# Table of Contents

3 Introduction  
4 Qatar Foundation Security Department  
6 Northwestern University Police and Local Law Enforcement  
7 Crime Prevention and Safety  
10 Protective Measures  
11 Crime Reporting  
12 Clery Crime Statistical Reporting  
15 Sexual Misconduct  
   Page 34  Appendix A: Resource of Relevant Terms and Definitions in Illinois  
   Page 36  Appendix B: Pamphlet: “You Have Options. We Can Help: Northwestern University Resource Guide on Sexual Misconduct and Title IX”  
   Page 36  Appendix C: Resources Not Subject to Reporting Obligation  
   Page 37  Appendix D: Sexual Misconduct Complaint Resolution Process  
38 Timely Warnings, Emergency Notifications, Emergency Preparedness  
   Page 43  Step 1: Critical Incident Assessment  
   Page 44  Step 2: Incident/Protective Action Communications  
   Page 45  Step 3: Evaluate Incident Response  
46 Campus Facilities and Building Security  
47 Miscellaneous

# Appendices

50 Appendix A Campus Trainings (Specifically Focused on Sexual Assault, Domestic Violence, Dating Violence and Stalking)  
52 Appendix B Clery Act Crimes and Geography (Definitions)  
57 Appendix C Local and University Resources  
60 Appendix D Global Rescue  
61 Appendix E Crime Data: Qatar Campus
Introduction

Northwestern University is committed to promoting the safety and security of the University community—students, faculty and staff, as well as University vendors, contractors, visitors, guests and third parties. Colleges and universities are required by various federal laws and regulations to disseminate information related to campus safety and security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as amended by the Violence Against Women Act (VAWA), (collectively referred to as the “Clery Act”), requires colleges and universities to disclose certain timely and annual information about campus crime, and security and safety policies. In addition, the Higher Education Opportunity Act (HEOA) requires colleges and universities with student residence facilities to publish a Fire Safety Report, which contains information about fire prevention practices and systems, as well as fire-related statistics. The HEOA also requires colleges and universities with student residence facilities to provide information related to missing students.

The material in this Annual Security Report (ASR) provides critical information related to safety and security at the Northwestern University in Qatar (NU-Q) campus located in Education City on the outskirts of Doha, Qatar. In addition, select information from the ASR for the University’s Evanston and Chicago campuses has been included, as community members may visit these campuses, as well. For additional Chicago and Evanston campus information, review the related Annual Security and Fire Safety Report which can be accessed at www.northwestern.edu/up/safety/annual-report/.

All members of the University community are encouraged to read the ASR. We hope that you will use the information to help foster a safe environment for yourself and others. But it is important to stress that safety is a shared responsibility. The University relies on every community member to contribute to safety and security on campus by reporting crime and suspicious activities in a timely manner, and by using common sense when going about daily activities.

About the NU-Qatar Campus

Qatar Foundation’s Education City is a 2,500 acre multi-institution access controlled educational complex. NU-Q is located on the 3rd floor of the building that houses the Carnegie Mellon University program. Virtually all NU-Q academic and administrative functions are located in this building and within a studio facility on Education City campus, until such time that NU-Q’s final building has been completed. Northwestern University does not own or lease any student residential facilities in Qatar and there are no officially recognized non-campus student organizations.

Although Arabic is the official language in Qatar, English is widely spoken and is the language in which all NU-Q business is conducted. In addition to NU-Q, Education City hosts branch campus programs from Virginia Commonwealth, Weill Cornell, Texas A&M, Carnegie Mellon, Georgetown, HEC Paris and University College London in addition to other educational, science and research and community development institutions and corporate joint ventures. Students are able to cross register
for classes at other institutions, in addition to taking classes at their school. For more information about Education City and the Qatar Foundation, visit www.qf.edu.qa/home.

