center for Food Action | 201.569.1804
145 Carletondale Rd., Ringwood
- CUMAC | 973.742.5518 | 223 Ellison Rd., Paterson,
- Father English Community Center | 973.279.7100
435 Main St., Paterson,
- Oasis: A Haven for Women & Children | 973.881.8307
59 Mill St., Paterson
- St. Peter's Haven | 973.546.3406
380 Clifton Ave., Clifton
- SMILE Food Pantry | 973.440.9360
39 Hoover Ave., Passaic
- Star of Hope Ministries | 973.742.1222
34 Broadway, Paterson
- St. Joseph's Church | 973.697.6100
454 Germantown Rd., West Milford
- St. Mary's Church | 973.835.0374
31 Pompton Ave., Pompton Lakes
- St. Paul's Community Development Corporation
973.710.3900 | 456 Van Houten St., Paterson
- Trinity Assembly of God Feed the Need
973.779.6047 | 160 Passaic Ave., Passaic,
- Wayne Center for Family Resources | 973.389.0011
45 Reinhardt Rd., Wayne
- West Milford Presbyterian Church | 973.728.3081
1452 Union Valley Rd., West Milford

Emergency Funds

Student Emergency Support Fund

The Student Emergency Support Fund is made possible by the generosity of donors to the William Paterson University Foundation. The fund provides awards for students who are experiencing an unanticipated and/or temporary hardship resulting from an emergency and/or crisis situation. The amount of each emergency financial assistance grant awarded will vary based on circumstance and need, with the maximum award not to exceed \$500. The number of students who will receive grants is subject to the availability of funds. Approved grants do not need to be repaid. Students may not receive more than one Student Emergency

Support Fund grant per academic year. When requested, receipts and/or documentation must be provided within 2 business days.

Please note: Student Emergency Support Fund grants cannot be used to help pay tuition.

Student Emergency Housing Grant

Emergency Housing Grants are available to students who are homeless or at risk of homelessness, while funding is available. These grants do not cover the full cost of room and board, but can be combined with other financial aid available to the student. Homelessness means that a person has no permanent place to live, often residing in a shelter, in an automobile, in an abandoned building, or on the street.

Please contact the Social Worker for Student Support and Services to be connected with these emergency support programs.

Parenting and Childcare Support

WP Child Development Center

The William Paterson University Child Development Center serves children ages 2.5 through kindergarten. They recognize that young children learn through active hands-on involvement and that learning is an ongoing process. The teaching staff individualizes the program to encompass the individual developmental levels of children and recognizes that there are differences in children's learning styles. Please visit the website at wpunj.edu/coe/child-development-center/ or contact the Child Development Center for pricing and more information.

Oasis, A Haven for Women and Children

A nonprofit 501 (c) (3) organization located in Paterson, New Jersey. They carry out educational and social service programs that help women enter and succeed in the workforce and help children flourish academically. Oasis also operates a soup kitchen and provides emergency food, clothing, and social support to city residents in need. For information, visit oasisnj.org.

Campus Lactation Rooms

William Paterson University offers designated lactation rooms on campus to all William Paterson University students, faculty, staff, and visitors who need a private place to express milk.

Lactation Room Locations

- Hunziker Hall, Room 300
- Student Center, Room 305
- Valley Road, Room 1014

Each lactation room is equipped with a comfortable chair, small table, electrical outlet, and a sink with running water. Refrigeration/storage is not provided, and in all locations, nursing individuals will need to provide their own pump. **All rooms are locked for privacy and require scheduling.**

Please complete THIS FORM to schedule and gain card access or key to the Lactation Room of your choice.

Questions?

Contact Theresa Bivaletz, bivaletzt@wpunj.edu or Sherry Capers Dock, capersdocks@wpunj.edu.

LGBTQIA+

As a part of William Paterson's commitment to promote a safe, welcoming, and inclusive environment for all genders and sexual identities, the Center for Diversity and Inclusion works to validate the experiences and serve the needs of the LGBTQ community. To read more, please visit this webpage, LGBTQIA+ Experience at WP, at wpunj.edu/osdi/Gender-Sexuality-Resources/lgbtqia-experience-at-wp

Housing

Residence Life at William Paterson

This website, wpunj.edu/reslife, provides important information about living on campus and residence hall policies. Should you have any questions, please feel free to contact Residence Life at 973.720.2714 or via email at athome@wpunj.edu.

New Jersey Housing Resource Center

The New Jersey Housing Resource Center is a FREE, online searchable registry of affordable and accessible housing units throughout the State of New Jersey, including affordable rental housing, affordable for-sale housing, and housing with accessibility features. For information, visit www.nj.gov/njhrc/.

Adolescent Housing Hub

The Adolescent Housing Hub (AHH or the Hub) is a real-time database designed to assist youth with placement in a transitional or permanent housing program. The AHH program is managed by the Office of Adolescent Services under the Department of Children and Families. AHH services are available to eligible homeless youth, youth at risk for homelessness, and youth aging out of the child welfare system, ages 18 -21 years. Youth may contact PerformCare at 1.877.652.7624 24 hours a day to find out about housing and supports available to help. For information, visit www.performcarenj.org/youth/resources/adolescent-housing-hub.



Covenant House

Covenant House provides housing and supportive services to youth facing homelessness. For information, visit www.covenanthouse.org/.

NJ211

This organization offers assistance with finding social services in your area (shelters, food, utility assistance, etc). Call 2-1-1 or search on the website at www.nj211.org/.

Sexual Harassment Policy

William Paterson University of New Jersey is committed to developing and sustaining a community where all can learn and work together free from harassment and exploitation. This policy is intended to address all members of the University community including students, faculty, librarians, professional staff, clerical staff, maintenance, campus police and security, managers, administrators, and the Board of Trustees as well as any vendors doing business with the University.

Sexual harassment encompasses any sexual attention that is unwanted. Sexual harassment can be verbal, visual, or physical. It can range from repeated unwelcome sexual flirtation and inappropriate, gender-based, put-downs of individuals or group of people to physical abuse, such as sexual assault or rape. Whether particular verbal, non-verbal, or physical conduct constitutes harassment in violation of this policy will depend upon all the circumstances, the context in which the conduct occurs, and the frequency, severity, and pattern of the conduct.

The University recognizes that even the possibility of harassment is destructive to individuals, to groups, and to the community. While sexual harassment most often takes place in situations where there is a

power differential between the persons involved, the University recognizes that sexual harassment may occur between persons of the same status. Sexual harassment may also occur between persons of the same sex.

Sexual harassment contaminates teacher/student and supervisor/subordinate relationships as well as those among student peers and faculty or staff colleagues. When, through fear of reprisal, a student, staff member, or faculty member submits, or is pressured to submit, to unwanted sexual attention, the entire community is undermined. The University will not tolerate behavior among members of the community which creates an unacceptable working or educational environment, and it will initiate appropriate sanctions against the offender.

Effective September 1, 1993, all New Jersey State departments, colleges/universities, and authorities have been required to abide by the State's Sexual Harassment Policy. This policy follows federal and state laws as outlined in Title VII of the Civil Rights Act of 1964 as amended; N.J.S.A. 10:5-1 et. Seq.; Title IX of the 1972 Education Amendments; N.J.S.A. 11A: 1-1 et.seq. N.J.A.C. 4A:7-1.3.

Consensual Relations

The University's educational mission is promoted by professionalism in employee/student relationships. Consensual relationships are romantic and sexual relationships between two or more individuals entered into with the consent of both parties.

Consensual, amorous relationships between supervisors and their subordinates, or faculty and students undermine the ethical integrity of the University community. Such relationships are problematic for the people involved as well as having a negative impact on others in the work environment.

Moreover, other students and employees may be affected by such unprofessional behavior because it places, or may be perceived to place, the staff/faculty member in a position to favor or advance one person's interest at the expense of others and implicitly makes obtaining benefits contingent on amorous or sexual favors.

Therefore, no staff member shall have an amorous relationship (consensual or otherwise) with a student who is enrolled in their course and/or whose academic work is being evaluated by the faculty member. No staff member shall have an amorous relationship with a student whom the staff member has the power to penalize or reward.

A staff/faculty member who fails to withdraw from participation in activities or decisions that may reward or penalize a student with whom the staff/faculty member has or has had an amorous relationship will be deemed to have violated their ethical obligation to the student, other students, colleagues, and the University.

Supervisory staff/faculty who engage in consensual relationships with individuals they supervise or their students should be aware that they are violating University policy and are subject to formal disciplinary action, up to and including removal.

Processing Complaints

Copies of the Sexual Harassment Policies and Complaint Procedure can be also obtained from these offices:

- Dean of Students | 973.720.2179
- Counseling, Health, and Wellness Center | 973.720.2946
- Vice President for Human Resources | 973.720.2887
- Director of Institutional Equity and Compliance and Title IX Coordinator | 973.720.2389

A more inclusive list of persons serving as sexual harassment contact persons is available through the offices listed above.

Title IX

Title IX of the Education Amendments of 1972

Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Some key issue areas relating to Title IX obligations include recruitment, admissions, and counseling; financial assistance; athletics; sex-based harassment, which encompasses sexual assault and other forms of sexual violence; treatment of pregnant and parenting students; treatment of LGBTQI+ students; discipline; single-sex education; and employment.

The University's legal obligation with respect to sexual harassment is to take prompt steps to address sex-based harassment and discrimination, and if found, eliminate and/or remedy their effects. University encourages all community members to report sex-based harassment and discrimination at the earliest opportunity.

William Paterson University does not discriminate on the basis of sex against students, applicants for admission, employees or applicants for employment or in the administration of its policies or in any aspect of its operations. William Paterson University will respond to reported violations of Title IX by protecting the university community, conducting prompt and thorough investigations and providing support to affected parties, as deemed necessary.

William Paterson University has a Title IX Coordinator. The Title IX Coordinator is responsible for ensuring the University's compliance with Title IX and overseeing and/or investigating complaints of sexual harassment, sexual assault, dating/domestic violence, stalking, and other sex-based complaints involving University students and employees that are alleged to have taken place on campus or at a University-sponsored event. The Title IX Coordinator is also responsible for overseeing training within the University community related to Title IX and other related state/federal laws/regulations.

If You Are a Victim of Domestic/Dating Violence, Stalking, and/or Sexual Violence:

1. Get to a safe place as soon as possible.
2. Get medical attention, if needed, as soon as possible:
 - (a) The University's Counseling, Health, and Wellness Center provides information and referral for students who need medical attention (973.720.2360);
 - (b) The Passaic County Women's Center has a 24-hour hotline (973.881.1450) and is available to provide information about counseling, advocacy, accompaniment to hospitals, law enforcement, and or social services at the victim's request;
 - (c) The University's Social Worker for Student Support and Services (973.720.2578) is also available to provide information on all options.

3. Contact University Police by calling 973.720.2300 or 911. The University Police are available at all times and will protect victims' safety and seek to apprehend offenders; they also provide transportation to victims who have been assaulted.
4. Contact Residence Life staff (973.720.2714) and/or the Office of the Vice President for Student Development (973.720.2179).
5. Try to preserve all evidence (voice messages, text messages, letters, emails, phone records, diary of incidents that occurred, etc.).
6. A student may also contact a counselor directly by calling the University's Counseling, Health, and Wellness Center at 973.720.2257. There is a counselor on call 24 hours a day in the event of an emergency.

Reporting vs. Disclosure

Parties may report and/or disclose allegations of prohibited sexual conduct. When community members report to the University, they are officially informing the institution of the occurrence and seeking supportive measures, which may result in a formal complaint and grievance process. When a student discloses the incident to the University's offices and employees identified as confidential (Confidential Resources), they are seeking resources and accommodations for survivor support, which will not result in a formal complaint. The Confidential Resources on campus are the Counseling, Health, and Wellness Center and the Social Worker for Student Support and Resources.

The University has adopted procedures for allegations governed by this policy, respectively containing, among other things: provisions on reporting, how to file a complaint internally or externally, supportive measures, the formal complaint and grievance processes, and investigating and adjudicating claims. See Title IX Grievance Process for Sexual Harassment Complaints. Following a report or a disclosure, the University will provide a written explanation of the student's or employee's rights and options.

Reporting to the University

Any person may report sex discrimination, including sexual harassment (whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator(s), or by any other means that results in the Title IX Coordinator(s) receiving the person's verbal or written report. Reports to the Title IX Coordinator(s) may be made at any time (including

during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator(s). The Title IX Coordinator is responsible for student-on-employee and employee-on-employee matters. The Deputy Title IX Coordinator for Students, or designee, is responsible for investigating student complaints involving other students.

Reporting Anonymously

Options for anonymously reporting incidents of sexual violence to William Paterson University officials are available here: https://cm.maxient.com/reportingform.php?WilliamPatersonUniv&layout_id=1

Anonymous reports will be reviewed by the Title IX Coordinator(s), but an anonymous report will NOT initiate the formal complaint or grievance process unless the Title IX Coordinator(s) are compelled based on known circumstances. The University's ability to address a report from an anonymous source is significantly limited.

Reporting to Law Enforcement

An individual who has experienced sexual harassment has the right to report, or to decline to report, sexual harassment to law enforcement. A report to law enforcement may initiate investigation and adjudication within the criminal justice system. A report to William Paterson University Police will result in a report to Title IX. Sanctions in the criminal justice system are separate and distinct from University administrative sanctions and may involve probation/parole, incarceration, or other criminal penalties. To report an incident of prohibited conduct, please contact:

William Paterson University Police Department
(available 24 hours a day, seven days a week)

The first building on the left when using Entry One. Entry One is on Pompton Road near the Catholic Campus Ministry Building

Emergencies: 911 | Non-emergencies: 973.720.2301

Confidential Disclosure and Resources

Students also have the right to seek confidential resources and disclose allegations of sexual harassment and sexual assault to the University. Designated employees on campus can maintain a student's confidentiality. Professional counselors within the Counseling, Health, and Wellness Center and the Social Worker for Student Support and Services are not obligated to file a report with the Title IX Coordinator or designee or with Campus

Police, and can also assist with available resources, depending upon the circumstances.

Professional Counselors (available by appointment/walk-in during campus business hours)

Professional, licensed counselors who provide mental health counseling to students (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without the student's permission. To speak to a professional counselor, please contact:

Counseling, Health, and Wellness Center

Overlook South, 1st Floor, Located between Matelson and White Hall Office | 973.720.2257

The counselor is available 24 hours a day, seven days a week at this number for emergencies

Confidential Advocates (available during campus business hours)

Confidential advocates are not required to report any information about an incident to the Title IX Coordinator without the student's permission. To speak to a confidential victim advocate, please contact:

Social Worker for Student Support and Resources

Student Center Room 117 | 973.720.2578
Theresa A. Bivaletz ▪ bivaletzt@wpunj.edu

If You Are a Victim of Sexual Harassment or Other Forms of Sexual Misconduct:

1. Get to a safe place as soon as possible.
2. Get medical attention, if needed, as soon as possible:
 - (a) The University's Counseling, Health, and Wellness Center provides information and referral for students who need medical attention (973.720.2360);
 - (b) The Passaic County Women's Center has a 24-hour hotline (973.881.1450) and is available to provide information about counseling, advocacy, accompaniment to hospitals, law enforcement, and/or social services at the victim's request;
 - (c) The University's Social Worker for Student Support and Resources (973.720.2578) is also available to provide information on all options.
3. Contact University Police by calling 973.720.2300 or 911. The University Police are available at all times and will protect victims' safety and seek to apprehend offenders; they also provide transportation to victims who have been assaulted.
4. Contact Residence Life staff (973.720.2714) and/or the Office of the Vice President for Student Development (973.720.2179).

5. Try to preserve all evidence (voice messages, text messages, letters, emails, phone records, diary of incidents that occurred, etc.).
6. A student may also contact a counselor directly by calling the University's Counseling, Health, and Wellness Center at 973.720.2257. There is a counselor on call 24 hours a day in the event of an emergency.

If You Are a Victim of Sexual Violence, in Addition to Above:

1. In order to preserve evidence, do not bathe, shower, douche, change your clothes, eat, drink, smoke, or urinate if possible. If you do change your clothes, put all the clothes you were wearing throughout the duration of the incident in a paper bag. Plastic bags may alter evidence rendering it unusable.
2. Get immediate medical attention for possible injuries, sexually transmitted diseases, or pregnancy. A medical exam is also necessary to gather physical evidence.

Privacy and Confidentiality

1. William Paterson University will make every reasonable effort to safeguard the identities of students who seek help and/or report domestic/dating violence, stalking, and/or sexual violence. This includes recordkeeping that excludes personally identifiable information about victims. While steps are taken to protect the privacy of victims, the University may need to investigate an incident and take action once an allegation is known, whether or not the student chooses to pursue a complaint.
2. When seeking private advice and support from the various offices listed herein or from any University employee, victims should be aware that the Counseling, Health, and Wellness Center and the Social Worker for Student Support and Resources are the locations on campus that victims can go where they are assured confidentiality. The University Title IX Coordinator(s) can assure privacy and confidentiality to the greatest extent possible when coordinating services and supportive measures for parties.
3. Anyone who is aware of an act or acts of violence can anonymously report the incident/s by completing the anonymous reporting form found on the University Police website at <https://secure.wpunj.edu/police/police.cfm>

Safety and Services for Victims of Domestic/Dating Violence, Stalking, and Sexual Violence

William Paterson University is committed to supporting victims of domestic/dating violence, stalking, and/or sexual violence by providing the necessary safety and support services. Acts of retaliation (including coercion, intimidation, threats, or any other action deemed so by administrators) against any student making a complaint will not be tolerated. This will also preclude the malicious use of the Student Code of Conduct solely for the purpose of re-victimization. Student victims are entitled to reasonable accommodations and services regardless of their gender, race, ethnicity, religion, age, ability, sexual orientation, gender expression, sexual identity, etc. William Paterson University provides a variety of services on campus and has partnerships with various community-based organizations that provide services for victims. A one-stop, on-campus location for information and assistance is the Social Worker for Student Support and Resources (973.720.2578). The Social Worker for Student Support and Services provides a supportive and safe environment, offers information, explains options, and makes contact with other on- and off-campus services.

Other available services include:

- **24-Hour Hotlines:** The Passaic County Women's Center has a 24-hour hotline (973.881.1450) which provides information about medical assistance and a full range of crisis services to victims. Other hotlines include the New Jersey Statewide Domestic Violence Hotline (800.572.7233) and the New Jersey Coalition Against Sexual Assault Hotline (800.601.7200).
- **University Police:** The University Police are available at all times at 973.720.2300 and will protect victims' safety and seek to apprehend offenders. They also provide transportation to victims who have been assaulted. Victims can request to speak with a Domestic Violence Response Team (DVRT) advocate at the University Police Department. The University Police are located on campus and are in the first building on the left when using Entry One (on Pompton Road near the Catholic Campus Ministry Building).
- **Domestic Violence Response Team (DVRT) Program:** This program is state mandated to assist law enforcement in handling cases of domestic violence so that each victim can receive the specialized information and support that they deserve. When a victim of domestic violence seeks the assistance of the University Police (or their local police departments), he/she is offered the services of a DVRT volunteer advocate. In a confidential setting, DVRT volunteer

advocates will provide victims of domestic violence with immediate support at the moment of crisis and provide all available information regarding the law, safety options, and available resources.

- **Sexual Assault Response Team (SART) and Sexual Assault Nurse Examiner (SANE) Programs:** The SART/SANE programs are New Jersey state mandated and utilize a victim-centered approach to sexual assault cases. The SART/SANE program is available to victims of sexual violence. When a sexual assault victim reports, a SART Team, consisting of a police officer, a victim advocate, and a SANE nurse (who is a registered nurse with specialized training) respond to assist the victim. The victim is interviewed by the police officer, afforded counseling, advice, and social services by the victim advocate, and forensic evidence is obtained by the SANE nurse in an effective and sensitive manner. These teams are on call 24 hours a day.

- **SART/SANE designated hospitals in Passaic County include:**

1. St. Joseph's Regional Medical Center | 973.754.2000
703 Main Street, Paterson, NJ 07503
2. Chilton Memorial Hospita | 973.831.5000
97 West Parkway, Pompton Plains, NJ 07444
3. St. Mary's Hospital | 973.365.4300
350 Boulevard, Passaic, NJ 07055

Note: All other hospitals are also equipped to treat sexual violence victims in their emergency rooms but access to the specialized SART team is only available at the hospitals listed above. An advocate from a local sexual violence crisis center is afforded to all victims of sexual violence at any hospital throughout the state regardless of their affiliation with SANE/SART program.

- **Comprehensive Services:** The Passaic County Women's Center (PCWC), located at 1027 Madison Avenue in Paterson, New Jersey is the lead state-designated domestic violence and sexual violence service provider in Passaic County. PCWC has a close relationship with William Paterson and offers hotline phone response, sheltering for victims of domestic violence and/or sexual violence, individual counseling, group counseling, court preparation, and accompaniment to hospitals, court, law enforcement agencies, or social service providers. All services provided by the Passaic County Women's Center are free and confidential. Exceptions to that confidentiality are if a person discloses threats to harm self or others, or if there is child abuse involved. The Passaic County Women's Center provides services in English, Spanish, and Arabic and can make provisions for more than 140 languages via use of the



William Paterson officers receive WP Pride Care Awards for their service to the University.

Language Line.

- **Medical/Psychological Support:** The William Paterson University Counseling, Health, and Wellness Center provides information and referral for students who need medical attention at 973.720.2360. A student may also contact a counselor by calling 973.720.2257. There is a counselor on call 24 hours a day in the event of an emergency. Counselors will maintain confidentiality, help explain possible options, and provide information and emotional support.
- **Restraining Order:** In domestic violence situations, a victim may wish to obtain a restraining order against the alleged perpetrator. In emergent situations and when the Superior Court is closed, a temporary restraining order (TRO) can be obtained through the William Paterson University Police Department (973.720.2300) or your local police department. During court hours, a restraining order can be obtained through Passaic County Family Court, 401 Grand St., Paterson (973.247.8600).
- **SAFE WALK/Transportation:** William Paterson University provides an escort service to any person who does not want to walk alone at night. To request this service please call 973.720.7400. Victims in danger may seek a Police Escort at 973.720.2301. Additional assistance can be requested through the Social Worker for Student Support and Services (973.720.2578).
- **Planned Parenthood in Paterson** (973.345.3883) provides confidential counseling and testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy.
- **Academic Schedule:** Request for change in an academic schedule due to conflicts with a member of the class can be requested from the Office of the Vice President for Student Development (973.720.2179).
- **On-Campus Housing:** Request for alternative housing options can be requested from the Office of Residence Life (973.720.2714).

- **Employment Concerns:** Request for change in an on-campus work assignment can be requested from the Social Worker for Student Support and Resources (973.720.2578).
- **Interim Suspension:** The imposition of an interim suspension on the offender can be requested by contacting the Office of Student Conduct (973.720.2742).
- **Passaic County Prosecutor's Office of Victim Witness Advocacy** provides information, advocacy, emotional support, and referrals to victims and witnesses coping with the trauma and burdens experienced in the aftermath of crime. The office (973.881.4887) strives to minimize the inconvenience to victims and witnesses during the course of criminal prosecution. These goals are achieved through the compassionate delivery of a wide range of direct services.
- **Legal Services:** For legal assistance, including assistance with immigration and visa concerns, contact Northeast New Jersey Legal Services (Paterson office: 973.523.2900).
- **Financial Aid Questions:** For financial concerns, contact the Office of Financial Aid (973.720.2202).
- **Title IX Coordinator:** Sexual harassment of students, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and its implementing regulations. Title IX mandates the University to designate a Title IX Coordinator who oversees all Title IX complaints and meets with students as needed. The Title IX Coordinator at William Paterson University is Sobia Mahmood, J.D, and she can be reached at TitleIX@wpunj.edu or 973.720.2389.

Resources for Student Respondents

Students accused of domestic/dating violence, stalking, and/or sexual violence:

- Student respondents to sexual harassment or sexual misconduct allegations will be offered support through the Counseling, Health, and Wellness Center located in Overlook South.

Student respondents of sexual harassment or sexual misconduct allegations:

- Will be treated with fairness and respect.
- The University will ensure that its investigations and disciplinary proceedings comply with due process requirements.
- May seek academic or housing accommodations. When accommodations are related to problems



related to the accusation, then Respondent may seek alternative transportation or work assignments.

- May consider seeking the assistance of an advisor or an attorney to assist in preparation of the case and/or accompany him/her to any related meetings or institutional proceedings.

Sexual Assault Awareness and Prevention Programs

William Paterson University is firmly committed to providing students with information and programming that will assist in making healthy choices and wise decisions. To this end, we require all incoming undergraduate students to complete the following program:

- **Vector Sexual Violence Prevention Course.** This online program is an interactive course designed to help change student behaviors on campus and better prevent sexual assault, dating and domestic violence, and stalking. These acts are often preventable through proper and timely education and bystander intervention.

The Department of Athletics participates in a program specially designed for collegiate athletics. In addition to being trained by the Title IX Coordinator on issues related to gender-based violence and reporting such incidents, coaches and student-athletes take part in:

- **SCORRE:** Strength in Coaching on Relationships, Respect, and Equality. SCORRE is a program that helps coaches and student-athlete leaders mentor their teams to promote a healthy and respectful team culture. SCORRE focuses on relationship skills. This includes healthy and respectful ways to work together and interact with each other not only within the team culture but also with people outside the team such as classmates, friends, parents, professors, other administrators, and especially dating/hook-up partners. Participants are trained on the topics of Integrity and Accountability, Language, Communicating Respect, Understanding Consent, and the Three Ds of Bystander Intervention. SCORRE was developed by staff and faculty at Princeton University.
- **Voices Against Violence.** This bystander intervention workshop follows best practices in challenging and changing attitudes about gender-based violence. It will help members of our campus community understand WHY intervention is necessary, HOW intervention can positively impact communities, and WHAT to do in cases in which you witness gender-based violence ranging from sexist jokes and victim-blaming to physical assaults

Bystander Intervention

As a member of the William Paterson University community, you may at some point be a witness to actions that appear to be, or potentially could lead to, sexual violence, dating violence, or domestic violence. This is known as being a bystander, or in other words, an individual who is in the vicinity of an incident but is not directly involved.

Bystander intervention is when this same person intervenes and changes the outcome of the situation in some way, shape, or form. This involvement could be as simple as giving a fellow student a ride home from a party, calling University Police, or directly confronting someone who is at risk or is the aggressor.

A bystander can utilize the steps described in the acronym CARE: Create a Distraction, Ask Directly, Refer to an Authority, Enlist Others.

- **Create a Distraction**
 - ▶ Change the topic of the conversation
 - ▶ Start a group activity
- **Ask Directly**
 - ▶ Speak to the person who is at risk
 - ▶ Ask questions to find out if they are safe
 - ▶ Find their friends
- **Refer to an Authority**
 - ▶ Call a Resident Assistant
 - ▶ Call a Resident Director
 - ▶ Call University Police
- **Enlist Others**
 - ▶ Ask someone to help you in your efforts
 - ▶ There is safety in numbers
 - ▶ Ask a friend of the person at risk to assist you

Remember, your actions before, during, and after an incident could potentially alter the course of a fellow student's life in a positive way. Even the smallest act in events such as these could end the incident before it even starts. Don't just be a bystander; stand up for your fellow students, stand up for what is right.

Risk Reduction

A campus community is a microcosm of our society, and crime can never be completely eliminated. Even though our campus is safe and the University Police Department works vigilantly to assure that it remains that way, students can follow these simple tips to reduce their risk of being the victim of a violent act.

The following are basic tips for reducing the risk that you will be a victim of crime, including crimes of sexual violence:

On-Campus Safety Tips:

- Memorize or store the number for the University Police Department
- Be aware of your surroundings
- Walk in a group
- Call someone while walking alone
- Travel on well-lit paths
- Download the Rave Guardian Mobile App on your phone and open it for access to the emergency call button.
- Have your keys ready when approaching your room or car
- Stay alert
- Lock your door
- Lock your windows

Off-Campus Safety Tips:

- Attend off-campus parties with people who you trust
- Talk about watching out for each other before you get to the event
- Don't abandon someone in a strange place
- Don't leave your drink unattended
- Watch your friends drink
- If you do leave your drink behind, throw it away
- Don't drink a drink that a stranger hands you
- Only drink beverages that you know the contents of
- Know your limit
- If you feel strange, different, or too inebriated for the amount you have consumed, tell a friend
- Don't remain in a situation that you do not want to be in
- Trust your instincts

Title IX Grievance Policy for Sexual Harassment Complaints

I. PURPOSE

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of “sexual harassment” (including forms of sex-based violence),
- Addresses how William Paterson University (hereafter “the University”) must respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that the University must follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.

Based on the Final Rule, William Paterson University (“the University”) will implement the following Title IX Grievance Process for Complaints of Sexual Harassment (“Title IX Grievance Process”) and Title IX Grievance Policy for Sexual Harassment Complaints (“Title IX Grievance Policy,” effective August 14, 2020.

II. ACCOUNTABILITY

Under the direction of the President, The Title IX Coordinator and Deputy Title IX Coordinator for Students (Collectively referred to as “Title IX Coordinator(s), housed in the Office of Employment Equity and Diversity (“OEED”), are empowered to implement and ensure institutional compliance with this policy.

OEED will work in conjunction with the Accessibility Resource Center on matters involving students with disabilities and requests for reasonable accommodations of individuals participating in procedures governed by this policy.

Students found responsible for a violation of Prohibited Conduct will be subject to the Student Code of Conduct adjudication process and other applicable university policies and procedures. Employees found responsible for a violation of Prohibited Conduct will be subject to disciplinary proceedings and other applicable university policies and procedures.

III. APPLICABILITY

The Title IX Grievance Policy address reports of sexual harassment based upon gender, gender identity, and sexual orientation made by students or employees.

This policy and these procedures applies to current students; current employees; recognized student organizations; applicants for admission and/or employment; visitors and guests, when the alleged conduct occurs (A) in the United States, (B) in the University’s program or activity and (C) when the alleged conduct, if true, would constitute covered sexual harassment as defined in this policy.

For matters that do not meet the definition of sexual harassment, the University reserves the right to address the misconduct under other applicable University policies and procedures.

IV. DEFINITION(S)

See Section V “Definitions” of the Title IX Grievance Policy for Sexual Harassment Complaints

V. POLICY

See Title IX Grievance Policy for Sexual Harassment Complaints

VI. THE TITLE IX GRIEVANCE PROCESS

I. How to File a Complaint

A. Who to Contact

1. The Title IX Coordinator is responsible for investigating any Title IX complaint. The Title IX Coordinator is:

Sobia Mahmood, JD

Director of Institutional Equity and Compliance/
Title IX Coordinator
358 Hamburg Turnpike | Wayne, NJ 07474-091
TitleIX@wpunj.edu | 973.720.2389

3. Any person may report Sexual Harassment at any time to the Title IX Coordinator or Deputy Title IX Coordinator (“Title IX Coordinators”). Reports may be made in person, or by mail, telephone or email using the contact information listed above.
4. It is a violation of these procedures for anyone to make false accusations of Sexual Harassment or Sexual Assault. Failure to prove a claim of Sexual Harassment or Sexual Assault, however, is not equivalent to making a false accusation. Sanctions may be imposed for intentionally making groundless or malicious accusations of Sexual Harassment or Sexual Assault.

B. Initial Assessment

1. Upon receiving a notice of allegations of sexual harassment, a Title IX Coordinator will:
 - a. Assess the allegation(s);
 - b. Determine whether the alleged conduct would present a potential violation of the Title IX Grievance Policy and whether further action from the Title IX Coordinator(s) is required based on the alleged conduct.
 - c. Notify the Complainant to offer Supportive Measures and

- d. Invite Complainant to preliminary interview to review allegation(s) and to discuss the Formal Complaint process.
2. A Formal Complaint does not need to be filed with the Office of Employment, Equity and Diversity (“OEED”) to receive Supportive Measures or interim protections.

C. Preliminary Interview

1. Complainant and the Title IX Coordinator (s) will meet to obtain facts of the occurrence that will enable the Title IX Coordinator (s) to assess the nature and circumstances of the allegation (s) and institute appropriate Supportive Measures and interim protections, if applicable.
2. At the conclusion of the preliminary interview, the Title IX Coordinator (s) will determine, in consultation with the Complainant, the appropriate resolution route, which may include:
 - a. No further action,
 - b. Alternative resolution process (only if the Respondent is a student), or
 - c. The initiation of the Formal Complaint and formal grievance process.
3. Alternative resolution may not be offered in matters of sexual assault or in cases where the Respondent is a University employee. The Title IX Coordinator (s) in consultation with the complainant, will determine alternative resolution is appropriate. Though participation in alternative resolution is voluntary for both parties, the Title IX Coordinators retain sole discretion if alternative resolution shall be offered.
4. A Formal Complaint does not need to be filed with the Office of Employment, Equity and Diversity

(“OEED”) to receive supportive measure and interim protections.

5. If a Complainant does not wish to make a Formal Complaint, the Title IX Coordinator(s) may determine a Formal Complaint is necessary. The University will inform the Complainant of this decision in writing, and the Complainant need not participate in the process further but will receive all notices issued under the Title IX Grievance Policy and this process.

D. Formal Complaint Process

1. The Formal Complaint must allege sexual harassment as defined under the Title IX Grievance Policy, meaning that the conduct that is the subject of the complaint must
 - (a) meet the definition of sexual harassment as defined in the Title IX Grievance Policy,
 - (b) have occurred on campus, within a program or activity, or in a building owned or controlled by a student organization that is officially recognized by the University,
 - (c) have occurred in the United States,
 - (d) and, at the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the University, including as an employee. A complaint may also be filed by the Title IX Coordinator(s) who has received a report of Sexual Harassment.
2. The timeframe for the Title IX Grievance Process begins with the filing of the Formal Complaint. The Grievance process will be concluded within a reasonably prompt manner, and no longer than 120 business days. The Process may be extended for a



good reason, including but not limited to the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

3. The Formal Complaint should specify sufficient details known such as:
 - a. Allegations of sexual harassment under the Title IX policy;
 - b. Date, time and location of the alleged incident;
 - c. Parties involved;
 - d. The name of the individual, if known, who is alleged to have engaged in conduct that would constitute sexual harassment as defined by the Title IX Grievance Policy.
4. The Formal Complaint must be physically or digitally signed and dated by the Complainant or Title IX Coordinator(s).
5. The Formal Complaint may be sent to the Title IX Coordinator(s) in person, by mail, or by email.
6. A Complainant who files a formal complaint may elect, at any time, to address the matter through the University's Informal Resolution Process provided the Respondent is another student. Information about this process is available here at Student Sexual Misconduct and Non-Discrimination Policy and Procedures.

E. Determining Jurisdiction

1. After a preliminary interview and/or upon receipt of a Formal Complaint, the Title IX Coordinator(s) will

determine if the Title IX Grievance Process should apply to the Formal Complaint. The Grievance Process will apply when all of the following elements are met:

- a. The conduct is alleged to have occurred on or after August 14, 2020;
 - b. The conduct is alleged to have occurred in the United States;
 - c. The conduct is alleged to have occurred in University's program or activity; and
 - d. The alleged conduct, if true, would constitute covered sexual harassment as defined in this policy.
2. If all of the elements are met, the University will investigate the allegations according to this Grievance Process.

F. Multi-Party Situations

The University may consolidate formal complaints alleging covered sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of covered sexual harassment arise out of the same facts or circumstances.

G. Allegations Potentially Falling Under Two Policies

If the alleged conduct, if true, includes conduct that would constitute covered sexual harassment and conduct that would not constitute covered sexual harassment, the Title IX Grievance Process



will be applied to investigation and adjudication of only the allegations that constitute covered sexual harassment.

H. Mandatory Dismissal

1. If the conduct alleged does not occur in the University's jurisdiction, the Title IX Coordinator(s) must notify the parties that the Formal Complaint is being dismissed for the purposes of the Title IX Grievance Policy. Each party may appeal this dismissal using the procedure outlined in "Appeals," below.

I. Discretionary Dismissal

1. The Title IX Coordinator(s) may dismiss a formal complaint brought under the Title IX Grievance Policy, or any specific allegation raised within that Formal Complaint, at any time during the investigation or hearing, if:
 - a. A Complainant notifies the Title IX Coordinator(s) in writing that they would like to withdraw the Formal Complaint or any allegations raised in the Formal Complaint;
 - b. The Respondent is no longer enrolled in or employed by the University; or,
 - c. If specific circumstances prevent the University from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.

Any party may appeal a dismissal determination using the process set forth in "Appeals," below.

J. Notice of Dismissal

Upon reaching a decision that the Formal Complaint will be dismissed, the University will promptly send written notice of the dismissal of the Formal Complaint or any specific allegation within the Formal Complaint, and the reason for the dismissal, simultaneously to the parties via their University email accounts. It is the responsibility of parties to maintain and regularly check their email accounts.

K. Notice of Removal

Upon dismissal for the purposes of Title IX, the University retains discretion to address allegations under other University Policies and procedures.

L. Notice of Allegations

1. The Title IX Coordinator (s) will draft and provide the Notice of Allegations to any party to the allegations of sexual harassment. Such notice will occur as soon as practicable, after the University

receives a Formal Complaint of the allegations, if there are no extenuating circumstances.

2. The parties will be notified via their University email accounts if they are a student or employee, and by other reasonable means if they are neither. The University will provide sufficient time for the parties to review the Notice of Allegations and prepare a response before any initial interview.
3. The Title IX Coordinator(s) may determine that grounds for mandatory dismissal of the Formal Complaint exist and will issue a Notice of Dismissal. If such a determination is made, any party to the allegations of sexual harassment identified in the Formal Complaint will receive the Notice of Dismissal in conjunction with or in separate correspondence after, the Notice of Allegations.
4. The Notice of Allegations will include the following:
 - a. Notice and hyperlink to the University's Title IX Grievance Policy and Process, including and any informal resolution process, if applicable.
 - b. Notice of the allegations potentially constituting covered sexual harassment, and sufficient details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the Complainant; the conduct allegedly constituting covered sexual harassment; and the date and location of the alleged incident, if known.
 - c. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
 - d. A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
 - e. A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source.
 - f. A statement that no employee or student who in good faith files a report, provides information for an investigation, or testifies in any proceeding under this Policy shall be subjected to adverse employment or educational consequences based upon such involvement or be the subject of retaliation. Shall inform the parties of any

provision in the University's Student Code of Conduct (or employees policies) other University policy, including but not limited to knowingly making false statements and retaliation

M. Ongoing Notice

1. If, in the course of an investigation, the University decides to investigate allegations about the Complainant or Respondent that are not included in the Notice of Allegations and are otherwise covered "sexual harassment" falling within the Title IX Policy, the University will notify the parties whose identities are known of the additional allegations via their University email accounts or other reasonable means.
2. The parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

N. Notice of Meetings and Interviews

The University will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.

O. Delays

Each party may request a one-time delay in the Grievance Process of up to five (5) days for good cause (granted or denied in the sole judgment of the Title IX Coordinator, Deputy Title IX Coordinator for Students, Director of Student Conduct, or designee) provided that the requestor provides reasonable notice and the delay does not overly inconvenience other parties.

For example, a request to take a five day pause made an hour before a hearing for which multiple parties and their advisors have traveled to and prepared for shall generally not be granted, while a request for a five day pause in the middle of investigation interviews to allow a party to obtain certain documentary evidence shall generally be granted. The Title IX Coordinator (s), or designee shall have sole judgment to grant further pauses in the Process.

II. Investigation/Grievance Process

A. General Rules of Investigations

1. The Title IX Coordinator(s) and/or an investigator(s) will perform an investigation within a reasonably prompt timeframe after issuing the Notice of Allegations.

2. The University and not the parties, has the burden of proof and the burden of gathering evidence, i.e. the responsibility of showing a violation of this Policy has occurred. This burden does not rest with either party, and either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from the University and does not indicate responsibility.
3. The University cannot access, consider, or disclose medical records without a waiver from the party (or parent/guardian, if applicable) to whom the records belong or of whom the records include information. The University will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e. evidence that tends to prove and disprove the allegations) as described below.

B. Representation During the Grievance Process

1. Student Advisors - Students have the right to be accompanied by an advisor during the investigation and Proceedings. The advisor may be any individual of the student's choice, including, a lawyer, a family member, faculty or other employee. Advisors may attend meetings with the student, assist a student during the investigation, submit evidence for the student, inspect and review evidence, prepare and submit responses to the investigator, respond to charges filed against the student, attend live hearings, and file an appeal. A student who does not have an advisor for the hearing shall be provided an advisor by the Deputy Title IX Coordinator for Students, or designee, to conduct cross-examination for the student at the hearing. The advisor assigned to the student may, but is not required to be, an attorney.
2. Employee Advisors - Employees have the right to be accompanied by an advisor of their choice during the investigation and Proceedings. An advisor may be any individual of the employee's choice, including, a lawyer, a family member, and faculty or other employee, or a representative of a union in which the employee is a member. Advisors may attend meetings with the employee during the investigation, submit evidence for the employee, prepare and submit responses to the investigator, respond to charges filed against the employee, attend live hearings, and file an appeal for the employee. An employee who does not have an advisor for the hearing, shall be provided an advisor by the Title IX Coordinator, or their designee, to conduct cross-examination for the employee at the hearing. The

advisor assigned to the employee may, but is not required to be, an attorney.

C. Inspection and Review of Evidence

1. Prior to the completion of the investigation, the parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation. The names and other identifying information of individuals in the report may be redacted if required by the Family Educational Rights and Privacy Act ("FERPA").
2. Respondent, Complainant and their advisors must keep the evidence confidential and not share it with anyone except for the purpose of gathering and presenting relevant evidence to provide to the investigator within the 10-day period. Failure to abide by this confidentiality obligation will subject the Complainant, Respondent and advisor to disciplinary action by the University.
3. Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:
 - a. Evidence that is relevant, even if that evidence does not end up being relied upon by the University in making a determination regarding responsibility;
 - b. Inculpatory or exculpatory evidence (i.e. evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a party or other source.
4. All parties must submit any evidence they would like the investigator to consider prior to when the parties' time to inspect and review evidence begins.
5. The University will send to the parties the evidence made available for each party and each party's advisor, if any, to inspect and review through an electronic format or a hard copy. The University is not under obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.
6. The parties will have ten (10) business days to inspect and review the evidence and submit a written response by email to the investigator, citing any further information, evidence, or witnesses that they would like considered. The investigators will consider the parties' written responses before determining that fact-finding is complete. If neither party submits a written response, fact-finding is

determined to be complete. Any new information that is relevant to the investigation will be revealed to both the Complainant and the Respondent.

7. The University will provide the parties up to ten (10) business days to provide a response, after which the investigator will not accept a late submission.
8. Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.
9. The parties and their advisors must sign an agreement not to disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX grievance process.
10. The parties and their advisors agree not to photograph, scan, or otherwise copy, duplicate or share the evidence.

D. Inclusion of Evidence Not Directly Related to the Allegations

Evidence obtained in the investigation that is determined in the reasoned judgment of the investigator not to be directly related to the allegations in the Formal Complaint will not be disclosed, or may be appropriately redacted before the parties' inspection to avoid disclosure of personally identifiable information of a student. Any evidence obtained in the investigation that is kept from disclosure or appropriately redacted will be documented in a "privilege log" that may be reviewed by the parties and their advisors, if any.