Information about This Report
This Report contains critical information about campus safety and security. In this Report, you will find information about:

I. Qatar Foundation Security Department
II. Northwestern University Police and Local Law Enforcement
III. Crime Prevention and Safety
IV. Protective Measures
V. Crime Reporting
VI. Clery Crime and Statistical Reporting
VII. Sexual Misconduct
VIII. Timely Warnings, Emergency Notifications, Emergency Preparedness
IX. Campus Facilities and Building Security
X. Miscellaneous

Appendices
A. Campus Trainings (specifically focused on sexual assault, domestic violence, dating violence and stalking)
B. Clery Act Crimes and Geography (Definitions)
C. Local and University Resources
D. Global Rescue
E. Crime Data: NU-Q Campus

The Northwestern University Police Department is responsible for preparing and distributing this Report. We work with the Northwestern University in Qatar Campus administration, Qatar Foundation, and a number of other University departments, such as University Relations, and the Office of the General Counsel to compile this information. University community members are annually notified via a campus wide e-mail of the availability of the Report, posted at www.northwestern.edu/up/safety/annual-report/index.html.

Paper copies of this Report are available from the University Police Department. To request a paper copy, please contact either Northwestern University in Qatar at compliance@qatar.northwestern.edu or +974 4454 5000, or Northwestern University Police at universitypolice@northwestern.edu or +1 847 491 3256.

I. Qatar Foundation Security Department

The NU-Q Education City campus does not have Northwestern University Police on site. The Qatar Foundation Security Department is managed within QF HSE Directorate and consist of more than 800 contracted security guards that are directed and supervised by QF security officers and is operational 24 hours a day-7 days a week.
A. Emergency Contact Information
In an emergency, community members should dial +974 4454 0999 (for emergencies within Qatar Foundation) or 999 (outside Qatar Foundation). When calling +974 4454 0999 this connects the caller to the Qatar Foundation Security Central Control Room who receive and dispatch both police, fire-rescue calls, and Qatar Foundation’s Emergency Response Teams for service around the clock, year round.

B. Non-Emergency Contact Information
Qatar Foundation Security Control Room
CP2 Building
Education City North Campus
Non-Emergency number +974 4454 1086

NU-Q Emergency Contact Details
NU-Q Director of HSSE +974 5584 7532
NU-Q HR Emergency #1 +974 4454 5291
NU-Q HR Emergency #2 +974 4454 5292

C. Mutual Aid
Northwestern University Police does not have formal written memoranda of understanding with the Qatar Foundation or any local or state law enforcement agency in Qatar regarding the formal investigation of criminal incidents. University Police annually requests that the Qatar Foundation provide timely notification of situations on or off campus that could pose a serious or continuing threat and/or any incidents that are considered an immediate threat to the health and/or safety of the NU-Q campus community. Designated NU-Q crisis management personnel, as notified, will maintain communication with local Qatar Foundation and/or local law enforcement and request status reports on these types of incidents. In addition, NU-Q and NU representatives will collaborate with the Qatar Foundation and/or other Qatar local or state law enforcement agencies as formally requested by the responsible agency.

D. Security Availability 24/7
Qatar Foundation’s Security and Safety function is facilitated through the QF HSSE Directorate who maintain an emergency call handling team with Security Control Room. This call handling center, which is located with Education City provides 24/7 call handling/dispatcher capability. The QF Control Room has a hard-wired emergency link to the Qatar National Command Center which handles and mobilizes all 999 calls.

E. Dissemination of Police Contact Information
NU-Q Emergency Contact numbers are communicated during NU-Q HSSE Orientation sessions. They are also pre-programmed into the Crisis Management Team Phones via the TACIT app. Qatar Foundation Emergency Contact details are also shared during HSSE Orientation sessions and are posted around the NU-Q Building within the emergency evacuation plans.
II. Northwestern University Police and Local Law Enforcement in Evanston

On the Evanston and Chicago campuses, the Northwestern University Police Department (University Police) has primary responsibility for developing and deploying services, programs and strategies for maintaining a safe Evanston and Chicago campus. Specifically, University Police is responsible for Evanston and Chicago campus crime prevention, law enforcement, parking control, emergency response, residence hall security, policing of special events, and for various other community services. University Police patrol the campuses on foot, bicycle and vehicle.

University Police provides a full range of law enforcement services, 24 hours a day, 365 days a year. Some of these services include investigating criminal incidents or referring matters (as appropriate) to another University office (e.g., Human Resources, the Office of Student Conduct). University Police operations are supported by a Communications Center which is staffed by trained and certified dispatchers who answer calls for service, dispatch officers and other emergency services to incidents, and monitor CCTV systems and intrusion, fire and environmental alarms.

University campus safety and security are dependent upon the teamwork of all members of the Northwestern community. Members of the University community are encouraged to immediately report campus crimes, suspicious activity, accidents and other emergencies to the Qatar Foundation Security or local law enforcement (see section I. A., Emergency Contact Information).

A. University Police Authority

University Police police personnel derive their law enforcement authority from State of Illinois statutes (110 ILCS 1005/0.01 - 3.0)/Private College Act) and the trustees of Northwestern University. University Police personnel have the same full law enforcement responsibilities and powers (including the power to arrest) under state law as municipal police officers and county sheriffs. Sworn police personnel must complete a state approved police academy and firearms training.

B. Jurisdiction

The Northwestern University Police Department has no law enforcement authority or jurisdiction on the Qatar campus.

Should you need to contact Northwestern University Police Department, call +1-847-491-3456 or email University Police at universitypolice@northwestern.edu. The University Police Department is available 24 hours a day, 7 days a week.

C. Non-Emergency Contact Information

Northwestern University Police Department
Evanston Campus: 1201 Davis Street, Evanston
Phone: +1-847-491-3456 (24 hours)
D. Dissemination of Police Contact Information

Emergency and non-emergency Northwestern University Police Evanston and Chicago campus phone numbers are also listed in the online campus phone directory, at www.northwestern.edu/up/about/contact/department-directory.html and in various University and University Police web sites and in publications and electronic communications distributed throughout the school year. A telephone sticker or magnet that provides University Police Evanston and Chicago campus phone numbers is available by calling the non-emergency telephone number.

E. Police Availability, 24/7

Should NU-Q community members need to contact University Police in Evanston, University Police Communication Center dispatchers are available 24 hours a day to answer your calls. In response to a call regarding a reported crime in the Evanston or Chicago area, Evanston and Chicago campus University Police police personnel are dispatched to make contact with the reporting party and take a police report. University Police police personnel can also assist community members in notifying the appropriate local law enforcement agency when the victim of a crime elects to or is unable (physically/mentally) to make such a report.

F. Liaising With University Officials

Incident reports involving University students are forwarded to the Director of Student Affairs for review and referral to the University Hearing and Appeals System for potential action. The University Hearing and Appeals System is assigned to investigate and follow-up on reported incidents when deemed appropriate. Information obtained via the investigative process, as applicable, is also forwarded to the NU-Q Office of the Dean. If assistance is required from other University departments and/or law enforcement agencies with jurisdictional authority, the NU-Q Office of the Dean will contact and work with the appropriate department(s)/agencies.

III. Crime Prevention and Safety

Northwestern University is committed to promoting the safety and security of the university community. Although Northwestern University works hard to ensure the safety of all individuals within our University community, everyone must take responsibility for their own personal safety and property security.

The Qatar Foundation Education City campus is not free from crime though crime is a rarity. Realizing you could be a victim is the first step in self-protection.

Students and employees are encouraged to participate in safety, security, and crime prevention programs that are offered during orientations and which may be offered locally. Students and employees are made aware of safety, security, and crime prevention publications and related web based resources. Online crime prevention/safety information is available at www.northwestern.edu/up/crime/safety-tips.html.
Printed materials on various topics (including copies of this Report) are available on site or upon request. Northwestern University Police does not offer crime prevention or safety/security education programs on the Qatar Foundation Education City campus.

**A. Prevention**

Simple, common-sense proactive precautions are the most effective means of maintaining personal safety and property security. Individuals who practice crime prevention can make this special community a safer place to learn and work.