E. Investigative Report

1. The Title IX Coordinator(s) serving as investigators and/or an investigator designated by the Title IX Coordinator(s) will create an Investigative Report. The report will summarize the relevant exculpatory and inculpatory evidence, and findings of credibility will be noted. The report shall be provided to the Complainant, Respondent and their advisors in electronic format or hard copy for review at least ten (10) business days prior to the hearing in an electronic format or a hard copy for each party's review and written response.
2. The Investigative Report is not intended to catalog all evidence obtained by the investigator, but only to provide a fair summary of that evidence. The Respondent, Complainant and their advisors must keep the investigator's report confidential and not share it with anyone. Failure to abide by this confidentiality obligation may subject the Complainant, Respondent and advisor to disciplinary action by the University.

3. The investigator may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant.

III. Hearings

A. Pre-Hearing Preparation

1. The Title IX Coordinator(s) or designee will prepare all parties for participation in the Live Hearing.
2. The Title IX Coordinator(s) or designee will review and coordinate logistics for the hearing including, determining availability of all relevant parties, scheduling room locations, and access to technology.
3. The Title IX Coordinator(s) or designee will ensure any evidence inspected and reviewed by the parties will be available at any hearing, including for purposes of cross-examination.
4. The Title IX Coordinator(s), or designee will serve as silent observer during the live hearing process as a policy, process, and compliance advisor only. The Title IX Coordinator(s) or designee will not weigh-in on decision making, matters of relevance, or questioning phase, but may answer questions related to University policies, procedures, and other state, federal or local laws.
5. Advisors shall prepare questions for cross-examination and email them to the Title IX Coordinators at least five (5) business days prior to the live hearing. The Title IX Coordinators will include them with the evidence and other material provided to the hearing officer/panel

B. General Rules of Hearings

1. The University will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing.
2. The live hearing may be conducted with all parties physically present in the same geographic location, or, at the University's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through video conference options. This technology will enable participants simultaneously to see and hear each other. At its discretion, the University may delay or adjourn a hearing based on technological errors not within a party's control.
3. All proceedings will be recorded through audio recording. That recording will be made available to the parties for inspection and review.

4. Prior to obtaining access to any evidence, the parties and their advisors must sign an agreement not to disseminate any of the testimony heard or evidence obtained in the hearing or use such testimony or evidence for any purpose unrelated to the Title IX Grievance Process. Once signed, this Agreement may not be withdrawn.
5. The University may determine that multiple sessions or a continuance (i.e. a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, the University will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.
6. As a general rule, no new evidence or witnesses may be submitted during the live hearing.

C. Participants in the live hearing

Live hearings are not public, and the only individuals permitted to participate in the hearing are the Complainant; Respondent; Hearing Officer(s); Advisor who will cross-examine witnesses and witness; Advisor who may accompany the parties to a hearing, but may not speak for the parties and; witnesses, but only when they are being examined. All participants in the live hearing shall be subject to the University's Rules of Decorum. See Appendix A.

D. Complainant(s) and Respondent(s) (collectively, "Parties")

1. Parties cannot waive the right to a live hearing. The University may still proceed with the live hearing in the absence of a party, and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a "statement" by that party.
 - For example, a verbal or written statement constituting part or all of the sexual harassment itself is not a "prior statement" that must be excluded if the maker of the statement does not submit to cross-examination about that statement. In other words, a prior statement would not include a document, audio recording, audiovisual reading, and digital media, including but not limited to text messages, emails, and social media postings, that constitute the conduct alleged to have been the act of sexual harassment under the Formal Complaint.
2. The University will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party's participation.

3. If a party does not submit to cross-examination, the decision-maker cannot rely on any prior statements made by that party in reaching a determination regarding responsibility, but may reach a determination regarding responsibility based on evidence that does not constitute a “statement” by that party.
4. The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party’s absence from the live hearing or refusal to answer cross-examination or other questions.
5. The parties shall be subject to the University’s Rules of Decorum. See Appendix A.

E. The Hearing Body

1. At the discretion of the University, the hearing body may consist of a Hearing Officer or a Hearing Panel.
2. No member of the hearing body will also have served as the Title IX Coordinator, Title IX investigator, or advisor to any party in the case, nor may any member of the hearing body serve on the appeals body in the case.
3. No member of the hearing body will have a conflict of interest or bias in favor of or against Complainants or Respondents generally, or in favor or against the parties to the particular case.
4. The hearing body will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for Complainants, and any technology to be used at the hearing.
5. The parties will have an opportunity to raise any objections regarding a decision-maker’s actual or perceived conflicts of interest or bias at the commencement of the live hearing.

F. Advisor to Conduct Cross-Examination

1. The parties have the right to select an advisor to conduct cross-examination,, who may be, but does not have to be, an attorney.
2. This advisor may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party, except for the purpose of cross-examination.
3. In addition to selecting an advisor to conduct cross-examination, the parties also may select an advisor who may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party. Employees who are represented by a collective bargaining unit may have a Union representative present at all stages of the Grievance.

4. The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the University will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
5. The advisor is not prohibited from having a conflict of interest or bias in favor of or against Complainants or Respondents generally, or in favor or against the parties to the particular case.
6. The advisor is not prohibited from being a witness in the matter.
7. If a party does not attend the live hearing, the party’s advisor may appear and conduct cross-examination on their behalf.
8. If neither a party nor their advisor appear at the hearing, the University will provide an advisor to appear on behalf of the non-appearing party.
9. Advisors shall be subject to the University’s Rules of Decorum, and may be removed upon violation of those Rules. See Appendix A.

G. Witnesses

1. Witnesses cannot be compelled to participate in the live hearing, and have the right not to participate in the hearing and be free from retaliation.
2. If a witness does not submit to cross-examination, as described below, the decision- maker cannot rely on any statements made by that witness in reaching a determination regarding responsibility, including any statement relayed by the absent witness to a witness or party who testifies at the live hearing.

H. Live Hearing Procedures

1. Hearing Officer/Panel will open and establish rules and expectations for the hearing;
2. The Parties will each be given the opportunity to provide opening statements;
3. Hearing Panel/Officer will ask questions of the Parties and Witnesses;
4. Parties will be given the opportunity for live cross-examination after Hearing Officer/Panel conducts its initial round of questioning
5. During the Parties’ cross-examination, the Hearing Officer/Panel will have the authority to pause cross-examination at any time for the purposes of asking its own follow up questions and at any time necessary in order to enforce the established rules of decorum.
6. Should a Party or the Party’s Advisor choose not to cross-examine a Party or Witness, the Party shall

affirmatively waive cross-examination through a written or oral statement to the Hearing Officer/ Panel. A Party's waiver of cross-examination does not eliminate the ability of the Hearing Officer/Panel to use statements made by the Party.

I. Live Cross-Examination Procedure

1. Each party's advisor will conduct live cross-examination of the other party or parties and witnesses. During this live-cross examination the advisor will ask the other party or parties and witnesses' relevant questions and follow-up questions, including those challenging credibility directly, orally, and in real time.
2. Before any cross-examination question is answered, the Hearing Officer or Hearing panel will determine if the question is relevant. See Appendix B. Cross-examination questions that are duplicative of those already asked, including by the Hearing Officer or Hearing panel may be deemed irrelevant if they have been asked and answered.

J. Review of Recording

1. The recording of the hearing will be available for review by the parties within 10-14 business days unless there are any extenuating circumstances. The recording of the hearing will not be provided to parties or advisors of choice.

K. Determination Regarding Responsibility

Standard of Proof – Preponderance of the Evidence

The University uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of Formal Complaints covered under this Policy. This means that the investigation and hearing determines whether it is more likely than not that a violation of the Policy occurred.

For Student Respondents found responsible of a Title IX violation, sanctioning will be determined by the Hearing Officer(s). See Appendix C in the Title IX Grievance Policy for the range of sanctions for students.

For Employee Respondents found responsible of a Title IX violation, the matter will be referred to Human Resources for sanctioning. See Appendix D in the Title IX Grievance Policy for the range of sanctions for employees.

1. General Considerations for Evaluating Testimony and Evidence

- a. While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Hearing Officer or Hearing Panel.
- b. Hearing Officer/Panel shall not draw inferences regarding a party or witness' credibility based on the party or witness' status as a Complainant, Respondent, or witness, nor shall it base its judgments in stereotypes about how a party or witness would or should act under the circumstances.
- c. Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.
- d. Credibility judgments should not rest on whether a party or witness' testimony is non-linear or incomplete, or if the party or witness is displaying stress or anxiety.
- e. Hearing Officer/Panel will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e. tending to prove and disprove the allegations) evidence will be weighed in equal fashion.
- f. Except where specifically barred by the Title IX Final Rule, a witness' testimony regarding third-party knowledge of the facts at issue will be allowed, but will generally be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.
- g. The Final Rule requires that the University allow parties to call "expert witnesses" for direct and cross-examination. While the expert witness will be allowed to testify and be crossed as required by the Final Rule, the Hearing Officer will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses. In addition, any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all parties present experts as witnesses.
- h. The Final Rule requires that the University allow parties to call character witnesses to testify. While the character witnesses will be allowed to testify

and be crossed-examined as required by the Final Rule, the Hearing Officer will be instructed to afford very low weight to any non-factual character testimony of any witness.

- i. The Final Rule requires that the University admit and allow testimony regarding polygraph tests (“lie detector tests”) and other procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be crossed- examined as required by the Final Rule, the decision-maker will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.
- j. Where a party or witness’ conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the Hearing Officer/Panel may draw an adverse inference as to that party or witness’ credibility.

2. Components of the Determination Regarding Responsibility

- a. The written Determination Regarding Responsibility will be issued by the Hearing Officer simultaneously to all parties through their University email account, or other reasonable means as necessary.
- b. The Determination will include:
 - i. Identification of the allegations potentially constituting covered sexual harassment;
 - ii. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - iii. Findings of fact supporting the determination;
 - iv. Conclusions regarding application of the code of conduct, collective bargaining agreement, and/or University policies and whether the Respondent has or has not violated.
- v. For each allegation:
 1. A statement of, and rationale for, a determination regarding responsibility;
 2. A statement of, and rationale for, any disciplinary sanctions the recipient imposes on the Respondent; and
 3. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the recipient’s education program or activity will be provided by the recipient to the Complainant; and

- vi. The University’s procedures and the permitted reasons for the Complainant and Respondent to appeal (described below in “Appeal”).

3. Timeline of Determination Regarding Responsibility

If there are no extenuating circumstances, the determination regarding responsibility will be issued by the University within ten (10) business days of the completion of the hearing.

4. Finality

The determination regarding responsibility becomes final either on the date that the University provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in “Appeals” below, or if an appeal is not filed, the date on which the opportunity to appeal expires.

VI. Appeals

A. Student Appeal Procedures

1. Both Complainants and Respondents have the right to appeal (1) a dismissal of a Formal Complaint, or any allegations therein and (2) a determination regarding responsibility.
2. To appeal, a party must submit their written appeal within 5 business days of being notified of the decision, indicating the grounds for the appeal.
3. The limited grounds for appeal are:
 - a. Procedural irregularity that affected the outcome of the matter (i.e. a failure to follow the institution’s own procedures);
 - b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter. A student’s failure to attend a hearing or provide information during a hearing does not constitute grounds for appeal on the basis of new information.
 - c. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias.
4. The implementation of sanctions involving loss of campus housing or class attendance may be delayed only when the responding student files an appeal regarding loss or suspension of these privileges. These privileges may be reinstated pending the conclusion of the appeal process.
5. The original finding and sanction(s) will stand if the appeal is not timely or is not based on the grounds listed above, and such a finding and sanction(s) are final.

6. When a party requests an appeal, the other party (parties) will be notified of the appeal and grounds and given an opportunity to respond with a written statement submitted to the Vice President for Student Development within five (5) business days of the notification. The written response must be received by 11:59pm on the fifth business day.
7. The Vice President for Student Development or designee will review the appeal and any subsequent responses and render a decision, in writing to all parties, within ten (10) business days of the final submittal deadline. There will be no further appeal.
8. Appeals are not intended to be full re-hearings of the complaint. Appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the grounds for appeal.
9. The submission of appeal stops any sanctions until a decision is reached on the appeal. Supportive Measures and remote learning opportunities/administrative leaves and suspensions with pay for employees remain available during the pendency of the appeal.
10. If a party appeals, the University will as soon as practicable notify the other party in writing of the appeal, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.
11. Outcome of appeal will be provided in writing simultaneously to both parties, and include rationale for the decision.
12. The decision of the Appeal is the final action of the University.

B. Employee Appeal Procedures

1. Both Complainants and Respondents have the right to appeal (1) a dismissal of a Formal Complaint, or any allegations therein and (2) a determination regarding responsibility.
2. To appeal, a party must submit their written appeal within 5 business days of being notified of the decision, indicating the grounds for the appeal.
3. The limited grounds for appeal are:
 - a. Procedural irregularity that affected the outcome of the matter (i.e. a failure to follow the institution's own procedures);
 - b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter. Please be

advised that a party's failure to attend a hearing or provide information during a hearing does not constitute grounds for appeal on the basis of new information.

- c. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias.
4. The implementation of sanctions may be delayed when the employee files an appeal
5. The original finding and sanction(s) will stand if the appeal is not timely or is not based on the grounds listed above, and such a finding and sanction(s) are final.
6. When a party requests an appeal, the other party (parties) will be notified of the appeal and grounds and given an opportunity to respond with a written statement submitted to the Vice President for Human Resources or designee within five (5) business days of the notification. The written response must be received by 11:59pm on the fifth business day.
7. The Vice President for Human Resources, or designee will review the appeal and any subsequent responses and render a decision, in writing to all parties, within ten (10) business days of the final submittal deadline. There will be no further appeal.
8. Appeals are not intended to be full re-hearings of the complaint. Appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the grounds for appeal.
9. The submission of appeal stays any sanctions for the pendency of an appeal. Supportive Measures and remote learning opportunities/administrative leaves and suspensions with pay for employees remain available during the pendency of the appeal.
10. If a party appeals, the University will as soon as practicable notify the other party in writing of the appeal, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.
11. Outcome of appeal will be provided in writing simultaneously to both parties, and include rationale for the decision.
12. The decision of the Appeal is the final action of the University.

VII. Training

The Title IX Coordinator, Deputy Title IX Coordinator for Students, investigators, hearing panel members, any person who facilitates informal resolution, and any

person who resolves an appeal, shall receive training on the definition of Sexual Harassment and Sexual Assault, the scope of the Title IX Grievance Policy and Procedures. William Paterson University Police officers are trained to investigate and assist victims of sexual assault, dating violence, stalking, and domestic violence.

The Title IX Coordinator, Deputy Title IX Coordinator for Students, investigators shall be trained on how to conduct an investigation; shall also receive training on relevance to create an investigative report that fairly summarizes relevant evidence.

The Title IX Coordinator, Deputy Title IX Coordinator for Students, and hearing panel member shall be training how to conduct a hearing, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.

Title IX Coordinator, Deputy Title IX Coordinator for Students, and hearing panel members shall also receive training on the use of any technology to be used at a live hearing and on the relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.

The Title IX Coordinator, Deputy Title IX Coordinator for Students and any person who resolves an appeal shall be trained on the appeal process and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.

The Title IX Coordinator, Deputy Title IX Coordinator for Students, investigators, hearing panel members, any person who facilitates informal resolution, and any person who resolves an appeal will not rely upon sex stereotypes and must promote impartial investigations and adjudications of formal complaints of Sexual Harassment and Sexual Assault. The training to the extent possible will be informed by trauma informed practices.

Title IX Grievance Policy and Process training materials to the extent permitted must be made publicly available on the University's website.

APPENDIX A | Decorum Policy for Title IX Grievance Process Hearings

Purpose of the Rules of Decorum

Title IX hearings are not civil or criminal proceedings, and are not designed to mimic formal trial proceedings. They are primarily educational in nature, and the U.S. Department of Education, writing about Title IX in the Final Rule "purposefully designed these final regulations to allow recipients to retain flexibility to adopt rules of decorum that prohibit any party, advisor

or decision-maker from questioning witnesses in an abusive, intimidating, or disrespectful manner." 85 Fed. Reg. 30026, 30319 (May 19, 2020). The Department has determined that institutions "are in a better position than the Department to craft rules of decorum best suited to their educational environment" and to build a hearing process that will reassure the parties that the University "is not throwing a party to the proverbial wolves." *Id.*

To achieve this purpose, institutions may provide for reasonable rules of order and decorum, which may be enforced through the removal of an advisor who refuses to comply with the rules. *Id.*, at 30320. As the Department explains, the removal process "incentivizes a party to work with an advisor of choice in a manner that complies with a recipient's rules that govern the conduct of a hearing, and incentivizes colleges and universities to appoint advisors who also will comply with such rules, so that hearings are conducted with respect for all participants." *Id.*

At base, these Rules of Decorum require that all parties, advisors of choice, and institutional staff treat others who are engaged in the process with respect.

The rules and standards apply equally to all Parties and their Advisors regardless of sex, gender, or other protected class, and regardless of whether they are in the role of Complainant or Respondent.

Rules of Decorum

The following Rules of Decorum are to be observed in the hearing and applied equally to all parties (meaning the Complainant and Respondent) and advisors:

1. Questions must be conveyed in a neutral tone.
2. Parties and advisors will refer to other parties, witnesses, advisors, and institutional staff using the name and gender used by the person and shall not intentionally mis-name or mis-gender that person in communication or questioning.
3. No party may act abusively or disrespectfully during the hearing toward any other party or to witnesses, advisors, or decision-makers.
4. While an advisor may be an attorney, we expect all advisors to follow these Rules of Decorum.
5. The advisor may not yell, scream, badger, or physically "lean in" to a party or witness's personal space. Advisors may not approach the other party or witnesses without obtaining permission from the Hearing Officer/Panel.
6. The advisor may not use profanity or make personal attacks upon a party or witness. Questions are meant to be interrogative statements used to test

knowledge or understand a fact; they may not include accusations within the text of the question.

7. The advisor may not ask repetitive questions. This includes questions that have already been asked by the Hearing Officer/Panel, the advisor in cross-examination, or in direct testimony.

When the Hearing Officer/Panel determines a question has been “asked and answered” or is otherwise not relevant, the advisor must move on.

8. Parties and advisors may take no action at the hearing that a reasonable person in the shoes of the affected party would see as intended to intimidate that person (whether party, witness, or official) into not participating in the process or meaningfully modifying their participation in the process.

Warning and Removal Process

The Hearing Officer/Panel shall have sole discretion to determine if the Rules of Decorum have been violated. The Hearing Officer/Panel will notify the offending person of any violation of the Rules.

Upon a second or further violation of the Rules, the Hearing Officer/Panel shall have the discretion to remove the offending person or allow them to continue participating in the hearing or other part of the process.

Where the University Hearing Board Member(s) removes a party's Advisor, the Party may select a different advisor of their choice, or accept an advisor provided by the institution for the limited purpose of cross-examination at the hearing. Reasonable delays, including the temporary adjournment of the hearing, maybe anticipated should an advisor be removed. A party cannot serve as its own Advisor in this circumstance.

The University Hearing Board Member(s) shall document any decision to remove an advisor in the written determination regarding responsibility.

Removal of Advisor from Live Hearings

For flagrant, multiple, or continual violations of the decorum process, in one or more proceedings, advisors may be prohibited from participating in future proceedings at the institution in the advisor role on a temporary or permanent basis. Evidence of violation(s) of this agreement will be gathered by the Title IX Coordinators, Director of Student Conduct, or a designee of either and presented to the Vice President for Student Affairs for cases involving students/Director of Human Resources for cases involving employees/ Other Appropriate Staff Member. The Advisor accused may provide an explanation or alternative evidence in writing for consideration by the Vice President for

Student Development for cases involving students. The Vice President of Human Resources for cases involving employees/Other Appropriate Staff Member.

Such evidence or explanation is due within fifteen (15) calendar days of receipt of a notice of a charge of re-disclosure or improper access to records. There shall be no right to a live hearing, testimony, or cross-examination. The Vice President for Student Development for cases involving students/Vice President of Human Resources for cases involving employees/Other Appropriate Staff Member shall consider the evidence under a preponderance of the evidence standard and issue a finding in writing and, if the finding is Responsible, shall include a Sanction.

The finding shall be issued in writing to all Parties and Advisors (if there is a current case pending) within thirty (30) days unless extended for a good cause. There is no appeal of this finding. Sanctions shall be higher for intentional re-disclosure of records than for negligent re-discourse. In the event that an Advisor is barred permanently or for a term from serving in the role as Advisor in the future, they may request a review of that bar from the Vice President for Student Development for cases involving students/Vice President of Human Resources for cases involving employees/Other Appropriate Staff Member no earlier than three-hundred and sixty-five (365) days after the date of the findings letter.

Relevant Questions Asked in Violation of the Rules of Decorum

Where an advisor asks a relevant question in a manner that violates the Rules, such as yelling, screaming, badgering, or leaning-in to the witness or party's personal space, the question may not be deemed irrelevant by the decision-maker simply because of the manner it was delivered. Under that circumstance, the decision-maker will notify the advisor of the violation of the Rules, and, if the question is relevant, will allow the question to be re-asked in a respectful, non-abusive manner by the advisor (or a replacement advisor, should the advisor be removed for violation of the Rules).

APPENDIX B | Guide for Determining Relevance

Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

1. What is a Relevant Question?

a. Plain and Ordinary meaning

Basically, a relevant question will ask whether the facts material to the allegations under investigation are more or less likely to be true. A question not directly related to the allegations will generally be irrelevant. Officials should use common sense in this understanding. Things may be interesting or surprising but not be relevant.

b. Aid Decision Maker

Relevant decisions should be made on a question-by-question basis, looking narrowly at whether the question seeks information that will aid the decision-maker in making the underlying determination.