The common tenets of crime prevention are straightforward: remain alert and attentive to potential dangers; don’t put yourself or your property at risk; and immediately report suspicious activity to the police or Qatar Foundation Education City campus security. A safe and secure campus is everyone’s responsibility. Community members are encouraged to visit the University Police website to access a variety of information on safety, security and crime prevention at [www.northwestern.edu/up/](http://www.northwestern.edu/up/).

**B. Theft**

Typically, theft is the most reported crime on campus. Theft prevention is the anticipation, recognition, and appraisal of a risk of theft and taking steps to reduce or remove that risk. The techniques outlined here are designed to reduce the opportunity for theft and increase risk for a would-be thief.

- Secure your office, dorm room, lab, etc. when you are absent.
- Secure all valuables out of sight during your absence.
- Don’t leave valuables lying around in open areas which are unattended.
- Never leave valuables and property in plain view in a parked vehicle.
- Practice vigilance - watch for and immediately report suspicious activity and behavior.
- When contacting Qatar Foundation security, provide detailed information.
- Ask unescorted visitors entering your office to identify themselves and whom they are meeting.
- Request identification from persons who wish to repair or remove property.
- Report criminal incidents on a timely basis to Qatar Foundation security and/or a Campus Security Authority.

The crime rate in Qatar is generally low, and incidents of violence are extremely rare. Police presence throughout the country is high. Nevertheless, reports of petty theft have grown, including ATM and credit card theft, pick-pocketing, and purse snatching.

**C. The State of Qatar Legal System**

NU-Q community members are subject to the laws and regulations of the country in which they are located, which may differ substantially from and not offer the protection laws offer in their resident country. Islamic law forms the basis of Qatari law, and its penalties can be severe. Persons violating Qatari laws, even unknowingly, may be arrested, imprisoned, deported, or banned from leaving Qatar. Travel bans remain in effect until the involved parties or a court resolve the dispute. Qatari law
enforcement authorities have also detained witnesses and relatives throughout a
criminal investigation. According to the US State Department, Qatari law enforce-
ment does not routinely advise the US Embassy in Doha of a US citizen’s arrest.

US Embassy officials are often prevented from visiting arrested US citizens until
after the initial interrogation. If arrested, a US citizen should ask to speak to the US
Embassy immediately. If this is not allowed, ask a friend or family member to notify
the US Embassy as soon as possible. This US State Department advisory may also
hold true for NU-Q community members who are residents of other countries.

Public intoxication, drunk driving, and other alcohol-related offenses are treated
with severity and result in arrest, heavy fines, imprisonment, or expulsion from
Qatar. Expatriates are permitted to purchase, possess, and consume alcohol in Qatar
although they should do so without drawing attention. Alcohol is available in various
Western-owned hotels, except during Ramadan. Resident expatriates may purchase
alcohol at the Qatar Distribution Company upon presentation of an alcohol permit.
For information on obtaining the permit, consult the “Settling In” portion of the
Northwestern publication Guide to Northwestern Life in Qatar. The country has a
zero-tolerance attitude toward the use and possession of illegal drugs. Penalties for
possession, use, or trafficking are severe. The penalty for possession is a two to six
month prison sentence and deportation. The prison term for drug trafficking is 10 to
20 years. Convicted offenders can also expect large fines.

Obscene language, obscene gestures, or other insults often result in arrest, overnight
detention, and/or fines. Both civil and religious law in Qatar prohibits gambling.
Homosexual activity is a criminal offense in Qatar. According to the US State
Department, conviction may result in lashing, a prison sentence, and/or deportation.
Importing the following items is prohibited:

- Alcohol
- Obscene material
- Counterfeit currency
- Pork products
- Fireworks
- Religious materials intended for recruitment
- Narcotics and illicit drugs
- Weapons and ammunition.

D. Safety Programs

The University and University Police engage in comprehensive, intentional, and
integrated educational programming, initiatives, strategies, and campaigns intended
to promote campus safety and security and prevent crime.

Students and employees are made aware of safety, security, and crime prevention
publications and related web based resources. Online crime prevention/safety infor-
mation is available at: www.northwestern.edu/up/crime/safety-tips.html. NU-Q
HSSE engages with its community members in offering safety and security aware-
ness training during orientation, fire warden training, first aid and AED training.
Further information can be obtained at: http://www.qatar.northwestern.edu/life/
campus/safety.html.
Information about preventing and responding to sexual violence is available through the Center for Awareness, Response and Education at: www.northwestern.edu/care, and University Police at: www.northwestern.edu/up/crime/alertness/sexual-violence/index.html. For a listing of Qatar campus trainings specifically focused on sexual assault, domestic violence, dating violence and stalking, see Appendix A.

IV. Protective Measures

Northwestern provides members of the University community assistance in seeking orders of protection or restraining orders. Any person who obtains an order of protection is encouraged to provide a copy to Michael McDonough, Director, HSSE, Northwestern University in Qatar (michael.mcdonough@northwestern.edu/telephone, +974 4454 5240), who will communicate with University Police and the NU-Q Title IX Deputy Coordinator. An individual may also consult with Director McDonough, who will work with Qatar Foundation, to develop a Safety Action Plan, which is a plan for NU-Q and the victim to reduce risk of harm while on campus or coming and going from campus.

A. Orders of Protection or Restraining Orders

In the States, University Police can assist members of the University community in seeking orders of protection or restraining orders. University Police will inform victims of sexual violence, relationship-based violence, and stalking of the options and resources available to them. For students, this may include accessing Northwestern CARE advocates.

In Qatar, under Article 110 of the Criminal Procedures Law, the Public Prosecutor has the authority to issue an order for a suspect’s “precautionary detention” if sufficient evidence is found of the suspect’s guilt. In lieu of precautionary detention, the public prosecutor can also issue an order prohibiting the suspect from attending certain places or undertaking certain activities.

The Director of HSSE at Northwestern University in Qatar can assist members of the University community in seeking such orders. The NU-Q Title IX Deputy Coordinator will inform victims of sexual violence, relationship-based violence, and stalking of the options and resources available to them. Students are able to use the Counselor for NU-Q Counseling, Health, and Wellness as a confidential resource. Employees should reach out to the Employee Assistance Program (EAP) listed in the resources section for confidential counseling services.

V. Crime Reporting

University community members have options in reporting crimes.

A. Reporting to Qatar Foundation Security/NU-Q

Students, faculty, staff and guests are encouraged to immediately report all on campus crimes, emergencies, safety and security issues, any time of day or night seven days a week. There is Qatar Foundation security presence in each building on the Education City campus. For in-building incidents, it is best to report to in building security staff who facilitate with both Qatar Foundation Security Control Room and building management.

For general on-campus incidents, one can report this in person at the Qatar Foundation main security control room at the Central Plant Building 2, ground floor, Room G-04 or by calling either +974 4454 1086 (non-emergency) or +974 4454 0999 (emergency) and also to the designated on-call NU-Q emergency personnel by calling +974 4454 5291/+974 4454 5292. For all off campus incidents and emergencies, callers should contact State of Qatar emergency response at 999 first and then NU-Q designated on-call emergency personnel at +974 4454 5291/+974 4454 5292, if deemed necessary. NU-Q administrators can assist students, faculty, and staff in notifying the appropriate security or law enforcement agency.

B. Reporting to University Campus Security Authorities

As described in Section VI on Clery Crime Statistical Reporting, Campus Security Authorities (CSAs) are mandated US federal reporters who are required to report to the NU-Q Clery Compliance committee Clery Act crimes that they witness or become aware of. Reports by CSAs assist the University in meeting its Clery Act obligations and enable the NU-Q Clery Compliance committee to review incident information and determine if reported crime poses a serious or continuing threat to the campus community which could necessitate the issuance of a timely warning, as discussed in Section VIII.

Members of the University community who are victims or witness crime may report those crimes to CSAs who will, in turn, report the incident to the NU-Q Clery Compliance committee. The NU-Q Clery Compliance Committee will forward reports to Northwestern University Police in Evanston. It is important that crime reporting parties provide, and CSAs obtain, as much information about the crime as possible, including: an incident description, approximate time, date and location of the incident, names and contact information if known, or identifying information of the alleged offender(s) and witnesses.