The relevance decision should not be based on who asked the question, their possible (or clearly stated) motives, who the question is directed to, or the tone or style used to ask about the fact. Relevant decisions should not be based in whole or in part upon the sex or gender of the party for whom it is asked or to whom it is asked, nor based upon their status as Complainant or Respondent, past status as Complainant or Respondent, any organizations of which they are a member, or any other protected class covered by federal or state law (e.g. race, sexual orientation, disability).

c. Relevant but Abusive

If a question is relevant but offered in an abusive or argumentative manner, the decision-maker has the discretion to ask the advisor to rephrase the question in an appropriate manner, consistent with the institution's decorum policy for hearings.

d. Prejudicial value can outweigh probative value if relevant

Much of the content within these hearings may be considered sensitive and/or embarrassing by parties or advisors. However, relevant questions need to be considered even if a party or advisor believes the danger of unfair prejudice substantially outweighs their probative value. Only irrelevant questions (detailed below), including about the Complainant's prior sexual history, may be excluded.

2. What is an Irrelevant Question?

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless:

- a. Such questions and evidence about the Complainant's prior sexual behavior are

offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or

- b. If the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
- c. Information protected by legally-recognized privilege are irrelevant
- d. Questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege are irrelevant. Depending on your state, individuals with legal privilege may include medical providers (physician, dentist, podiatrist, chiropractor, and nurse), psychologists, clergy, rape crisis counselors, and social workers.
- e. Questions that seek information about any party's medical, psychological, and similar records are irrelevant unless the party has given voluntary, written consent to disclose Medical Records.
- f. Duplicative Questions may be irrelevant - Questions that repeat, in sum or substance, questions already asked by the decision-maker prior to cross-examination, or by a party's advisor during cross-examination (and if part of your process, during direct examination), may be ruled duplicative, and therefore irrelevant.

3. How should the decision-maker reach a relevance determination?

- a. If the decision-maker is a single individual, the decision-maker will be solely responsible for determining the relevance of the question before it is asked.
- b. If the decision-maker is a panel, the panel's Chair will make all determinations of relevance.

4. What should the relevance determination consist of?

- a. The Department of Education explains that the Final Rule "does not require a decision-maker to give a lengthy or complicated explanation" in support of a relevance determination. Rather, "it is sufficient, for example, for a decision maker to explain that a question is irrelevant because the question calls for prior sexual behavior information without meeting one of the two exceptions, or because the question asks about a detail that is not probative of any material fact concerning the allegations."

When Determining Relevance – Only Brief Explanation Needed

- b. As such, the decision-maker need only provide a brief explanation of the determination, which will ordinarily consist of one of the following statements depending on the situation.

- ii. This question is relevant because although it calls for a party’s medical, psychological, or similar records, that party has given their voluntary, written consent to including this material, and it tends to prove that a material fact at issue is more or less likely to be true.

5. Examples of Determinations

- a. Generally probative questions
 - i. The question is relevant because it asks whether a fact material to the allegations is more or less likely to be true.
 - ii. The question is irrelevant because it asks about a detail that does not touch on whether a material fact concerning the allegations is more or less likely to be true.
- b. Question about Complainant’s Prior Sexual Behavior or Sexual Predisposition
 - i. The question is relevant because although it calls for prior sexual behavior information about the Complainant, it meets one of the two exceptions to the rape shield protections), and it tends to prove that a material fact at issue is more or less likely to be true.

Exception one: The question is asked to prove that someone other than the Respondent committed the conduct alleged by the Complainant.

Exception two: The question concerns specific incidents of the Complainant’s prior sexual behavior with respect to the Respondent and is asked to prove consent

- ii. The question is irrelevant because it calls for prior sexual behavior information about the Complainant without meeting one of the two exceptions to the rape shield protections.
- c. Question regarding Privileged Information
 - i. The question is irrelevant because it calls for information shielded by a legally- recognized privilege.
 - ii. The question is relevant because, although it calls for information shielded by a legally- recognized privilege, that privilege has been waived in writing, and the question tends to prove that a material fact at issue is more or less likely to be true.
- d. Questions about Undisclosed Medical Records
 - i. The question is irrelevant because it calls for information regarding a party’s medical, psychological, or similar record without that party’s voluntary, written consent.

6. Duplicative Questions

The question is irrelevant because it is duplicative of a question that was asked and answered.

When Necessary, Longer Explanation Provided in Determination-

- a. The relevance determination will be conveyed orally, except as needed to accommodate a disclosed disability of a hearing participant, and all relevance determinations will be preserved in the record of the proceeding.
- b. The parties and/or their advisors may ask the decision-maker to reconsider their relevance decision?
- c. Any party or their advisor request that the decision-maker reconsider their relevance determination?
- d. The decision-maker may deny or grant the request to reconsider. This determination is final, but may be subject to appeal under the Title IX Grievance Process.

APPENDIX C | Alternative Resolution

Alternative Resolution is a voluntary process within the Title IX Grievance Process for Sexual Harassment Complaints that is grounded in Restorative Justice. The Alternative Resolution permits methods (i.e. facilitated conversations, shutting, circling, and mediation) of resolving incidents when the Complainant does not want a formal investigation. Or, when the Title IX Coordinator(s) may seek to resolve certain cases through an alternative resolution process involving both the Complainant and Respondent.

For example, a Complainant and Respondent may agree with the Title IX Coordinator that education and training for the Respondent are an appropriate and sufficient response in a particular case, or that a No Contact order between the parties provides remediation for the Complainant;

Or, a Respondent who fully participates in the process will not be charged with a violation of University Policy. The alternative resolution process will be designed to eliminate the Prohibited Conduct, prevent its recurrence, and remedy its effects in a manner that meets the needs of the Complainant while still maintaining the safety of the overall campus community.

However, the University will not use mediation to resolve cases involving allegations of sexual assault.

Alternative resolution can take place during the preliminary assessment, the formal investigation, or after its conclusion. If, based on the information known about the incident, the Title IX Coordinators believes such a resolution is possible, the Title IX Coordinators will contact the Complainant. If the Complainant agrees, the Title IX Coordinator will then contact the Respondent. The Alternative Resolution process allows a Respondent in a cases to accept responsibility for their behavior and/or potential Harm.

If both Complainant and Respondent are satisfied with the proposed resolution and the Title IX Coordinator believes the resolution satisfies the University's obligation to provide a safe and non-discriminatory environment for all students, the resolution will be implemented, the disciplinary process will be concluded, the matter will be closed, and both parties will be provided with written notice of the resolution. If these efforts are unsuccessful, the investigation and/or disciplinary process will continue. Before starting these discussions, the Title IX Coordinators will notify the Complainant and Respondent in writing that each has the right to end the informal process at any time.

Alternative Resolution Requirements for Participation

The Alternative Resolution process will only be used at the request and agreement of **both** the Reporting Party and Respondent and under the direction of the Deputy Title IX Coordinator for Students, Title IX Coordinator, or designee.

In order for the alternative resolution process to be appropriate **both** parties must have an understanding and agree on the necessary elements of the process. Both the Reporting Party and Respondent will have to agree to established terms should they wish to participate in the alternative resolution process.

For matters of sexual assault, domestic & dating violence, the Alternative Resolution process may only be offered after a formal complaint is filed.

The University will not offer or facilitate an alternative resolution process to resolve allegations that an employee sexually harassed a student, matters of sexual assault, or sexual violence.

Alternative Resolution Education Outcomes for Students

- Restorative practices. Participation in a discussion by trained facilitators with any persons or departments Harmed and development of a shared agreement of how to correct the Harm. Unlike other sanctions, all

participants must voluntarily agree to participate in the restorative process.

- Facilitate Conversations. Participation in a mediated discussion with other disputants facilitated by trained mediators with the hope of developing a negotiated agreement serving as resolution to the dispute. Unlike other sanctions, all participants must voluntarily agree to participate in mediation.
- Other Discretionary sanctions. Work assignments, essays, presentations, research projects, conduct contracts, service to the University, or other discretionary assignments.

Disclosure of Results of Disciplinary Proceedings

Upon request William Paterson University will disclose the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of any crime of violence or a non-forcible sex offense to the alleged victim or the next of kin if the victim is deceased.

How Do I File A Complaint

If you believe you, or someone else, has been a victim of sexual violence, domestic/dating violence, and/or stalking by a student and/or University employee on campus or at a University-sponsored event, you can report the incident to the University Police Department at 973.720.2300, if that is consistent with the alleged victim's wishes. University Police can be reached 24 hours a day, can assist the alleged victim with obtaining medical attention, and can help with the filing of a criminal complaint with local law enforcement authorities. If the alleged victim does not wish to file a report with University Police, they should still contact Title IX Coordinator, Sobia Mahmood, via email/phone or the person filing the complaint may choose to submit the information via our Sexual Harassment and Sexual Misconduct Complaint Form. Upon being made aware of an allegation, responsible employees **MUST** file a report with the Title IX Coordinator.

If you believe you (or someone else) have been a victim of non-violent sex/gender-based discrimination (such as sexual harassment and/or hostile work/academic environment) by a student and/or University employee on campus or at a University-sponsored event, you should contact Sobia Mahmood, Title IX Coordinator, via email/phone or you may choose to submit the information via our Sexual Harassment and Sexual Misconduct Complaint Form. The Title IX Coordinator will ensure that the alleged victim is made aware of any/all support services available. Upon being made aware

of an allegation, responsible employees MUST file a report with the Title IX Coordinator.

Should a victim not wish to file a complaint with University Police or the Title IX Coordinator, he/she has the right to only notify a confidential employee about the alleged incident. The University's confidential employees are the Social Worker for Student Support and Resources, Counseling Health and Wellness Center staff, and Confidential Counselors at the Employee Assistance Program. These employees are not obligated to file a report with the Title IX Coordinator and they can also assist with available resources depending upon the circumstances.

Questions about sex discrimination or other complaints that might fall under Title IX can also be filed externally with the Office of Civil Rights, (OCR), U.S. Department of Education, 400 Maryland Ave., SW Washington, DC 20202. Tel. 202.453.6020, Fax: 202.453.6021 TDD:800.877.8339 or http://www2.ed.gov/about/offices/list/ocr/docs/tix_dis.html.

Title IX and Sexual Misconduct Definitions

What is Sex Discrimination?

Sex discrimination is any action that adversely affects the employment or educational opportunities of a person due to his or her sex. This includes discrimination on the basis of pregnancy, in sports, in scholarship programs, and in decisions or actions at all operational levels on campus. Sex discrimination also encompasses harassment of an individual on the basis of sex.

What is Sexual Misconduct?

Sexual misconduct is a broad term that identifies forms of discrimination and harassment based on sex including, sexual exploitation, non-consensual sexual contact, gender-based harassment, stalking – including cyber stalking. Sexual misconduct includes other acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, even if those acts do not involve conduct of a sexual nature.

What is Sexual Harassment?

Sexual harassment includes but is not limited to:

- **Gender-based harassment:** harassment based on sex or gender, sexual orientation, gender identity, or gender expression, which may include acts of intimidation or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature.
- **Quid pro quo:** Sexual advances, requests for sexual favors, and other verbal or physical conduct of a

sexual nature when submission to such conduct is made a condition of the conferral of any benefit, or rejection of such advance, request, or conduct implies that a person will suffer adverse consequences from another person in an express or implied position of authority.

- **Hostile environment/unwelcome conduct:** Conduct of a sexual nature or based on gender or sexuality that is severe, pervasive, and/or objectionably offensive defined by a reasonable person under similar circumstances so as to interfere with or limit the ability of a reasonable individual to participate in or benefit from a University program or activity. This may include unwanted, unwelcome, or inappropriate sexual or gender-based activities or comments.
- **Sexual Assault:** Any sexual penetration, however slight, of a person without that person's consent. Any intentional, non-consensual sexual contact with an intimate body part of another or forcing another to have sexual contact with an intimate body part of oneself or another, with any object or body part, or any disrobing of another without consent.
- **Dating Violence/Domestic Violence:** Any action, statement, or use of force against a person where a previous or current personal, intimate, or special relationship exists (defined by marriage, civil union, dating, family membership, or co-habitation) which includes physical, sexual, emotional, economic, and/or psychological actions or threats of actions that a reasonable person in similar circumstances and with similar identities would find intimidating, terrorizing, or threatening. Such behaviors may include threats of violence to one's self or one's family member.
- **Stalking:** Purposefully or knowingly engaging in a stalking behavior directed at a specific person that would cause a reasonable person to fear for their safety or the safety of a third person or suffer other emotional distress. Such stalking behaviors include but are not limited to alarming conduct, following a specific person or otherwise communicating with a person repeatedly in a manner likely to cause fear for safety, or seriously annoy a reasonable person under similar circumstances.

What is a Hostile Environment?

Hostile environment: when such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or demeaning employment or educational environment. A cause of action is established if the complained-of-conduct would not have occurred but for the student or employee's gender, and it was severe or pervasive

enough to make a reasonable person of the same sex believe that the conditions of learning and/or employment are altered and the environment is hostile or abusive.

What is Consent?

Consent, as defined in the Student Sexual Misconduct and Non-Discrimination Policy, is informed, voluntary and mutual, and may be withdrawn at any time. Consent is not obtained with express or implied force, coercion, intimidation, threat, or duress. Consent to a sexual act must be expressed, and be fully informed and a freely decided choice to participate in sexual contact or intercourse. Consent cannot be assumed or implied by silence or the absence of physical or verbal resistance. Consent is an affirmative, unambiguous and conscious decision. Consent to one type of sex act does not imply consent to other forms and must be ongoing throughout a sexual encounter. Past consent to sexual activity does not imply ongoing future consent with a person or consent to the same activity with another person. If a person is mentally or physically incapacitated or impaired so that a person cannot understand the fact, nature, or extent of the sexual situation, there is no consent. This includes incapacitation by use of alcohol and/or drug consumption or being asleep or unconscious. Generally, the age of consent in New Jersey is 16. Please refer to NJ State Law for full consent and statutory rape laws.

The following actions render consent null:

- **Coercion:** Coercion is the use of pressure to compel another individual to initiate or continue sexual activity against their will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Coercion renders an individual unable to consent.
- **Force:** Force is the use or threat of physical violence to overcome an individual's freedom of will to choose whether or not to participate in sexual contact. Force renders an individual unable to consent.
- **Incapacitation:** A person who is incapacitated is not capable of giving valid, affirmative consent. Incapacitation is a state where one cannot make a rational, reasonable decision because they lack the ability to understand the who, what, when, where, why, or how of the sexual activity. A person may be incapacitated as a result of a temporary or permanent mental or physical condition, sleep, or unconsciousness. A person may be incapacitated

as a result of the consumption of alcohol or drugs. A person who is not incapacitated at the beginning of sexual activity, may eventually reach a state of incapacitation as the activity progresses due to alcohol or drug intake prior to or during the activity. Incapacitation is a state of impairment significant enough to render a person unable to understand the fact, nature, or extent of the sexual activity. For the purpose of this policy, the standard that shall be applied is whether or not a reasonable person would have known, based on the facts and circumstances presented, that the other person was incapacitated and therefore, not capable of giving consent.

What is the Reasonable Person Standard?

The Courts have recognized that the difficulty in defining the unwelcome, hostile, or offensive nature of an environment may lie in the fact that people may disagree as to what constitutes offensive, degrading conduct. In response to this key issue, the courts have adopted a "reasonable person" standard. Under this standard, a claim would be found to be harassment if a "reasonable person" would consider the action hostile or offensive. The reasonable person standard refers to a belief held, knowledge known, or action taken or not taken by an ordinary person under similar circumstances.

What is the Preponderance of Evidence Standard?

The preponderance of the evidence standard is utilized in the University investigation, adjudication, and grievance processes. The preponderance of evidence is a standard of proof in which the totality of the evidence demonstrates that an individual's version of events more likely than not occurred. The preponderance of the evidence is understood to require more than 50 percent certainty to determine responsibility (51% or greater).

Who are Responsible Employees?

With the exception of confidential employees, all faculty, staff and administrators are "Responsible Employees" and therefore, must report allegations of sexual harassment and/or sexual violence made by students to the Title IX Coordinator or other appropriate school designee their supervisor. All managers have a heightened duty to report any allegations of sexual harassment that they are made aware of to the Title IX Coordinator.

Who are Confidential Employees?

Confidential Employees are the Social Worker for Student Support and Resources and Counseling Health and Wellness staff. These employees are exempt from

any Title IX reporting obligation; however, they can assist with available resources depending upon the circumstances.

Who are Campus Security Authorities?

Campus Security Authorities are defined as officials of an institution who have significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. Some examples of Campus Security Authorities include but are not limited to, University Police, Office of Residence Life, Office of Student Conduct and Dispute Resolution, and Office of Campus Activities, Service and Leadership. Campus Security Authorities are also obligated to report allegations under the Jeanne Clery Act that are made in good faith (this can include sexual violence allegations). It is possible for an individual to be both a responsible employee and a campus security authority. If an individual is confused about whether he/she is a responsible employee, CSA, or both, please contact the Title IX Coordinator or his/her designee.

Sexual Assault Victim Bill of Rights

- (1) To have any allegation of sexual assault treated seriously; to be treated with dignity and compassion; and to be notified of existing medical, counseling, mental health, or other services available for victims of sexual assault, whether or not the crime is reported to law enforcement;
- (2) To be free, to the extent consistent with the New Jersey or United States Constitution, from any suggestion that victims are responsible for the commission of crimes against them or any suggestion that victims were contributorily negligent or assumed the risk of being assaulted;
- (3) To be free from any suggestion that victims are to report the crimes to be assured of any other guaranteed right and that victims should refrain from reporting crimes in order to avoid unwanted personal publicity;
- (4) When applicable, to no-cost access to the services of a sexual assault response team comprised of: a certified forensic nurse examiner, a confidential sexual violence advocate, and a law enforcement official as provided in accordance with the Attorney General's Standards for Providing Services to Victims of Sexual Assault, and the choice to opt into or out of any of the team's services;
- (5) To be informed of, and assisted in exercising, the right to be confidentially or anonymously tested for acquired immune deficiency syndrome (AIDS)

or infection with the human immunodeficiency virus (HIV) or any other related virus identified as a probable causative agent of AIDS; and to be informed of, and assisted in exercising, any rights that may be provided by law to compel and disclose the results of testing of a sexual assault suspect for communicable diseases;

- (6) To have forensic medical evidence, if collected, retained for a minimum of five years, and to receive information about the status of the evidence upon request;
- (7) To choose whether to participate in any investigation of the assault;
- (8) To reasonable efforts to provide treatment and interviews in a language in which the victim is fluent and the right to be given access to appropriate assistive devices to accommodate disabilities that the victim may have, whether temporary or long term;
- (9) To information and assistance in accessing specialized mental health services; protection from further violence; other appropriate community or governmental services, including services provided by the Victims of Crime Compensation Office; and all other assistance available to crime victims under current law;
- (10) To be apprised of the availability and process by which a court may order the taking of testimony from a victim via closed circuit television in accordance with section 1 of P.L.1985, c.126 (C.2A:84A-32.4); and
- (11) To be apprised of the availability and process by which to seek protections through a temporary or final protective order under the "Sexual Assault Survivor Protection Act of 2015," P.L.2015, c.147 (C.2C:14-13 et seq.), if the victim believes that the victim is at risk for re-victimization or further harm by the perpetrator.

Preserving Evidence Following an Incident of Sexual Assault, Domestic Violence, or Stalking

It is important to preserve the evidence of any offense. It may be necessary proof to obtain a protection order or prosecute the offender.

1. Sexual Assault

- a. Forensic evidence collection is best done within 72 hours of the assault and best collected immediately following an assault. Technological advancements have made it more likely to collect evidence after 72 hours. However, it is important to remember that the more time passes between

the sexual assault and reporting it to the police, the less likely it will be to collect physical evidence that may be significant.

- b. To preserve evidence in the case of sexual assault, it is recommended that you do not shower or bathe, wash your hands, use the toilet, douche, eat, drink, smoke, brush your teeth, change clothing, or wash clothing or bedding before a medical exam. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care.
- c. If you wish to make a report to the police, or if you wish to have evidence collected so you can make this decision later, you may seek services by calling the police.
- d. It is preferred that a police department facilitates the collection of forensic evidence. However, if you are not sure if you would like to report to the police or if it has been longer than 72 hours after the assault, you may wish to gather all clothing and bedding that may be used for evidence and place them into a clean paper bag or clean sheet. Store these items at room temperature to protect the evidence.

2. Dating or Domestic Violence

- a. In the case of dating violence and domestic violence, the resource you choose to report the crime to (a doctor, the police, an advocate, etc.) may recommend ways to preserve evidence, such as logging incidents, photographing injuries, seeking medical care, etc.

3. Stalking

- a. Stalking is demonstrated through a pattern of unwanted contact. In addition to logging unwanted contact, it is recommended that you save and photograph unwanted text messages, emails, letters, and gifts and store them in a secure location.

Sexual Offender Registration

The Campus Sex Crimes Prevention Act of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at or employed by institutions of higher education. The Act requires sex offenders already required to register in a state to provide notice, under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

For information regarding Megan's Law in the State of New Jersey and to search the New Jersey Sex Offender Internet Registry, visit http://www.njsp.org/info/reg_sexoffend.html.

For information on how to register if you are a convicted sex offender, contact the William Paterson University Police Department's Detective Bureau for instructions at 973.720.2300.

Alcohol and Drug Policy

The University recognizes that students are adults and that the opportunity to assume and exercise responsibility for their own behavior is an important aspect of their education.

As William Paterson is an institution of learning, with the goal of the enrichment of an individual's life, inappropriate use of alcohol is a primary concern. Therefore, the following policy is in effect:

I. Regulations

A. Alcohol

Persons under the legal drinking age shall neither consume nor be served alcohol. N.J.S.A.2C:33-15 and 17; New Jersey State Alcohol Beverage Act, N.J.S.A.33:1-1 et seq. The legal sanctions for violating these laws include incarceration, fines, participation in a state-sponsored alcohol education program, and/or postponement or loss of driver's license.

1. It shall be unlawful for a person under the legal drinking age to:
 - a. purchase alcohol, or
 - b. enter any premises licensed for the retail sale of alcohol for the purpose of purchasing, or having served or delivered to him or her, any alcohol, or
 - c. consume any alcohol on premises licensed for the retail sale of alcohol.
2. It shall be unlawful for any person to:
 - a. misrepresent or misstate his/her age, or the age of another person, for the purpose of inducing any licensee, or any employee of any licensee, to sell, serve, or deliver any alcoholic beverage to a person under the legal age for purchasing alcoholic beverages, or enter any premises licensed for the retail sale of alcoholic beverages for the purpose of purchasing or to purchase alcoholic beverages for another person who does not, because of his or her age, have the right to purchase and consume alcoholic beverages.
 - b. Under special considerations, students under the age of 21 may be permitted to participate in an entertainment program. However, consumption of alcohol by those students is not permitted.
3. Personal consumption of alcohol for people 21 years of age or older is permitted in the Heritage and Pioneer apartments and White Hall.

4. Kegs, beer balls, and multi-quart containers of alcohol are not permitted on campus at any time.
5. The organization of, and/or participation in drinking games involved in consumption of alcohol (e.g., beer pong, flip cup, the use of funnels, etc.) is prohibited.
6. Binge drinking and/or otherwise encouraging, supporting, or permitting the rapid or excessive consumption of alcohol is prohibited.
7. Coercing or encouraging another to consume alcoholic beverages against their will is prohibited.
8. The following locations are licensed for the serving of beer and wine at scheduled social functions only:
 - a. University Commons Cafeteria
 - b. University Commons Ballroom
 - c. University Commons Terraces
 - d. University Commons Restaurant
 - e. University Commons Restaurant Terrace
 - f. University Commons Second Floor Conference Rooms
 - g. Wayne Dining Hall
 - h. Any other defined licensed area

The sale, service, and/or consumption of alcohol in locations not listed above, or not part of a scheduled social function with authorized alcohol service, is strictly prohibited. Persons under the legal drinking age shall neither consume nor be served alcohol at such events.

9. No student activities fees may be used for the purchase of alcohol. Any student group wishing to sponsor an event either on or off campus where alcohol is available must first be approved by the Associate Vice President for Student Development or designee.
10. Any marketing, advertising, and promotion of alcohol on campus is prohibited. No publicity distributed or posting about special events on or off campus shall indicate the availability of alcohol except to indicate legal age requirements for admission. Servers at such on-campus events shall have been trained in appropriate responsible hospitality practices (e.g., TIPS, TAMS).
11. Deliveries of alcohol to the campus may not be made by liquor stores or distributors unless specifically authorized. All deliveries to residence halls are prohibited.
12. Carrying or transporting open containers of alcohol is prohibited.

13. Disorderly conduct resulting from the misuse of alcohol is unacceptable and will be considered a serious violation of the Student Code of Conduct.

B. Illegal or Controlled Drugs

In accordance with federal, state, and local laws, use of illegal or controlled drugs or other substances and misuse of prescription drugs are prohibited on the William Paterson University campus. Controlled substances include, but are not limited to, illegal drugs, prescription drugs, designer drugs, and other chemicals that alter the perceptions and motor abilities of an individual. Use of over-the-counter medications not in compliance with the directions accompanying the products is also prohibited. Legal sanctions for violating these laws include incarceration, fines, and/or postponement or loss of driver's license.

II. Discipline

- A. Infractions and violations of rules or regulations shall be adjudicated by the Office of the Vice President for Student Development and/or his/her designee and possibly as criminal offenses that warrant arrest. All students who are found to have violated the Alcohol and Other Drug Policy will be subject to appropriate judicial sanctions.
- B. The following are examples of violations:
 1. the use of false identification
 2. drunk and disorderly conduct
 3. consumption of alcohol in unapproved locations
 4. supplying alcohol to minors
 5. consumption or possession of alcohol by minors
 6. intoxication
 7. open containers of alcohol in non-designated areas
 8. driving on campus while intoxicated
 9. distribution of material that promotes alcohol or alcohol consumption
- C. Students abusing over-the-counter medication shall be referred to the Counseling, Health, and Wellness Center for evaluation and consultation as appropriate.
- D. The 911 Prevention legislation (2009) and the Drug Overdose Prevention Act (2013) (both incorporated into William Paterson University's Pioneer Lifeline) state that a student will not face any disciplinary action in the event of witnessing a potential alcohol or drug-related overdose emergency when she or he calls 911 or the Pioneer Lifeline for help. New Jersey's "Good Samaritan" laws provide immunity from punishment as long as the student reporting

the incident remains with the peer who overdosed until authorities arrive, and cooperates with medical and law enforcement.

(The person who is obtaining medical attention is also granted immunity from punishment or prosecution.) As long as students act in good faith by calling for help and staying with their friend, they will not be arrested, charged, prosecuted, or convicted for obtaining, possessing, using, or being under the influence of substances. The first person who calls and one or two other people who are also helping will be protected under this law. This act will only provide immunity from low-level criminal offenses such as possession or personal use of substances.

- E. Students found using alcohol in violation of this policy, or illegal drugs, shall be addressed under the Student Code of Conduct. This may include referral to Counseling, Health, and Wellness for consultation, evaluation, and recommendation for further referral as appropriate. The Alcohol and Other Drug evaluation will include a number of sessions with a counselor and consist of a clinical interview, self-report measures, and follow-up feedback session(s) to provide students and the referral source with treatment recommendations. Additionally, students may receive punitive sanctions up to and including loss of housing privileges.

III. Education and Awareness

The University encourages responsible behavior through the provision of Alcohol-Wise, an online alcohol education and training course required of all entering freshmen. Intervention and treatment are also available for those who have problems with alcohol and drugs, as well as support for those students in recovery. All of these resources may be accessed through the Counseling, Health, and Wellness website.

William Paterson University's Drug and Alcohol Abuse Programs

• Substance Assessment Feedback and Education

The growth and safety of students begins with education and awareness. Our goal is to help students increase their level of education regarding their use, incorporate harm-reduction techniques, and to aid students in making informed decisions pertaining to their use of drugs, alcohol, or other substances. Assessment, intervention, education, and treatment are available for those students who have concerns regarding alcohol and drug use, or are seeking to maintain recovery.

Within this model we provide substance use assessments and treatment to students as either self-referrals, or referred by University administrators due to conduct/policy sanctions. An administration-based referral is intended to provide intervention for the safety of both students and the campus community.

A Substance Assessment Feedback and Education, also known as a SAFE Evaluation, offers a clinical interview and use of psychometric assessments to provide personalized feedback. Some sessions may consist of urinalysis drug testing, pending clinical need. All students are provided with personalized recommendations and treatment planning, or if clinically appropriate, an offer of weekly individual psychotherapy by the Counseling, Health and Wellness Center (CHWC) or a referral for a higher level of care.

• Pioneer Lifeline

William Paterson University takes the health and safety of our students seriously. We aim to reduce any barriers to our students' access health and safety resources in the event of an alcohol or drug emergency.

If you believe someone has overdosed, or is experiencing an alcohol or drug related emergency, immediately call 911 to be connected to campus or local police to access use of the Pioneer Lifeline.

The Pioneer Lifeline is an emergency resource to access campus police in the event of an alcohol- or drug-related emergency or overdose. From your cell phone call 911, or contact University Police via the Rave Guardian App.

To use the Pioneer Lifeline:

Follow these three simple steps:

- ▶ Call for help (911)
- ▶ Stay with your friend
- ▶ Talk to the authorities

Governor Chris Christie instituted the Good Samaritan Law, also known as The Overdose Prevention Act, in May 2013, in an effort to decrease the amount of overdose deaths in New Jersey. Drug overdose deaths are now the leading cause of accidental death in the United States, exceeding even motor vehicle accidents among people ages 25 to 64. This law protects individuals from being penalized for contacting emergency authorities for help if someone has overdosed on drugs even if the individual calling for help is also using drugs, or there are drugs/paraphernalia in their vicinity. The law states that the amount of drugs must be

enough to be considered personal use only. The Pioneer Lifeline applies to alcohol as well as drugs, and states that campus police will provide assistance without penalty/prosecution as long as it is one other person and personal use amount.

- **Alcohol-Wise**

Alcohol-Wise is designed to educate students on alcohol prevention and the risks and consequences associated with high risk drinking. As you know, issues surrounding the use and abuse of alcohol are prevalent in many high schools and colleges. Whether you choose to abstain from alcohol or not, it can have a significant impact on your life and the lives of those around you.

The program aims to help students clarify their thinking about alcohol and make healthy decisions by empowering students to make well-informed decisions. It provides simple strategies to help keep students safe, if they choose to drink. It is a confidential, personalized experience for each student.

Alcohol-Wise is a requirement of all first year students and transfer students with less than 12 credits.

- **ATOD Task Force**

The Alcohol, Tobacco, and Other Drug (ATOD) Task Force is a group encompassing all students, faculty, and staff who are concerned about substance misuse at William Paterson University and its negative outcomes. Previously operating as the "Alcohol Task Force," the task force has been reinvented to include campus-wide consideration of all substances, legal or otherwise, that may impact a student's ability to succeed personally and educationally.

The ATOD Task Force meets once a semester to discuss and initiate campaigns and activities that affect substance misuse both on and off campus. Prior registration is not required for participation or meeting attendance. Please follow our work on Instagram at @WPPHA, our Peer Health Advocate social media account.

For further information regarding the ATOD Task Force, please contact Elizabeth Battiston, AOD Coordinator/Counselor, at BattistonE@wpunj.edu.

- **Biennial Review of AOD Programs and Policies**

In an effort to continually identify areas for improvement and determine our effectiveness and consistency of policy enforcement, William Paterson

University completes a biennial review of policies, programs, and practices related to alcohol and other drugs.

The biennial review provides an overview of the following information and resources, which have occurred during the past two years and biennial review period, specifically in relation to alcohol and other drugs:

- ▶ Alcohol, tobacco, and other drug prevention
- ▶ Enforcement
- ▶ Treatment
- ▶ Education
- ▶ Support services

The biennial review details William Paterson University's plans to maintain our internal resources, outreach, and prevention efforts within our University community, as well as our connections with the larger community outside the University, in efforts to address more recent trends and issues related to alcohol and other drugs.

In compliance with the Drug-Free Schools and Communities Act of 1989 (DFSCA), specifically the Education Department General Administrative Regulations (EDGAR) Part 86, which requires that institutions of higher education maintain regulation requirements, annual notification, and completion of a biennial review, you may view the complete report or direct any questions to Eileen Lubeck, PsyD, Dean of Student Development, Division of Student Development, at LubeckE@wpunj.edu or 973.720.2450.

- **The HERO Campaign**

The HERO campaign provides an organized, ongoing nationwide attempt to reduce drunk driving and promote the use of sober designated drivers. It was launched by the Elliot family in 2000 in memory of their son, John Elliot, who died at the hands of a drunk driver. The HERO Campaign cause was picked by William Paterson University's Athletics Department and the Theta Phi Alpha Sorority.

Over the last 10 years, the HERO Campaign has been funded through the New Jersey Highway Traffic and Safety SAGE grant. The approximately \$15,000 received annually through the grant has funded various events on campus such as Arrive Alive and the Save A Life Tour. Both of these events bring driving simulators to the campus.

These programs provide students an opportunity to learn the consequences of driving while distracted

or intoxicated. In addition, the HERO Campaign partially funded the salaries of the Peer Health Advocates, and supported their training. The Peer Health Advocates promote the Hero Campaign through outreach, tabling events, and workshops.

The Peer Health Advocates work to assure that the HERO Campaign is adequately recognized on our campus. They consistently promote the HERO Campaign to student leaders. They assist with marketing the program and attend student group meetings, such as Greek Senate. Engaging these leaders in this way facilitates extensive cooperation in addressing substance use on our campus. It is our belief that the HERO Campaign message can reduce the number of drinking and driving accidents and fatalities. For more information on The Hero Campaign, please visit: <http://herocampaign.org>.

- **United for Prevention in Passaic County**

United for Prevention in Passaic County (UPinPC) is a county-wide coalition that seeks to engage all members of the community who are concerned about the problem of substance misuse in the county. Coalition members include students, parents, mental health providers, law enforcement members, and other prominent members of the community. The coalition works toward reducing the access and availability of drugs and alcohol to promote real and effective change in the county.

Some of the coalition's activities at William Paterson University include:

Coalition meetings: The coalition holds four county-wide informative meetings at William Paterson University to share relevant information regarding substance abuse and recovery in Passaic County. Additionally, there are three coalition teams, the Action Team, Data Team and Communication Team, which meet on a regular basis and work toward meeting the objectives of the coalition as described in the strategic plan. The meetings are open to all and are attended by all major stakeholders in substance abuse prevention in Passaic County.

Parents Who Host Lose the Most Campaign: UPinPC works with parents using the Parents Who Host Lose the Most Campaign. United for Prevention in Passaic County works to encourage and support awareness of the Social Host Liability Laws. This is done by promoting the use of the Parents Who Host, Lose the Most Campaign in all 16 municipalities. This campaign will function to create a county-wide message to parents that underage drinking will not be tolerated. Parents will also learn that serving alcohol to minors in your home is subject to criminal prosecution. [Click here to find more information on](#)

the Private Property Ordinance in your town. Passaic County Private Property Ordinance database

Project Medicine Drop: UPinPC will work to reduce the availability of prescription pills in Passaic County by collaborating with the New Jersey Division of Consumer Affairs' Project Medicine Drop program. This program allows community members to dispose of unused, unwanted, and expired medications anonymously, 7 days a week, 365 days a year at permanent drop boxes that are located within their local police departments. Passaic County currently has 15 permanent dropoff boxes situated all over the county.

Teen Summit: The Passaic County Teen Summit is held biannually, in the spring and fall, with 250 high school students representing each of the 25 high schools in the county. This conference is sponsored by the Passaic County Municipal Alliances for Prevention of Substance Abuse, United for Prevention in Passaic County, the Executive County Superintendent of Schools office, and the Lindsey Meyer Teen Institute (LMTI). LMTI provides youth with leadership training, team-building activities and action-oriented workshops aimed at teaching community-level change strategies such as public service announcements (PSA) and photovoice.

TIPS for Establishment training: This skill-based program is geared towards giving on-premise (restaurant) and off-premise (liquor stores) liquor establishments the knowledge and confidence to recognize alcohol-related problems and effectively intervene to prevent alcohol related strategies. This is an ongoing training that UPinPC will provide for the community.

For further information, please contact Sherrine Schuldt, CPS, CHES, at 973.720.3146 or email upinpc@live.com. Further information can also be found at <http://www.wpunj.edu/uppc/index.html>.

Residence Life Alcohol Policy

(from Residence Life Handbook 2022-2023)

Alcoholic beverages for private consumption by those residents and their guests who are 21 and over are allowed only in Pioneer, Heritage, and White Halls. Individuals in possession of alcohol upon entering the apartment complex and White Hall must verify their age with proper identification at the security desk.

Alcoholic beverages and alcohol containers of any type (empty or full) are prohibited in all other residence halls at all times. Empty bottle collections, decorations, and displays are prohibited in all residence halls and apartments. Selling, distributing, or manufacturing

alcohol is also prohibited. Students who participate in or are otherwise present during activities which violate this policy are subject to disciplinary action up to and including eviction from the halls and/or expulsion from the University.

Residents who are found serving minors are subject to disciplinary action. Alcoholic beverages are restricted to private apartments/rooms with the door closed and are not allowed in public areas (hallways, lounges, etc.). Any students under 21 who are found in possession of or in the presence of alcohol are subject to disciplinary action.

The organization of and/or participation in drinking games involving the consumption of alcohol (e.g., beer pong, flip cup, the use of funnels, etc.) is prohibited. Binge drinking and/or otherwise encouraging, supporting, or permitting the rapid or excessive consumption of alcohol is prohibited. Coercing or encouraging another to consume alcoholic beverages against their will is prohibited. Disorderly conduct resulting from the misuse of alcohol is unacceptable and will be considered a serious violation of the Student Code of Conduct.

Similar to the rest of the campus, kegs, beer balls, and multi-quart containers, empty or full, are restricted from the residence halls. Residents found in possession of the above are subject to dismissal from the residence halls.

Residence Life Drug Policy

(From Residence Life Handbook 2022-2023)

The use, possession, sale, or purchase of any type of narcotic or drug is prohibited by law, unless prescribed by a physician. Providing, merchandising, possessing, and using drugs, controlled dangerous substances, or drug paraphernalia could result in removal from the residence halls and/or expulsion from the University.

Students who participate in or are otherwise present during activities which violate this policy are subject to disciplinary action up to, and including, removal from the halls and/or expulsion from the University.

Residence Life Handbook 2022-2023

The Residence Life Handbook applies to all enrolled resident students. It can be found here:

<https://www.wpunj.edu/reslife/handbook.html>

Working Together with Campus Officials

Campus officials are trained to work with college students. They have a great deal of expertise in helping manage difficult situations, referring students to the appropriate resources, and working together to create a safe and positive educational environment. Campus

officials should encourage students to ask for help when needed. Student Life professionals, University Police Officers, staff, and faculty members will offer support and point students in the right direction.

Access to Campus Facilities

University Offices are generally open from 8:30 a.m. until 4:30 p.m. Classrooms are generally open at 8:00 a.m. and remain so until 10:20 p.m. Residence halls are open only to residents and their invited guests. Notice of the Residence Hall Policy for entering these buildings is posted on site at the residence hall entrances as required by the State of New Jersey Trespassing Statutes.

Resident Student Visitation Policy

The right of a student to live in reasonable privacy takes precedence over the right of their roommate to entertain guests in the room/apartment. In the practical application of determining when guests should be invited to the room, common sense and mutual respect should prevail. It is the responsibility of the student hosting a guest to communicate and ask permission from the other residents in their shared living space before inviting a guest to campus. Should guest visitation become a negative experience within a room/suite/apartment, Residence Life reserves the right to adjust guest visitation privileges and procedures for the members of that room/suite/apartment at any time throughout the academic year.

Resident students are permitted to have two guests signed in to the residence hall in which they are assigned to live at a time. A guest is defined as a resident from another residence hall, a WP commuter student, or a person not affiliated with the University.

Resident students must meet their guests at the front desk of the residence hall and must present their WP ID card to sign in their guests.

All guests will need to leave an accepted form of ID at the desk when signed in as a guest. At the end of the visit, guests must sign out with the front desk staff when they are leaving to receive their ID card back. Failure to sign out a guest will prevent future guests from being permitted to sign in.

Acceptable forms of valid picture ID are as follows:

- ▶ State-issued picture driver's license or identification card
- ▶ Military-issued picture identification card
- ▶ High school or college identification card

Guests are permitted to sign in and out 24 hours a day; 7 days a week unless otherwise communicated by the

Residence Life staff. All guests are expected to abide by William Paterson policies and procedures. Resident students are responsible for the actions of their guests at all times, and are subject to a student conduct hearing if their guests violate University regulations. Any guests in violation of William Paterson policies and procedures may be asked to leave the campus and their ability to be future guests on campus will be reviewed.

Cohabitation Clause: A guest may not be an overnight guest on campus/in a residence hall for more than three consecutive nights or three nights within a seven-day week (Sunday-Saturday), regardless of host. Evidence of cohabitation will be submitted to the Office of Student Conduct and may result in individuals being restricted from hosting guests or individuals from being permitted as a guest in the residence halls.

Maintenance of University Facilities

The observation of University facilities is conducted on a daily basis by the University Police Department, as well as the Facilities Department. Repairs and maintenance for safety and security hazards are responded to promptly, including but not limited to malfunctioning lighting, broken windows, faulty locks, and pedestrian/motor vehicle hazards.

Security Awareness Programs

The University Police, in conjunction with its Community Policing Bureau, host a Security Awareness Program each year in the University Commons. The workshop includes topics including; crime prevention, computer safety, banned substances, bear safety, what to do when stopped by a police officer, health, financial safety, fire safety, safety in the residence halls, bullying, cyberbullying, hazing, evacuation safety, hiking safety, healthy relationships, and recycling.

University Police also conduct presentations for student and faculty/staff groups. Some topics discussed include crime prevention and personal safety, date rape, drug and alcohol awareness, and fire safety. In addition to these educational presentations, pamphlets and handouts are available on vandalism, first aid, fire safety, and driving while intoxicated. If you have any questions, please contact the Community Policing Bureau at 973.720.3004.

Crime Victim/Witness Services

The University Police Department strives to treat all crime victims and witnesses with dignity and compassion, and to protect their rights as enumerated in the New Jersey Crime Victim/Witness Bill of Rights. The University Police Department provides information,

services, and referrals designed to minimize the confusion and inconvenience that some people associate with the criminal justice system.

Counseling, Health, and Wellness Center

Mission

The Counseling, Health, and Wellness Center is a welcoming and accepting environment that strives to empower William Paterson University students to make informed decisions about their physical and emotional well-being in order to promote lifelong health.

Through primary health care, personal counseling, health education, prevention services, and co-curricular educational opportunities, the Center assists students in achieving success in their academic experience and life goals.

The Counseling, Health, and Wellness Center is staffed with psychologists, social workers, supervised graduate students, a nurse practitioner, registered nurses, and a consulting physician together with an excellent administrative staff.

Any student who is currently registered for classes can be seen at the Counseling, Health, and Wellness Center, including part-time and non-degree students. Health services offered include primary care, sick and injury care, women's and men's health, transgender health counseling, HIV/STD testing, and on-site lab testing. Counseling services include consultation and referral, crisis management, alcohol/drug assessment, and individual and group counseling. The Center offers educational programs and events on a series of mental health and wellness topics including, but not limited to, sexual health, alcohol and drug abuse information, stress reduction, and more.

The Counseling, Health, and Wellness Center is located in Overlook South, on the first floor. Please call ahead to make an appointment. The telephone number for medical appointments is 973.720.2360. The center provides regularly scheduled counseling appointments, as well as 24-hour/seven days a week emergency/crisis intervention for mental health emergencies. These can be accessed by calling 973.720.2257.

Student Code of Conduct

The Student Code of Conduct applies to all enrolled students and details the student conduct process which is applied whenever there is an allegation of a policy violation. It can be found here: <https://www.wpunj.edu/student-conduct/student-handbook/the-student-code-of-conduct.html>.