C. Anonymous Reporting

Victims and witnesses may report crimes anonymously to Campus Security Authorities (CSAs). Clery reportable crimes, occurring within the Clery reportable geography, that are reported to University Police by CSAs are included in the Annual Security Report crime data. With such data, the University can maintain accurate records of the number of incidents to determine if there is a pattern of crime with regard to a particular location, method, or offender, and as appropriate, alert the community to potential danger.
In reporting crime to a CSA when the reporter wishes to be anonymous, CSAs will provide a detailed description and occurrence date (time frame) and location of the crime, without identifying the alleged victim, witnesses or perpetrator, to University Police. The purpose of this type of report is to comply with the reporting party's wish to keep the matter anonymous, while taking steps to contribute to future campus safety.

**D. Reporting Sexual Misconduct**

As discussed in Section VII., on Sexual Misconduct below, Northwestern prohibits all forms of sexual misconduct, including but not limited to, sexual assault, stalking, dating or domestic violence, and sexual harassment. Many sexual misconduct offenses also are crimes in the state or locality in which the incident occurred. For this reason, Northwestern encourages individuals to report incidents of sexual misconduct to a Campus Security Authority or local law enforcement officials.

More information related to sexual misconduct, including options and resources available, and options for reporting, is covered in Section VII.

**VI. Clery Crime Statistical Reporting**

Among other things, the Clery Act requires colleges and universities to maintain and disclose statistics about the number of incidents of specific crimes that are reported to local police agencies, University Police or campus security authorities (CSAs). These specific crimes are referred to as “Clery crimes” and are listed below. The crime statistics must include the three most recent calendar years.

**A. Clery Crimes**:  
1. Criminal homicide  
   a. Murder and non-negligent manslaughter  
   b. Manslaughter by negligence  
2. Sexual assault*  
   a. Rape*  
   b. Fondling*  
   c. Incest*  
   d. Statutory rape*  
3. Dating violence or domestic violence  
4. Stalking  
5. Robbery  
6. Aggravated assault  
7. Burglary  
8. Motor vehicle theft  
9. Arson  
10. Arrests for liquor law violations, drug law violations and illegal weapons possession  
11. Referrals for disciplinary actions for liquor law violations, drug law violations and illegal weapons possession

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1 The list of Clery Crimes was amended by U.S. Department of Education regulations, effective July 1, 2015. These regulations generally re-categorized listed sex offenses. New categories are identified with an “*”. For reporting years prior to 2015, sex offense, instead of “sexual assault” included: (1) forcible sex offenses: (a) rape, (b) forcible sodomy, (c) sexual assault with an object, and (d) forcible fondling; and (2) non-forcible sex offenses: (a) incest; (b) statutory rape.
12. Hate crimes associated with any of the crimes listed in points 1–9, any crime involving bodily injury or associated with a larceny-theft, simple assault, intimidation or destruction/damage/vandalism of property.

**B. Clery Geography**

Under the Clery Act, reported crimes must have occurred on, or within, what is referred to as the institution’s “Clery geography.” This includes property located in the following areas:

*On-Campus*: Any building or property owned or controlled by an institution within the same reasonably contiguous geographical area and used by Northwestern in direct support of, or in a manner related to, institutional educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the geographical area mentioned above in this definition, that is owned by Northwestern but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

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

*Public Property*: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

*Institutions with shared campuses*: As NU-Q shares a campus with other Title IV institutions, the campus map has been jointly agreed upon. Statistics included in the Annual Security Report are therefore for the whole campus area and not only for the third floor of the Carnegie Mellon building and the NU-Q studio, which are occupied by NU-Q. Students in Education City are allowed to cross register and therefore may be found in any of the Title IV institutions on the campus. The campus area also includes a student center (with a food court), recreation facilities, the HBKU (Qatar Foundation) student housing, among other shared public spaces that are reasonably contiguous.