When students become members of the William Paterson University community they are expected to abide by the University's rules, regulations, and behavioral standards. These standards are reasonable and are based on the concept of responsible citizenship. The University does not attempt to regulate the lives or activities of students except to assure its ability to accomplish its educational mission and protect the health, safety, and security of members of its community.

By choosing to affiliate with William Paterson University, all student members of the University are expected to uphold the standards of this community. For the purposes of enforcing the Code, students are defined as persons who have accepted an offer of admission and who have a continuing relationship with the University, including taking courses at the University, both full-time and part-time, pursuing undergraduate, graduate, professional studies, or continuing education. Persons who withdraw after allegedly violating the Student Code remain subject to the Code and its disciplinary action until the matter has reached a conclusion regardless if they have a continuing relationship with the University. With the exclusion of traditional winter or summer breaks, any individual who is not registered for classes at the time of a reported violation is viewed as a non-student but is still subject to Persona Non Grata status (see special circumstances).

These procedures have been developed to articulate the University's behavioral standards and to provide a format that ensures procedural fairness to all students. The disciplinary process is intended to be educational. The implementation of disciplinary procedures may vary in formality depending upon the gravity and nature of the alleged offense. In addition, the sanctions applied will fall within a range based upon the gravity of the particular offense and other situational circumstances including prior conduct history.

It is important to note that the threshold utilized for determining responsibility for alleged violations will be the preponderance of the evidence. This means that the hearing officer or hearing board will weigh all information available about an incident and ask themselves if the violation is more likely than not to have occurred. If the answer is yes (affirmative), then the student(s) and/or recognized student organization(s) will be found responsible for the policy violation.

Accommodation Statement:

Reasonable accommodations are available for participants with documented disabilities. To request disability-related accommodations that will facilitate your full participation in the student conduct process,

please contact the Accessibility Resource Center at least one week in advance at 973.720.2853 (voice); or ARC@wpunj.edu (email).

Students' Rights and Responsibilities

As a state-sponsored institution, William Paterson University affirms all students' constitutionally protected freedoms as outlined in the Bill of Rights. Specifically, we observe the following thresholds:

1. Students and recognized student organizations should be free to examine and discuss all questions of interest to them and to express opinions publicly and privately. They should always be free to support causes in a manner that does not disrupt the regular and essential operations of the University. [For more information regarding this matter, please refer to the Freedom of Expression policy: <https://www.wpunj.edu/policies/docs/freedom%20of%20expression%20policy.final.pdf>]
2. Students have the right to affiliate with recognized student organizations and engage in activities, provided those activities adhere to normal University policies and do not jeopardize the health, safety, or welfare of members of the University community.
3. It is the responsibility of all students of the University to adhere to the letter and spirit of duly enacted University policies, rules, and regulations. Students and recognized student organizations who violate said policies, rules, and regulations are likely to face disciplinary action.
4. The University shall attempt to handle disciplinary matters as quickly as possible, once aware of these incidents.
5. The University will ensure procedural fairness in all its disciplinary actions.
6. Acts of retaliation (including coercion, intimidation, threats, or any other action deemed so by administrators) against any student making a complaint will not be tolerated. This is meant to prevent the malicious use of the Student Code of Conduct against another student for the purpose of re-victimization.

Institutional Authority to Ensure Fulfillment of the University's Mission

The authority to discipline students for alleged violations of University policies, rules, and regulations is assigned by the President of the University to the Office of the Vice President for Student Development for implementation by the Vice President or designee. The Vice President for Student Development has assigned

oversight of the student conduct process to the Dean of Students. The Director of Student Conduct, reporting to the Dean of Students, administers the student conduct process. The Director of Campus Activities, Service and Leadership or designee, reporting to the Associate Vice President for Student Development, administers the student organization conduct process.

Definitions

Business day – A weekday (Monday – Friday) when the University is open and operating.

Due process – An established course of conduct and procedure that provides participants in a proceeding with reasonable notice of the matter at issue, reasonable time to offer a statement or response and a reasonable opportunity to do so.

Fighting words – Face-to-face personal insults addressed or intended to a specific person, of the sort that are likely to start an immediate fight. This may include some, but is not limited to: gender, racial, or religious insults. Correspondingly this does not include all gender, racial or religiously insensitive or offensive statements, only those likely to incite an immediate fight.

Harassment – Intentionally or recklessly engaging in behaviors which are sufficiently severe, pervasive and objectively offensive so as to substantially disrupt University operations or substantially undermine another student's ability to participate in or to receive the benefits, services or opportunities offered by the University.

Preponderance of the evidence – The lowest threshold for a finding of responsibility: is a scenario more likely or more probable, more than 50/50 than not to have occurred?

Procedural fairness – A process of treating all persons in the same manner and according to the same rules.

Promotion of illegal activity – Actions, behavior and/or communication that causes others to violate Federal, state or municipal laws.

Reasonable person standard – A belief held, knowledge known or action taken or not taken by an ordinary person under similar circumstances.

Reporting Student – The student who has provided the information necessary to issuing an alleged violation.

Responding student – The student who is charged with an alleged violation under the Student Code of Conduct.

Restorative practices – A category of resolution options that offer an opportunity to learn about WPU's community expectations for minor policy violations

and correct disruptive behaviors for first time violations without incurring sanctions or a conduct record.

Retaliation - Any act against any individual or group of individuals involved in the report, investigation and/or resolution of an allegation of a policy violation. Retaliation can be committed by any individual or group of individuals. Retaliatory conduct is prohibited regardless of whether it occurs on or off campus, in person, or through social media, e-mail, or other forms of communication.

Substantive disruption of the educational process – Actions, behavior and/or communication that causes obstruction and/or significant interference to the learning, research or teaching environment.

True threat – Actions, behavior and/or communication that endangers or threatens to endanger the health, safety or welfare of another person.

Proscribed Conduct

A student or student organization may be accountable to both the University and civil authorities for acts that violate the law as well as the Student Code of Conduct. Except in extraordinary circumstances, disciplinary action at the University will proceed during the pending criminal proceedings and will not be subject to challenge on the grounds that pending criminal charges involving the same incident have been postponed, dismissed, or reduced. The University reserves the right to apply its own standard and procedure under this policy and to reach its own determination on violations of this code unaffected by the standard, procedure or outcome of any civil or criminal proceedings.

Generally, violations of rules and regulations in the residence halls will be handled by the Office of Residence Life. Alleged policy violations regarding student organizations will be adjudicated by the Office of Campus Activities, Service and Leadership. However, violations that could result in student suspension or expulsion will be adjudicated through the Office of Student Conduct.

Allegations of sexual misconduct involving only students (rather than students and faculty or staff) will be investigated and adjudicated by the Title IX Coordinator & Discrimination Officer or designee.

Disciplinary action, based on a reasonable person standard, may be taken against students and recognized student organizations for the following violations of University policies, rules, and regulations:

A. The possession, use, sale, distribution, or sharing of any controlled substance (or non-prescriptive drug or prescription not for the user) or drug paraphernalia in violation of federal, state, or municipal laws.

Alcohol and Drug Policy: <http://ww2.wpunj.edu/police/services/drugalcohol.dot>

<https://www.wpunj.edu/student-conduct/student-handbook/alcohol-and-drug-policy.html>

- B. Violation of the University's alcoholic beverage policy and any federal, state, or municipal laws associated with the possession and use of alcohol.

Alcohol and Drug Policy: <http://ww2.wpunj.edu/police/services/drugalcohol.dot>

<https://www.wpunj.edu/student-conduct/student-handbook/alcohol-and-drug-policy.html>

- C. Theft of University or personal property, including the unauthorized use of another student's property and/or valuables, the removal or transfer of University equipment or furniture from one location to another without official authorization, or possession of stolen property.

- D. Any attempt to defraud the University or member of the University community.

- E. Causing damage to University premises or personal property.

- F. Misuse of, or tampering with, any electrical system, wiring, telephone service, fire safety equipment or other security devices, or the violation of University policy pertaining thereto.

- G. Unauthorized entry into or use of any University building, space or office.

- H. Violation of published rules governing residence halls and /or recognized student organizations.

- I. Possession, use, or brandishing a weapon of any kind. The following items are strictly prohibited on campus: firearms of any kind including airsoft guns, BB guns, hunting rifles, paintball guns and actual guns or rifles; fireworks, incendiary devices and other combustible materials; any knife beyond that which would be utilized for food preparation or a pocket knife. Additionally, the use of any item not typically utilized as a weapon in a manner that suggests this intent.

- J. Failure or refusal to abide by or comply with directives issued by representatives of the University when they are acting within the scope of their authority.

- K. Abuse and/or Bodily Harm

1. Assault and/or physical abuse.
2. Threats, intimidation, harassment or verbal abuse.
3. Bullying, stalking or cyber-bullying.
4. Hazing, including organizing, engaging in, facilitating, or promoting any conduct that places or

may place another person in danger of bodily harm or serious psychological distress. Hazing Policy: <https://www.wpunj.edu/campus-activities/policies/Hazing%20Policy%20-%20reformatted%208-19-2019.pdf>

5. Disorderly conduct as defined by the laws of the State of New Jersey.

6. Other conduct which threatens or endangers the health or safety of any person.

- L. Bias related harassment, intimidation, or bullying which includes any single or series of, gesture[s], written, verbal or physical act[s], or electronic communication[s] that is reasonably perceived as being motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic, and that a reasonable person should have known will have the effect of:

- Physically or emotionally harming a student, damaging the student's property, or placing a student in reasonable fear of such harm, or
- Insulting or demeaning any student or group of students in such a way as to cause disruption in or interference with the orderly operation of the University, or
- Creating a hostile educational environment for the student by severely and pervasively infringing on the rights of the student and interfering with a student's education or causing physical or emotional harm to the student.

- M. Intentionally or recklessly interfering with normal University business or University sponsored activities, including but not limited to: classroom environment, invited speakers, research, studying, University administration, or fire, police and/or emergency services.

- N. Intentionally initiating or causing to be initiated any false report, and /or furnishing false information to the University or to a University official verbally or in writing.

- O. Forgery, alteration, or unauthorized use of any University documents or instruments of identification.

- P. All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty such as purchasing or sale of research papers, and plagiarism. (Students charged with a violation of this section of the Student Code of Conduct will be subject to the procedures outlined in the separate policy on Academic Integrity.)

Academic Integrity Policy: <https://www.wpunj.edu/human-resources/faculty-and-professional-staff-handbook/academic-integrity-policy-for-students.html>

- Q. Computer misuse, including but not limited to hardware theft or fraud, duplicating copy protected software, downloading copyrighted material, unauthorized access, subverting restrictions, and plagiarizing class programs. (Specific rules governing the use of computers and computer labs on campus are developed and distributed by the Office of Instruction, Research and Technology. Violations of such rules will be construed as violations of this section of the Student Code of Conduct. Specific rules governing intellectual copyright will be addressed under the Academic Integrity Policy. Specific rules governing audio and video recordings within classrooms will be addressed under the Provost's Classroom Recording Policy.)

Academic Integrity Policy: <https://www.wpunj.edu/human-resources/policies-forms-contracts/handbooks-and-contracts/faculty-and-professional-staff-handbook/academic-integrity-policy-for-students>

Classroom Recording Policy: <https://www.wpunj.edu/policies/docs/academic/Classroom%20Recording%20Policy%20FD.pdf>

Computer Misuse Policy: <http://www.wpunj.edu/it/policies/index.dot>

- R. Unwanted sexual interactions, including verbal and physical acts or threats and/or sexual exploitation.
- Allegations of sexual misconduct involving only students (rather than students and faculty or staff) will be investigated and adjudicated by the Title IX Coordinator & Discrimination Officer or designee. Title IX Grievance for Sexual Harassment Process: <https://www.wpunj.edu/employment-equity/assets/title-ix-grievance-process-final-08142020.pdf>
- S. Violations of local, state, or federal law on University property, or off campus.
- T. Abuse of the Student Conduct Process including, but not limited to falsification, distortion or misrepresentation of information before a hearing officer and/ or members of the University Hearing Board; disruption or interference of a University Hearing Board or administrative hearing; attempting to discourage an individual's proper participation in the student conduct process; attempting to influence another person to commit an abuse of the student conduct process.
- U. Violation of the University's Tobacco and Smoke Free Campus Policy.

Tobacco and Smoke Free Campus Policy: <https://www.wpunj.edu/smoke-free/tobacco-and-smoke-free-campus-policy.pdf>

Special Circumstances

Access Restriction Procedure

If a currently enrolled student commits an on-campus act that results in arrest, creates a public safety issue, or violates the Student Code of Conduct, the Office of Student Conduct reserves the right to restrict or remove that student's access to campus. This decision will be made in consultation with Campus Police regarding the level and duration of restricted access and may also involve input from Academic and Residence Life staff members. Restrictions can be revised as more information becomes available.

A student can be restricted from one or more buildings or areas of campus as well as the entire campus based on the specific circumstances of the incident. The Office of Student Conduct requires that a University Hearing Board be convened to determine the possibility of access reinstatement or separation from the institution.

Communication restrictions (referred to as No Contact Orders) can also be included in these restrictions. When No Contact Orders are issued, they will be applied to every student participant named in the incident. Communication restrictions arising out of Title IX investigations will be issued by the Deputy Title IX Coordinator for Students.

Involuntary Leave of Absence Policy

Those behaviors that may present a serious health or safety threat to others in the community and therefore require immediate action, pending a more formal review of the specific circumstances, may require an interim suspension or involuntary leave of absence. Emergencies referred to in this policy are incidences of extremely disruptive behavior by students that occur on or off campus (for example, written or oral threats which raise concern among other members of the campus community). These incidents can also be medical and/or psychological in nature and/or pose security risks to the William Paterson University community. <http://www.wpunj.edu/student-conduct/student-handbook/involuntary-leave-of-absence-policy.dot>

Persona Non Grata Procedure

If a former student or an unaffiliated person commits an act that results in arrest, creates a public safety issue, or violates the Student Code of Conduct, the Office of Student Conduct reserves the right to restrict or remove that person's access to campus. This decision will be

made in consultation with Campus Police regarding the level and duration of restricted access. The minimum length of restriction will be one calendar year. Violations of this restriction will result in an extension of the restriction.

Should this former student or unaffiliated person wish to apply for admission/re-admission to the University at a later date, the Office of Student Conduct will require a face to face meeting to review the incident that resulted in the restriction after the completion of the restricted period and before the admission/ re-admission process. This face to face meeting will provide an opportunity for the former student or unaffiliated person to address the incident that led to the restriction. At the conclusion of this meeting, the Director of Student Conduct or designee will release the hold or refer the case to the University Hearing Board.

Due Process

Due process entitles an individual to notice and an opportunity to be heard. The University ensures that the fundamental requirements of due process in all disciplinary matters will be implemented. These requirements are:

1. Students will be notified of alleged policy violations via their William Paterson University email account within a reasonable time period, once the incident report has been received by the Office of Student Conduct.
2. Notification will be provided via the responding student's William Paterson University email address of the date, time, and place of the hearing at least five (5) business days in advance of an administrative hearing with a single hearing officer. In cases requiring the University Hearing Board to convene, the responding student will receive a minimum of seven (7) business days' notice.
3. The opportunity to present information and eye-witnesses.
4. The opportunity to choose any one person as an advisor throughout the conduct process.
5. Written notification of findings and sanctions imposed.
6. Written notification of an appeal process, if applicable.

Confidentiality and Privacy within the Student Conduct Process

All of the documents and information gathered as part of the student conduct process are confidential and can only be shared with the student(s) and designated

University officials. If the student(s) involved wishes others (a parent or lawyer serving as advisor) to have access to this information, the student(s) must provide written authorization via the University FERPA (Federal Educational Rights and Privacy Act) Release Form. The FERPA Release Form can be completed or updated via the Student tab in WPCconnect.

All documents and information gathered during the student organization conduct process will remain confidential. FERPA does not apply in these instances; however, there are times when campus organizations (such as Student Government Association and/or Greek Senate) may be informed of relevant conduct outcomes.

Disciplinary Procedures for Student Conduct Hearings

Allegations of policy violations may be brought by any member of the University community or by the University itself. When allegations are brought against a student or recognized student organization for violation of University policies, rules or regulations, the following procedures will be in effect:

1. Alleged violations involving individual students must be formally submitted in writing (by email or via the incident report form) to the Director of Student Conduct.
2. Alleged violations related to incidents that occur in residence halls must be submitted to the Office of Residence Life.
3. Alleged violations related to recognized student organizations must be submitted to the Department of Campus Activities, Service and Leadership. Allegations that are deemed serious and/or may have a significant impact on the overall community may result in the immediate suspension of the recognized student organization and the ceasing of all activities while an investigation is conducted.
4. Any alleged violation should be filed as soon as possible after an incident takes place, preferably within five business days. It is possible that allegations arising from multiple events can be addressed with a single hearing.
5. When the allegations of a given case are deemed serious, and/or may have a significant impact on the overall campus community, the Director of Student Conduct reserves the right to convene the University Hearing Board to address the issue. Cases that are serious enough to warrant suspension or expulsion are required to be heard by the University Hearing Board. In some cases, a student may be interim suspended from the residence halls and/or the University, pending an investigation and/or hearing for final resolution of the charges.

6. Alleged violations that are not deemed serious enough to warrant suspension or expulsion may be handled by a single administrative hearing officer, usually the Director of Student Conduct or designee.

Cases Addressed by an Administrative Hearing Officer

(Director of Student Conduct or Designee and Graduate Resident Directors/Area Coordinators)

Upon receipt of an allegation against a student, the student alleged to have violated the Student Code of Conduct will be sent a letter of notification to their William Paterson University email account. A student who receives an allegation of a violation is called the responding student.

Through the notification letter:

1. The responding student will be apprised of the date and time of the hearing.
2. The responding student will be informed of the specific alleged violation(s).
3. The responding student will be provided with a copy of the information that led to the alleged violation(s). If the information supporting the alleged violation(s) comes from a campus police report involving an arrest, the responding student must request the report from Campus Police. In these cases, the Office of Student Conduct has only received a copy of the arrest summons.
4. The responding student will be notified of the right to bring eye-witnesses to the hearing. An eye-witness is someone who has direct knowledge of the alleged violation(s) but was not charged with any alleged violation(s) for the incident in question.
5. The responding student will be notified of the right to bring one advisor to the hearing. The advisor may counsel the responding student on what information to present or offer advice on the inclusion of additional relevant information. The advisor is not permitted to: advocate on behalf of the student, address the hearing officer, question the eyewitnesses or request a schedule change. An advisor who interferes in the hearing process will be removed from the hearing.
6. The responding student will be informed that failure to attend the hearing without prior notification automatically waives their right to participate in the hearing process. The hearing will proceed without the input of the responding student.
7. The responding student will be informed of the process and timeline for requesting a rescheduled hearing.

Upon completion of an investigation and after all hearings have been conducted, the responding student will receive a letter via their William Paterson University email account to notify them of the outcome. If the responding student is found responsible for a violation of the Student Code of Conduct, that responding student's cumulative conduct history—as well as the sanctions assessed to other students found responsible for similar policy violations in similar cases—will be considered when determining sanctions.

The Appeal Process for Cases Addressed by an Administrative Hearing Officer

(Director of Student Conduct or Designee and Graduate Resident Directors/Area Coordinators)

The appeal process can only be implemented in cases where the outcome has resulted in Loss of Campus Housing. The responding student has five (5) business days from the date they are informed of the outcome to file a written appeal to the Dean of Students. The written appeal must be received by 11:59pm on the fifth business day citing one or more of the following grounds for appeal:

1. Sanctions that seem disproportionate to the policy violation(s).
2. Procedural error of the conduct process described in this document.
3. New information that was not known to the Hearing Officer at the time of deliberation. Please be advised that a student's failure to attend a hearing or provide information during a hearing does not constitute grounds for appeal on the basis of new information.

The Dean of Students will review the appeal exclusively on these grounds and respond in writing within ten (10) business days of receipt of appeal.

Note: Appeals are not intended to be full re-hearings of the complaint. Appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the grounds for appeal.

Cases Involving Recognized Student Organizations

(Director of Campus Activities, Service and Leadership or Designee)

Upon receipt of an allegation against a recognized student organization, the student organization members alleged to have violated the Student Code of Conduct and/ or other university policies and procedures will be sent a letter of notification to their William Paterson University email account. The student organization members who receive an allegation of a violation are

called the responding student organization members. The recognized student organization's on and off campus advisor(s) and/or coaches, Campus Activities, Service and Leadership staff, and Student Government Association executive officers (as appropriate) may be included in all correspondence. In addition, individual student organization members may also be referred to the Director of Student Conduct for alleged violations to the Student Code of Conduct.

Through the notification letter:

1. The responding student organization members will be contacted by the Director of Campus Activities, Service and Leadership or designee to be informed of the specific alleged violation(s).
2. The responding student organization members will be instructed to set-up an appointment at least five (5) business days from the date in which the letter is sent, with the Campus Activities, Service and Leadership staff designated to conduct the investigation of the alleged violations.
3. The designated Campus Activities, Service and Leadership staff who will be conducting the investigation may schedule individual and/or group meetings with members of the organization to gather information about the incident and/or violation.
4. After the investigation has been completed, the responding student organization members will be apprised of the date and time of the hearing by receiving written notification through their William Paterson University email. The hearing will be conducted by the Director of Campus Activities, Service and Leadership and/or designee no less than five (5) business days from receipt of the notification, unless the hearing is requested in writing to be held earlier by the student organization.
5. The responding student organization members will be provided with a copy of the information that led to the alleged violation(s). If the information supporting the alleged violation(s) comes from a campus police report involving an arrest, the responding student organization members must request the report from Campus Police. In these cases, the Office of Student Conduct and/or the Office of Campus Activities, Service and Leadership have only received a copy of the arrest summons.
6. The responding student organization members will be notified of the right to bring eye-witnesses to the hearing. An eye-witness is someone who has direct knowledge of the alleged violation(s) but was not charged with any alleged violation(s) for the incident in question.

7. The responding student organization members will be notified of the right to bring one advisor to the hearing. The advisor may counsel the responding student organization members on what information to present or offer advice on the inclusion of additional relevant information. The advisor is not permitted to: advocate on behalf of the student organization members, address the hearing officer, question the eyewitnesses or request a schedule change. An advisor who interferes in the hearing process will be removed from the hearing.
8. The responding student organization members will be informed that failure to attend the hearing without prior notification automatically waives their right to participate in the hearing process. The hearing will proceed without the input of the responding student organization members.
9. The responding student organization members will be informed of the process and timeline for requesting a rescheduled hearing.

Upon completion of an investigation and after all hearings have been conducted, the responding student organization members, Campus Activities, Service and Leadership staff, Student Organization Advisors and Student Government Association executive board members (if applicable) will receive a letter to notify them of the outcome. If the responding student organization is found responsible for a violation of the Student Code of Conduct, University and /or Campus Activities, Service and Leadership policies and procedures, that responding student organization's cumulative conduct history - as well as the sanctions assessed to other student organizations found responsible for similar policy violations in similar cases – will be considered when determining sanctions.

The Appeal Process for Cases Involving Recognized Student Organizations

(Director of Campus Activities, Service, and Leadership or Designee)

The appeal process can only be implemented in cases where the outcome has resulted in the suspension and/or expulsion of a recognized student organization. The responding student organization members have five (5) business days from the date in which they were informed of the outcome to file a written appeal to the Associate Vice President of Student Development. The written appeal must be received by 11:59pm on the fifth business day citing one or more of the following grounds for appeal:

1. Sanctions that seem disproportionate to the policy violation(s).

2. Procedural error of the conduct process described in this document.
3. New information that was not known to the Hearing Officer at the time of deliberation. Please be advised that a student organization member's failure to attend a hearing or provide information during the investigative process or at a hearing does not constitute grounds for appeal on the basis of new information.

The Associate Vice President will review the appeal exclusively on these grounds and respond in writing within ten (10) business days of receipt of appeal.

Note: Appeals are not intended to be full re-hearings of the complaint. Appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the grounds for appeal.

Cases Addressed by the University Hearing Board

Upon receipt of a violation serious enough to be brought before the University Hearing Board, the Director of Student Conduct or designee will direct, in writing, the responding student or responding student organization member(s) to appear at a specified time and place to attend a pre-hearing meeting. Prior to this meeting, the responding student will receive written details of alleged violation(s) of the Student Code of Conduct. If the information supporting the alleged violation(s) comes from a campus police report involving an arrest, the responding student may request the report from Campus Police. In these cases, the Office of Student Conduct has only received a redacted copy of the police report.

If the information supporting the alleged violation(s) comes from Campus Activities, Service & Leadership, all members of the student organization's executive board will receive a non-redacted copy of the investigation report.

1. At the pre-hearing meeting, the responding student is informed of the opportunity to provide additional information that may be presented to the University Hearing Board for review during the hearing. This meeting also provides the responding student with an opportunity to ask any questions they may have regarding the student conduct process and possible outcomes.

If the incident involves a reporting student, that student will also receive, in writing, a request to meet with the Director of Student Conduct or designee for a pre-hearing meeting. Please note that these meetings are individual in nature, meaning that the reporting student and responding student will have separate meetings.

2. During and after the pre-hearing meeting(s), the responding student, and the reporting student (if applicable), will be provided written notification of the following information:
 3. the time, date and location of the hearing
 4. specific charges against the student
 5. the right to have eye-witnesses present; students must provide notice to the Director of Student Conduct, the intention to bring an eye-witness at least 72 hours prior to the time of the hearing.
 6. the right to have an advisor present
 7. the right to present information
 8. the name and title of the hearing officer
 9. the name of the complainant to the extent consistent with University policy and the law
 10. a handout which describes the conduct process
11. The hearing conducted by the University Hearing Board is closed except to those individuals directly involved in the alleged policy violation and campus departmental representatives deemed necessary by the Director of Student Conduct.
12. Both the reporting student and the responding student have the right to be assisted by one advisor of their choice. The advisor may assist the student in the preparation of their information; the advisor may help provide support to the student. However, the advisor is neither permitted to advocate on behalf of the student, question eye-witnesses, directly address the hearing officer or members of the University Hearing Board, nor request a schedule change. An advisor who interferes in the hearing process will be removed from the hearing.
13. The Office of Student Conduct will record and preserve the audio or zoom file for every hearing. Recording is not permitted by any other party. All deliberations of the University Hearing Board are confidential.
14. The University Hearing Board will consist of a non-voting hearing officer and three (3) voting board members.

The University Hearing Board's Determination

The University Hearing Board's determination shall be based on the preponderance of evidence presented regarding the alleged policy violation(s). The question before the University Hearing Board will be whether it is more likely than not that the responding student violated the Student Code of Conduct. The University Hearing Board will make the final determination of whether a student is held responsible or not responsible

for violating the Student Code of Conduct. The Director of Student Conduct, acting on behalf of the University Hearing Board, shall inform the responding student via William Paterson University email of the final outcome of the University Hearing Board, the sanction(s) imposed by the University Hearing Board, and the appeal process, if applicable. The Vice President of Student Development serves as the appeal officer for these cases.

The Appeal Process for Cases Addressed by the University Hearing Board

The appeal process can only be implemented in cases where the outcome has resulted in Loss of Campus Housing, Suspension or Expulsion from the University. The implementation of sanctions involving loss of campus housing or class attendance may be delayed only when the responding student files an appeal regarding loss or suspension of these privileges. These privileges may be reinstated pending the conclusion of the appeal process.

The responding student has five (5) business days from the date they were informed of the University Hearing Board's decision to file a written appeal to the Vice President of Student Development. The written appeal must be received by 11:59pm on the fifth business day citing one or more of the following grounds for appeal:

1. Sanctions that seem disproportionate to the policy violation(s).
2. Procedural error of the conduct process described in this document.
3. New information that was not known to the Hearing Officer at the time of deliberation. Please be advised that a student's failure to attend a hearing or provide information during a hearing does not constitute grounds for appeal on the basis of new information.

The Vice President will review the appeal exclusively on these grounds and respond in writing within ten (10) business days of receipt of the appeal.

The original finding and sanction(s) will stand if the appeal is not timely or is not based on the grounds listed above, and such a finding and sanction(s) are final.

Note: Appeals are not intended to be full re-hearings of the complaint. Appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the grounds for appeal.

Sanctions for Students

William Paterson University believes that learning can occur within a variety of experiences and locations. In that spirit, sanctions are often assigned following a finding of responsibility for a policy violation, as an effort to educate students about community expectations and prevent repeated or subsequent violations. In some instances of minor violations, restorative practices may be assigned to encourage/ foster the student's community engagement. Repeat violations as well as incidents involving bullying, harassment or hazing; violence or threats of violence; weapons or any endangerment involving community safety measures will not be eligible for resolution via restorative practices alone.

The following sanctions may be assigned for violations of the Student Code of Conduct. All result in written notifications being placed in the student's disciplinary file, either in the Office of Student Conduct or in the Office of Residence Life. These sanctions may be imposed separately or in conjunction with other sanctions. **Please note that a student's cumulative conduct history, as well as the sanctions assessed to other students in similar cases, will be considered for the assignment of sanctions.**

1. **Official Warning** — The student receives notification from the Director of Student Conduct or designee, indicating that a violation of the Student Code of Conduct has occurred and warning that any subsequent violation may be treated more seriously.
2. **Restorative Practices** – The student may be offered an opportunity to learn about WPU's community expectations for minor policy violations and correct disruptive behaviors for first time violations without incurring sanctions or a conduct record.
3. **Educational Sanctions** — Educational sanctions may be imposed in an effort to promote student learning about a particular topic or policy violation. For example, students may have community service projects or educational workshops assigned.
4. **Restitution** — The student is required to make payment to the University or to other persons, groups, or organizations for damages incurred as a result of violations of the Student Code of Conduct.
5. **Order of No Contact** – The student and their friends and acquaintances may be restricted from having any contact with another member of the University community. This sanction can include but is not limited to the exclusion from any University building or property, communication restrictions involving the University member, whether on University property or not, and placing responsibility on the student and their friends and acquaintances to maintain the

communication restriction regarding the designated University member.

6. **Building Restrictions** – The student may lose access privileges into any university building, including one or several residence halls, when the behavior exhibited inside such a location has caused a safety concern.
7. **Campus Life Probation** – A defined period of time whereby any registered student is given an opportunity to modify behavior or risk more severe sanctions. Any subsequent violation of the Student Code of Conduct, while on Campus Life Probation, may result in further disciplinary action.
8. **Disciplinary Probation** – A student on disciplinary probation is no longer in good standing with the University. The student cannot be an officer of recognized student organizations, serve as a representative of the University, or participate in intramural, club, or intercollegiate sports for a period of time. The minimum time is one semester. The maximum time is four semesters. Any violation of the Student Code of Conduct by the student during the time they are on disciplinary probation may result in suspension or expulsion from the University.
9. **Administrative Relocation** – The student can be required to relocate to a new housing assignment during or after the conclusion of the hearing process. This sanction is utilized to ensure the safety and peace of mind of the residential community at the discretion of the Director of Student Conduct or Office of Residence Life. The student is responsible for any charges that may result from relocating from one residence hall to another.
10. **Loss of Campus Housing** – The student may not reside in, visit, or enter any of the residence halls on campus. This includes entrances, foyers, lounges, rooms, hallways and common areas. The student is not entitled to any refund of campus housing and/or meal plan fees after the scheduled refund dates.
11. **Suspension from the University** – The student may not be a registered student, be present on campus, or attend University sponsored events for any reason while suspended from the University. The minimum length of a suspension is one semester; there is no maximum. The student is not entitled to a refund of any tuition or fees after the scheduled refund dates.
12. **Expulsion from the University** – The student may not ever again be a registered student, be present on campus, or attend University sponsored events. The student is not entitled to a refund of any tuition or fees after the scheduled refund dates.

If good cause exists, as determined by the Director of Student Conduct and in consultation with appropriate University officials, any and all of the above sanctions can be imposed on the student on an interim basis pending an investigation, hearing and/or final resolution of any allegations.

Sanctions for Recognized Student Organizations

William Paterson University believes that learning can occur within a variety of experiences and locations. In that spirit, sanctions are often assigned following a finding of responsibility for a policy violation, as an effort to educate students about community expectations and prevent repeated or subsequent violations. In some instances of minor violations, restorative practices may be assigned to encourage/ foster the student's community engagement. Repeat violations as well as incidents involving bullying, harassment or hazing; violence or threats of violence; weapons or any endangerment involving community safety measures will not be eligible for resolution via restorative practices alone.

The following sanctions may be assigned for violations of the Student Code of Conduct, University and/or Campus Activities, Service and Leadership policies and procedures. All result in written notifications being placed in the recognized student organization's disciplinary file, in the Office of Campus Activities, Service and Leadership. These sanctions may be imposed separately or in conjunction with other sanctions. **Please note that a recognized student organization's cumulative conduct history, as well as the sanctions assessed to other recognized student organizations in similar cases, will be considered for the assignment of sanctions.**

1. **Official Warning** – The recognized student organization receives notification from the Director of Campus Activities, Service and Leadership or designee, indicating that a violation of the Student Code of Conduct, University and/or Campus Activities, Service and Leadership policies and procedures has occurred and warning that any subsequent violation may be treated more seriously.
2. **Restorative Practices** – The student organization may be offered an opportunity to learn about WPU's community expectations for minor policy violations and correct disruptive behaviors for first time violations without incurring sanctions or a conduct record.
3. **Educational Sanctions** – Educational sanctions may be imposed in an effort to promote student learning about a particular topic or policy violation. For

example, student organizations may be required to conduct an educational program related to the policy violation and/ or perform community service.

4. **Restitution** — The recognized student organization is required to make payment to the University or to other persons, groups, or organizations for damages incurred as a result of violations of the Student Code of Conduct, University and/or Campus Activities, Service and Leadership policies and procedures.
5. **Loss of Privileges** – The recognized student organization sanction(s) may include revocation of privileges concerning the use of campus facilities for meetings and/or events, office space, etc. Sanctions may also include limiting, denying, cancelling, and/or restricting student organization activities for a single event and/or an extended period of time. The student organization is not entitled to any refund of fees that may have been incurred due to the cancellation of activities.
6. **Campus Activity Probation** – A defined period of time whereby any recognized student organization is given an opportunity to modify the behavior or risk more severe sanctions. Any subsequent violation of the Student Code of Conduct, University and/or Campus Activities, Service and Leadership policies and procedures while on Campus Activity Probation, may result in further disciplinary action.
7. **Suspension**— The recognized student organization may not function on or off campus during the designated suspension period. This includes adding new members, holding meetings, organizing events on and off campus, or any other activity in the name of the student organization. The minimum length of a suspension is one semester; there is no maximum. The student organization is not entitled to any refund of fees that may have been incurred due to the cancellation of activities.
8. **Expulsion** — The student organization may not ever again be recognized by the university, be present on campus, or sponsor any University events. The student organization is not entitled to any refund of fees that may have been incurred due to the cancellation of activities. Expulsion may also include the revocation of a Greek letter organization’s charter at WPU.

If good cause exists, as determined by the Director of Campus Activities, Service and Leadership and in consultation with appropriate University officials, any and all of the above sanctions can be imposed on the student organization on an interim basis pending an investigation, hearing and/or final resolution of any allegations.

Additional Information

Please take note of the following:

1. There is no refund of tuition and fees after the scheduled refund dates if withdrawal from courses and/or campus residence occurs due to violations of the Student Code of Conduct. Student Organizations will be held responsible for any expenses incurred from the cancellation of an event (i.e. performer contracts, food service, security, facilities, staffing).
2. Violation of University policies or state or federal law while on campus may result in revocation of privileges concerning the use of campus facilities.
3. Students who choose not to attend the scheduled hearing are not entitled to appeal the hearing outcome based on new information, as the omission of information in the hearing does not constitute grounds for appeal.
4. Additional charges may arise through the conduct process and result in a further administrative hearing or University Hearing Board.

Modification of the Code of Conduct

The Student Code of Conduct may be amended when necessary. If a change is made, all students will be notified through William Paterson University email. Copies of the revised code will be available online and in the Office of Student Conduct.

Clery Act Reportable Crimes

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

The Clery Act requires colleges and universities to compile and publish statistics on specific crimes and offenses that transpire within the jurisdiction of the University.

The following are the definitions of these crimes, offenses, and related terminology that appear in the crime statistics report that is found within this document.

Reportable Crime	Definition
Murder/Non-Negligent Manslaughter	The willful (Non-Negligent) killing of one human being by another.
Negligent Manslaughter	The killing of another person through gross negligence.
Sex Offenses	Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
Rape	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	The touching of the private body parts of another person for the purpose 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	Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
Statutory Rape	Sexual intercourse with a person who is under the statutory age of consent.
Robbery	The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
Aggravated Assault	An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
Burglary	The unlawful entry of a structure to commit a felony or a theft.
Motor Vehicle Theft	The theft or attempted theft of a motor vehicle.
Arson	Willful or malicious burning or attempt to burn, with or without the intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property of another, etc.
Hate Crimes	A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a performed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.
Larceny-Theft	The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.
Simple Assault	An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Reportable Crime	Definition
Intimidation	To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
Destruction/Damage	To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property. Vandalism of property without the consent of the owner or the person having custody or control of it.
Dating Violence	Violence committed by a person; who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors: The length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
Domestic Violence	Crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim: Shares a child in common, is cohabitating with or has cohabitated with the victim as a spouse, is similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, that is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
Stalking	Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.
Weapon: Carrying, Possession, Etc.	The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
Drug Abuse Violations	The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
Liquor Law Violation	The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Crime Reporting Statistics

IN COMPLIANCE WITH THE JEANNE CLERY ACT

COMPILED BY WILLIAM PATERSON UNIVERSITY POLICE DEPARTMENT FOR JANUARY 2019 TO DECEMBER 2021

OFFENSE	YEAR	Total	GEOGRAPHIC LOCATION			
			ON- CAMPUS PROPERTY	ON- CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
RAPE	2019	6	6	6	0	0
	2020	3	3	3	0	0
	2021	2	2	2	0	0
FONDLING	2019	7	7	6	0	0
	2020	1	1	1	0	0
	2021	3	3	1	0	0
INCEST	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
STATUTORY RAPE	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
ROBBERY	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
AGGRAVATED ASSAULT	2019	1	1	1	0	0
	2020	1	1	1	0	0
	2021	2	2	2	0	0
BURGLARY FORCIBLE ENTRY	2019	3	3	3	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
BURGLARY UNLAWFUL ENTRY-NO FORCE	2019	15	15	15	0	0
	2020	4	4	4	0	0
	2021	1	1	1	0	0
MOTOR VEHICLE THEFT	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
Arson	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0

Unfounded Crimes

2019: Zero unfounded crimes • 2020: Zero unfounded crimes • 2021: Zero unfounded crimes.

Hate Crime Statistics

2019: One intimidation incident characterized by sexual orientation bias that occurred On-Campus and one intimidation incident characterized by religious bias that occurred On-Campus.

2020: No hate crimes were reported.

2021: One intimidation incident characterized by racial bias that occurred On-Campus and one vandalism incident characterized by racial bias that occurred On-Campus.

VAWA Offenses Reporting Table						
OFFENSE	YEAR	Total	GEOGRAPHIC LOCATION			
			ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2019	6	6	6	0	0
	2020	1	1	1	0	0
	2021	2	2	2	0	0
DATING VIOLENCE	2019	5	5	3	0	0
	2020	5	5	4	0	0
	2021	6	6	4	0	0
STALKING	2019	1	1	1	0	0
	2020	1	1	1	0	0
	2021	0	0	0	0	0

Arrests and Disciplinary Referrals Reporting Table						
OFFENSE	YEAR	Total	GEOGRAPHIC LOCATION			
			ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2019	1	0	0	0	1
	2020	2	1	0	0	1
	2021	0	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2019	2	2	2	0	0
	2020	2	1	1	0	1
	2021	1	1	1	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2019	21	19	15	0	2
	2020	15	15	10	0	0
	2021	2	2	1	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2019	261	261	240	0	0
	2020	168	165	137	0	3
	2021	76	76	70	0	1
ARRESTS: LIQUOR LAW VIOLATIONS	2019	0	0	0	0	0
	2020	0	0	0	0	0
	2021	0	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2019	114	114	111	0	0
	2020	19	19	19	0	0
	2021	36	36	31	0	0

Key to Crime Reporting Statistics Chart

- Some information in this report is reported by University departments with no police involvement; therefore no police action may have been taken.
- The vast majority of the Drug Law statistics consisted of marijuana violations. • For Liquor Law Violations the regulations require all persons present at the time of the violation to be counted regardless of their involvement in the illegal activity.

Copies of the Statistical Report are available online or at the University Police Department Headquarters located on University Drive adjacent to the maintenance / facilities building in the Haledon section of the campus. This information may be obtained Monday-Friday during working hours or by sending a self-addressed stamped envelope to: William Paterson University Police Department, 300 Pompton Road, Wayne, NJ 07470.

Annual Fire Safety Report on Residence Halls

Included in this report are all fire reports from 2019, 2020 and 2021.

Our Residence Halls

The residential campus at William Paterson is made up of the following areas: Century Hall, High Mountain East, High Mountain West, Hillside Hall, the Apartments (Heritage and Pioneer Halls), and Skyline Hall. All residence halls are non-smoking communities. All resident students are required to have a meal plan, with the exception of those residing in the Apartments complex.

- Century Hall accommodates students in mainly double rooms, but there are also limited single and triple-occupancy rooms. All rooms are arranged in “suite-style,” with a bathroom connecting the two separate rooms. Century Hall houses upper-class students; there are currently no age restrictions.
- High Mountain East accommodates students in double and triple rooms only, arranged “suite style” with a bathroom connecting the two separate rooms. High Mountain East houses first-year students and features the first-year Honors community.
- High Mountain West accommodates students in double and triple rooms only, arranged “suite-style” with a bathroom connecting the two separate rooms. High Mountain West houses first-year students.
- Hillside Hall accommodates students in mainly double rooms, but there are also limited single and triple-occupancy rooms. All rooms are arranged in “suite-style,” with a bathroom connecting the two separate rooms. Hillside Hall houses both new and continuing students; there are currently no age restrictions.
- The Apartments (Heritage and Pioneer Halls) house upper-class students and graduate students who are 20 years of age by the start of the fall semester date. Each furnished apartment accommodates four students sharing two bedrooms, a living room/ kitchen area, and bathroom. There are no single-occupancy rooms in the apartments.
- Skyline Hall accommodates students in double rooms; there are no single-occupancy rooms in this building. This building features an updated suite style that has three individual doors within the suite: one to each two-person bedroom and one to the bathroom.

Student Housing Fire Safety Systems Description

William Paterson University has a total of seven student housing facilities. Each facility is equipped with fire detection systems, including smoke detectors, heat detectors, and fire alarm pull stations. Each facility also has fire sprinklers. These are supervised systems that all report to the University Police.

Mandatory Supervised Fire Drills

William Paterson University’s Fire Safety Coordinator conducts mandatory evacuation drills twice yearly. These drills are supervised by the Campus Fire Safety Inspector, University Police, and University employees. Fire evacuation drills are conducted by activating each fire alarm system in the residence halls.

Residence Hall Prohibited Items

Due to general and fire safety standards, there are many items that are not permitted in the halls. The list below is not complete; please read the Residence Life Handbook in its entirety to become familiar with other prohibited items.

- Pets*
- Candles
- Neon signs
- Halogen lamps
- Live trees
- Hookahs
- Hoverboards
- Extension cords
- Weapons
- Electric heaters/blankets
- Cooking appliances**

*Service and ESA can be accommodated with documentation; please contact the Accessibility Resource Center.

**Small cooking appliances are permitted in the kitchen areas of Pioneer and Heritage halls. Keurig coffeemakers and Nutri-Bullets (and other similar makes/models/brands) are permitted in all residence halls. All appliances must be UL listed and approved.

Room Decorations

Residents are encouraged to create a comfortable living environment within their rooms by bringing items for decorative purposes. Fire safety standards prohibit students from hanging tapestries, flags, or other large cloth items from the ceilings, windows or walls. Fire safety standards prohibit decorative string lights in residential rooms. Due to the possibility of damage to walls, ceilings, doors, furniture, or windows,

the following are prohibited: Nails, wallpaper, paneling, glue, decals, adhesive materials, painting rooms, painting murals on walls, writing on walls, hanging items from windows or ceilings. Students are encouraged to use painter's tape, 3M putty or Command strips to hang/post materials in their residence hall rooms. When moving or removing items from the walls, students need to use care and caution to avoid damaging the walls.

Appliances and Furniture

The University provides all necessary furnishings for the residence halls. Due to fire safety standards, students are prohibited from bringing outside furnishings into the facilities. Any additional furniture items are subject to removal. The construction of lofts, bed-lifting mechanisms, room dividers, or bars and any alterations to residence rooms are prohibited.

Beds on cinder-blocks or milk crates are unsafe and are, therefore, prohibited. Students are permitted to use manufactured bed risers to increase the under-bed storage space. The product's maximum height is eight inches. (*Please note that bed risers cannot contain electrical outlets/plugs.)

A clear egress from the room door to the windows in the room is required to meet fire safety regulations. Closets must remain in an upright position, and cannot be positioned near sprinkler heads. Closet doors are not to be removed. All furniture should be used for its intended purposes only, and it may not block the doorway to the room or the room's sprinkler head.

For academic purposes, students are allowed to bring items such as a bookcase (one per resident) approximately 36" x 36", an organizational unit (entertainment center), 4' x 6', or a standard two-drawer file cabinet.

In the Apartments, a stove and refrigerator are supplied. In all other residence halls, students are permitted to bring a refrigerator (limited to 4 cubic feet) and microwaves (limited to 1,000 watts).

Cooking appliances are prohibited for all students residing in the Century Hall, High Mountain East and West, Hillside Hall, and Skyline Hall.

Smoking Policy

I. PURPOSE

To replace the current smoking policy, which is more than 20 years old, and is inadequate for supporting the goal of achieving a tobacco- and smoke-free campus in a reasonable manner. More specifically, the purpose of the policy is to:

- (1) promote the health and welfare of community members and visitors by prohibiting smoking and the use of tobacco products, including e-cigarettes and vaping products, on the William Paterson campus;
- (2) enable nonsmokers to breathe smoke-free air, by recognizing that the need to breathe smoke-free air shall have priority over the desire to smoke; and
- (3) encourage a healthier, more productive living/learning environment for all members of the campus community.

II. ACCOUNTABILITY

The Vice President of Administration and Finance along with the Vice President for Student Development are responsible for policy implementation, administration, and compliance.

III. APPLICABILITY

This policy applies to the entirety of the campus, as described in more detail below.

IV. DEFINITIONS

- **Tobacco**—Tobacco is defined as all tobacco-derived products including, but not limited to, cigarettes, electronic vapor products (such as e-cigarettes, e-cigars, e-hookahs, e-pipes, vape pens, hookah pens, and personal vaporizers/mods), little cigars, cigarillos, and filtered cigars; traditional cigars or large (premium) cigars, hookah, chewing tobacco, snuff, or dip; snus, and dissolvable tobacco (sticks, strips, orbs). A tobacco product excludes any product that has been approved by the United States Food and Drug Administration (FDA) for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.
- **Cannabis** - A Schedule I Controlled Substance under federal law, defined as the parts, products, and derivatives of the plant Cannabis sativa, indica, ruderalis and hybrid strains, including Medical Marijuana, irrespective of state law to the contrary.
- **Smoking**—means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or cannabis product. "Smoking" also includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form.
- **Tobacco-Free** is a comprehensive term that means that no form of tobacco is allowed.

- *Smoke-Free* eliminates the use of smoke-producing tobacco and other combustible products (i.e. dried leaves, cannabis).
- *Secondhand smoke*—smoke from someone else's cigarette, cigar, pipe, electronic smoking device, or cannabis product that one breathes.
- *University community*—include its faculty, staff, students, contractors, volunteers, patients, customers, and any and all other visitors.
- *Property*—for purposes of this policy includes buildings and structures, grounds, wooded areas, parking structures, enclosed bridges and walkways, sidewalks, and parking lots.

V. BACKGROUND

Support for smoke- and tobacco-free policies on school campuses has skyrocketed in recent years, with many institutions adopting comprehensive tobacco-free policies that include the use of e-cigarettes. These policies have the potential to be high-impact interventions, and are proven to decrease tobacco-use prevalence in students, reduce secondhand smoke exposure, change social norms around tobacco use, and increase favorable attitudes towards tobacco regulation among students. As of September 2020, in New Jersey there were 19 smoke-free campuses, of which 10 were fully tobacco-free (8 community colleges, and 2 four-year universities).

In their Position Statement on Tobacco on College and University Campuses (November, 2011), the American College Health Association encourages colleges and universities to achieve a 100 percent indoor and outdoor campus-wide tobacco-free environment. The American Lung Association and the American Heart Association both recommend that all colleges and universities completely prohibit tobacco use, specifically outdoors to reduce the social acceptability of tobacco use and encourage quitting.

Additionally, local and federal governing bodies are supportive of such policies. New Jersey has recently increased the legal age for tobacco purchase to 21, and prohibited tobacco use at public parks and beaches.

The University is approaching the process through a cultural change over a 12-month period that allows for the personal, health, and environmental changes to evolve into a tobacco-and smoke-free campus environment.

VI. POLICY

A. Requirements:

Effective January 1, 2022, the use of all tobacco products is prohibited on all property that is owned,

operated, leased, occupied, or controlled by William Paterson University. Littering campus with remains of tobacco or smoking-related products is prohibited. The advertisement, distribution and sampling of tobacco products or tobacco merchandise are prohibited on the WP campus. Campus organizations are prohibited from accepting money or gifts from tobacco companies.

This regulation applies to all members of the University community, including contractors, vendors, and visitors while on University property. All those attending public events, such as conferences, meetings, public lectures, social events, cultural events, and sporting events using University facilities shall be required to abide by this policy.

Consuming, including by smoking, vaping, or aerosolizing, any cannabis item available for lawful consumption is prohibited in any area of any building, on the grounds and wooded areas of, or in any facility owned, leased, or controlled by William Paterson University, regardless of whether the area or facility is an indoor place or is outdoors.

Exceptions to Policy

Tobacco and cannabis use may be permitted for research purposes, in a controlled laboratory setting, or for traditional ceremonial activities of recognized cultural and/or religious groups upon review and written preapproval as specified by campus procedures.

Transitional Period

We recognize that this will be a difficult transition for many tobacco users. This policy is being announced in January 2021, one year prior to its full implementation, in order to give smokers time to adapt to its restrictions and to facilitate a smooth transition to a tobacco-free environment. From January 1, 2021 to December 31, 2021, the University will establish 14 Designated Smoking Zones where individuals may smoke tobacco products and e-cigarettes (the use of marijuana, or any other illegal substances is prohibited). Designated smoking areas will be located at least 25 feet from all entries, outdoor air intakes and operable windows. Smokers/tobacco users must stay within 10 feet of the ashtrays provided at these zones until they have completely finished smoking. A map of the 14 designated smoking areas accompanies this policy. On-and off-site smoking cessation programs shall be made available to assist and encourage individuals who wish to quit smoking. These resources will be provided and advertised to the university community in a variety of ways.

B. Responsibilities:

All University community members share the responsibility for adhering to and enforcing this policy. Individuals noticing violations of the policy should strive to be respectful to tobacco users when communicating the policy.

C. Enforcement:

An educational approach will be used to enforce this policy. This means mechanisms of education, peer support and encouragement, and only when necessary, supervisory oversight. There shall be no reprisal against anyone seeking assistance in enforcing this policy.

Campus community members, if they feel comfortable, may verbally remind violators of the campus tobacco-free policy. Any individual found violating the Tobacco-Free Policy shall receive a verbal reminder from other community members, including supervisors, administrators, trained student leaders (Peer Health Advocates), and Public Safety. Violators will be asked to dispose of the tobacco product. Tobacco users are responsible for disposing of all tobacco products in appropriate receptacles. Repeated violators may be subject to disciplinary action. Students will be referred to Student Development; staff and faculty will be referred to Human Resources.

All visitors are held to the same standards as students and employees while on University property and must abide by the Tobacco-Free Policy reflected in signage, event brochures, and other informational sources. Hosts of campus guests and organizers of on-campus events of any type shall communicate this policy to attendees and shall enforce the policy. Any visitor or guest who does not abide by College policy may be directed to leave campus.

VII. PROCEDURES

The divisions of Administration and Finance and Student Development shall develop and implement a comprehensive communication strategy that builds understanding and adherence for the policy and its potential impact on the health of the WP community. Copies of this policy shall be distributed to all faculty and staff and shall be included with information given to all admitted and continuing students.

Information regarding this policy shall be communicated to each guest of the University upon request. Information about the policy and how to comply with it shall also be posted on the WP website. Announcements concerning the policy and any changes to it shall be posted on the WP website to ensure that an up-to-date policy is easily

accessible. No smoking decals will be displayed at each of the building entrances. For the period of January 2021-January 2022, all 14 Designated Smoking Areas will be marked clearly with signage. Additional decals will be available for departments and administrative units to post within their areas as needed.

The University will provide ongoing tobacco cessation support to the members of the community to ensure that the benefits of the new policy are maintained, and that the burden of enforcement is reduced.

Assistance to faculty and staff to overcome tobacco or nicotine addiction shall be made available through the EAP program, employee health plans, and the additional resources identified in communications to the community. Assistance to students to overcome tobacco or nicotine addiction shall be made available through the Counseling, Health and Wellness Center and the additional resources identified in communications to the community.

Fire Emergency Procedures

Students are responsible for familiarizing themselves with fire exits and escape routes. Remember, do not use the elevator. Whenever a fire alarm sounds, day or night, the residence halls are to be evacuated immediately

Upon discovering a fire:

1. Activate the nearest pull station to sound the building alarm. If the alarm fails to work, shout "fire" several times.
2. **CALL 911**, then telephone University Police at 973.720.2300, or contact a Residence Life staff member to report the fire — details should include building, floor, area, and intensity.
3. Evacuate the building immediately. Do not attempt to fight a fire. Fire extinguishers are to be used only to clear an exit way.

Evacuation procedures:

- A. Feel the closed door of your room. If it feels hot, the hallway is filled with deadly gases. **DO NOT OPEN THE DOOR** but go to your window and wait for rescue. If the door is cool, **CLOSE YOUR WINDOWS** before opening the door slowly.
- B. Do not stop to dress, but take a pair of shoes, a coat, and a blanket. Upon leaving the room, leave the lights on and the door **CLOSED**. Take your key with you.

C. If you cannot leave the room:

1. Open the windows if there is smoke; if there is no smoke, leave the windows closed to prevent outside smoke from being drawn into the room.
2. Seal cracks around the door with damp towels if possible.
3. If you are trapped, attract attention by hanging an object from the window, the brighter the color the better. If outside smoke is drawn in, close the window, leaving the object hanging.

D. If smoke is severe, place a wet cloth over your nostrils, and **REMEMBER** to stay close to the ground. There is usually less smoke on the floor.

E. When you are evacuating a building:

1. Walk at a brisk pace, but **DO NOT RUN**.
2. **DO NOT USE ELEVATORS**.
3. Follow the posted specific corridor instructions as to proper exit route and assembly point.
4. Move in a single file along the wall upon which the exit is located. Once outside the building move at least 75 ft. to 100 ft. away from the building.
5. Do not reenter the building until instructed to do so by a University official or fire warden.
6. Account for your presence; advise a warden or other responsible party that you have safely evacuated the facility.

Due to the serious nature of a fire emergency, noncompliance with evacuation procedures is subject to being documented for a student conduct violation. Do not test your smoke detector. The smoke detectors are routinely checked by trained University personnel. If your smoke detector is sounding, contact the RA on duty or notify the hall office. Do not attempt to correct any problem yourself.

Students found responsible for tampering with, or removing, smoke detectors face disciplinary action, which may result in loss of housing privileges. This includes, but is not limited to covering of any smoke detector or fire safety device. In addition, students may be charged for the replacement of the detector. Students are not to tamper with the sprinkler systems in the residence halls. Please report all problems immediately to the hall office.

Fire Safety Education and Training Programs for Students, Faculty, and Staff

Fire safety training is conducted annually for resident directors, resident assistants, and building evacuation wardens by instructors from the Passaic County Fire Safety Academy and/or the Campus Fire Safety Inspector. Fire procedures are also stated in the William Paterson University Police Department's Student Guide for Emergencies as well as the Faculty and Staff Guide for Emergencies. Both of these publications are available on the University Police website and the student guide is also distributed at orientations. Future improvements to the fire system at William Paterson University will be made when necessary.

Reporting a Fire

Fires that occur on the campus of William Paterson University should be reported immediately by calling 911 and then University Police at 973.720.2300. However, if notifying the William Paterson University Police Department is not possible, please report the fire or smoke condition to any and all William Paterson University staff or faculty members who are in the area.

Residence Halls Fire Safety Equipment

Residence Hall	Sprinkler System	Fire Alarm System/Addressable
Century Hall	Yes	Yes
Heritage Hall	Yes	Yes
High Mountain East	Yes	Yes
High Mountain West	Yes	Yes
Hillside Hall	Yes	Yes
Matelson Hall	Yes	Yes
Pioneer Hall	Yes	Yes
Overlook South	Yes	Yes
Skyline Hall	Yes	Yes
White Hall	Yes	Yes

Fire Log

William Paterson University maintains a fire log available for review at the Police Department Building. This log denotes all fires in all on-campus housing facilities including the nature of the fire, date, time, and general location.

2019 Annual Fire Report On Residence Halls

Residence Halls	Fires	Fire cause	Injuries	Deaths	Property damage
Century Hall	0	N/A	0	0	\$0.00
Heritage Hall	0	N/A	0	0	\$0.00
High Mountain East	0	N/A	0	0	\$0.00
High Mountain West	0	N/A	0	0	\$0.00
Hillside Hall	1	Electrical	0	0	\$15.00
Matelson Hall	1	Electrical	0	0	\$500.00
Pioneer Hall	0	N/A	1	0	\$0.00
Overlook North	0	N/A	0	0	\$0.00
Overlook South	0	N/A	0	0	\$0.00
White Hall	0	N/A	0	0	\$0.00

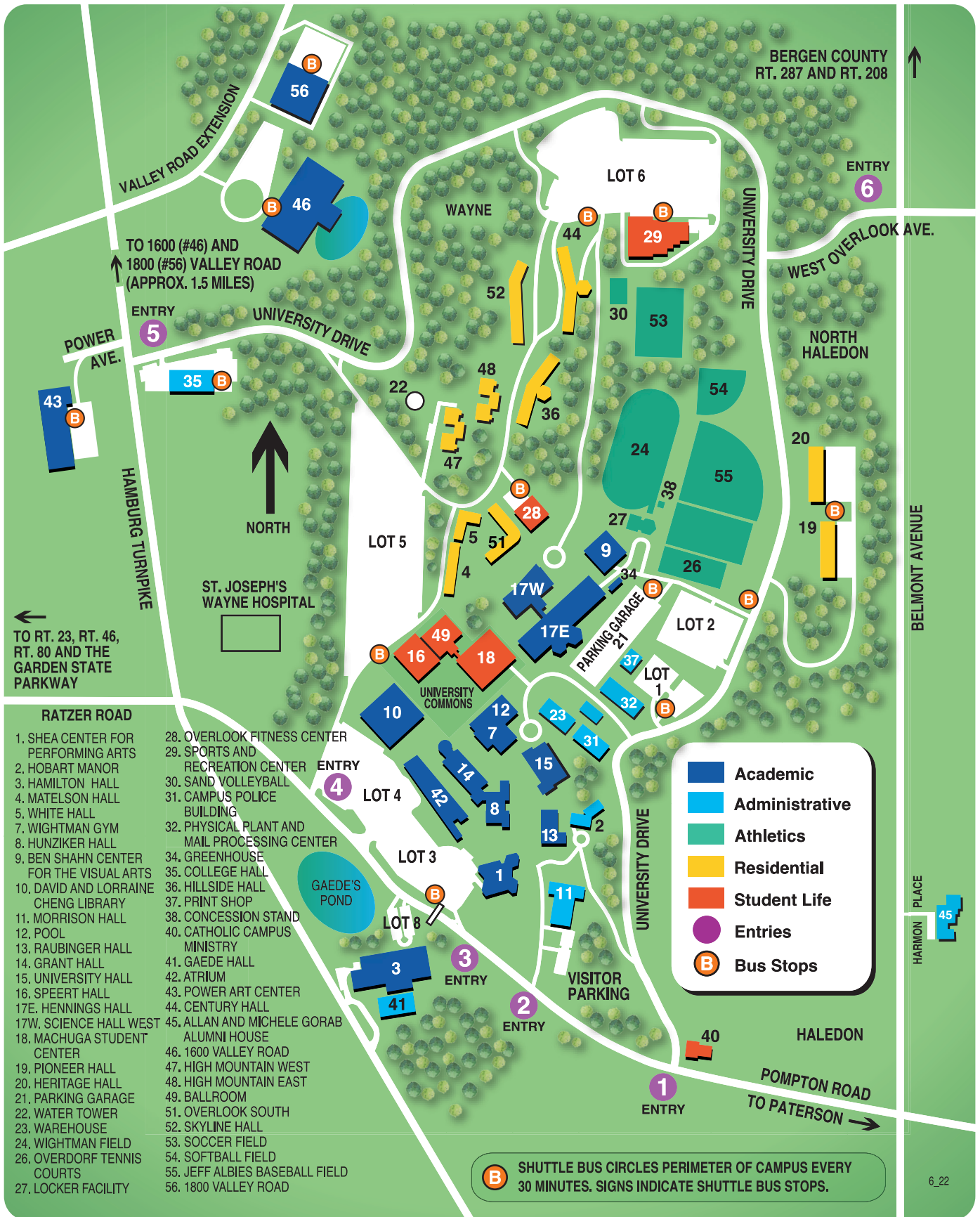
2020 Annual Fire Report On Residence Halls

Residence Halls	Fires	Fire cause	Injuries	Deaths	Property damage
Century Hall	0	N/A	0	0	\$0.00
Heritage Hall	1	Cooking	0	0	\$500.00
High Mountain East	0	N/A	0	0	\$0.00
High Mountain West	0	N/A	0	0	\$0.00
Hillside Hall	0	N/A/IO	0	0	\$0.00
Matelson Hall	0	N/A	0	0	\$0.00
Pioneer Hall	0	N/A	0	0	\$0.00
Overlook North	N/A	N/A (Building Closed)	N/A	N/A	N/A
Overlook South	0	N/A	0	0	\$0.00
Skyline Hall	0	N/A	0	0	\$0.00
White Hall	0	N/A	0	0	\$0.00

2021 Annual Fire Report On Residence Halls

Residence Halls	Fires	Fire cause	Injuries	Deaths	Property damage
Century Hall	0	N/A	0	0	\$0.00
Heritage Hall	0	N/A	0	0	\$0.00
High Mountain East	0	N/A	0	0	\$0.00
High Mountain West	0	N/A	0	0	\$0.00
Hillside Hall	0	N/A	0	0	\$0.00
Matelson Hall	0	N/A	0	0	\$0.00
Pioneer Hall	0	N/A	0	0	\$0.00
Overlook South	0	N/A	0	0	\$0.00
Skyline Hall	0	N/A	0	0	\$0.00
White Hall	0	N/A	0	0	\$0.00

Clery Geography Map



- RATZER ROAD**
1. SHEA CENTER FOR PERFORMING ARTS
 2. HOBART MANOR
 3. HAMILTON HALL
 4. MATELSON HALL
 5. WHITE HALL
 7. WIGHTMAN GYM
 8. HUNZIKER HALL
 9. BEN SHAHN CENTER FOR THE VISUAL ARTS
 10. DAVID AND LORRAINE CHENG LIBRARY
 11. MORRISON HALL
 12. POOL
 13. RAUBINGER HALL
 14. GRANT HALL
 15. UNIVERSITY HALL
 16. SPEERT HALL
 - 17E. HENNINGS HALL
 - 17W. SCIENCE HALL WEST
 18. MACHUGA STUDENT CENTER
 19. PIONEER HALL
 20. HERITAGE HALL
 21. PARKING GARAGE
 22. WATER TOWER
 23. WAREHOUSE
 24. WIGHTMAN FIELD
 26. OVERDORF TENNIS COURTS
 27. LOCKER FACILITY

28. OVERLOOK FITNESS CENTER
29. SPORTS AND RECREATION CENTER
30. SAND VOLLEYBALL
31. CAMPUS POLICE BUILDING
32. PHYSICAL PLANT AND MAIL PROCESSING CENTER
34. GREENHOUSE
35. COLLEGE HALL
36. HILLSIDE HALL
37. PRINT SHOP
38. CONCESSION STAND
40. CATHOLIC CAMPUS MINISTRY
41. GAEDE HALL
42. ATRIUM
43. POWER ART CENTER
44. CENTURY HALL
45. ALLAN AND MICHELE GORAB ALUMNI HOUSE
46. 1600 VALLEY ROAD
47. HIGH MOUNTAIN WEST
48. HIGH MOUNTAIN EAST
49. BALLROOM
51. OVERLOOK SOUTH
52. SKYLINE HALL
53. SOCCER FIELD
54. SOFTBALL FIELD
55. JEFF ALBIES BASEBALL FIELD
56. 1800 VALLEY ROAD