**C. The Role of Campus Security Authorities**

Campus Security Authorities (CSAs) are federally mandated crime reporters, and include both University Police, as well as certain University officials and staff. CSAs are obligated to report Clery crimes that they witness or they become aware of which occurred on or within Northwestern University in Qatar’s Clery Geography (generally including on campus, in public areas bordering campus, and in certain non-campus buildings owned or controlled by the University) on a timely basis. However, CSAs are encouraged to report all crimes reported to them to the NU-Q Clery Compliance committee. Note, if the reported crime or incident
involves an emergency, the CSA should immediately call +974 4454 0999 (in QF) or 999 (outside QF).

The intent of including non-law enforcement personnel in the role of CSA is to acknowledge that some community members, and students in particular, may be hesitant about reporting crimes to the police, but may be more inclined to report incidents to other campus-affiliated individuals.

D. Who is a Campus Security Authority at Northwestern?
The Clery Act identifies four categories of University employees who may qualify as CSAs:

1. University Police;
2. Non-police security staff responsible for monitoring University property;
3. People/offices designated under Northwestern University policy as those to whom/which crimes should be reported; and
4. Officials with significant responsibility for student and campus activities.

However, a pastoral or professional counselor who is functioning within that scope at the time a crime is reported is not considered a CSA and not required to report crime to which they become aware, but is encouraged to review crime reporting options with reporting party.

At NU-Q, CSAs are registered as a CSA by the Clery Liaison through an online portal. A list of CSAs is maintained by the University Clery Coordinator. The University offers CSA training that covers, among other things: the duties and responsibilities of CSAs, how to report crime to which they become aware, resources and services to refer victims of crimes. For additional information on the role of CSAs and the CSA training program, visit the University Campus Security Authority web page (www.northwestern.edu/up/safety/campus-security-authorities.html). For NU-Q specific information on the role of CSAs and the NU-Q CSA training program, visit the Clery Compliance page on the NU-Q internal SharePoint (https://share.qatar.northwestern.edu/dept/nuq-bf/Pages/Clery-Compliance.aspx).

E. Crime Statistics Compilation/Crime and Fire Log
The NU-Q Clery Compliance committee collects information and data related to Clery crimes through a number of sources which are used to compile the crime statistical data in Northwestern’s ASR.

For Clery Act crimes, a CSA must complete and submit a Campus Security Authority Crime Report Form (Report Form). The Report Form is located on the NU-Q internal SharePoint site at: https://share.qatar.northwestern.edu/team/nuq-riskmanagement/Clery/SitePages/Clery%20Crime%20Report%20Form.aspx and must be submitted online. This form is accessible using net ID authentication. The NU-Q Clery Coordinator is responsible for ensuring that completed CSA Crime Report Forms are forwarded to University Police.
Note, if the reported crime or incident involves an emergency, the CSA should immediately notify Qatar Foundation Security (via +974 4454 0999 on campus) and the Director of HSSE, the Chief Operating Officer (COO), or the NU-Q Clery Coordinator. For additional information on the Clery Act and CSA crime reporting responsibilities, visit www.northwestern.edu/up/safety/campus-security-authorities.html and Appendix B.

The Education City campus does not have a Northwestern University Police, security or student residential presence on campus. Evanston and Chicago campus crimes, residential fires (Evanston only), and other incidents reported to University Police are reported on the University Police Blotter. The Blotter is updated Monday through Friday, excluding University holidays, for both the Evanston and Chicago campuses and is available at www.northwestern.edu/up/safety/blotter/index.html. The Blotter is also available for review at kiosks located in the lobbies of the Chicago and Evanston University Police offices. The information in the Blotter typically includes the nature, date, time, general location, and disposition of each incident. Blotter records associated with reported on campus fires, occurring in on campus student housing, includes the nature, date, time and general location of each reported fire.

Qatar Foundation security and NU-Q campus administrators are contacted and asked to provide crime, arrest and student disciplinary referral (Qatar only) data as required by the Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act. If reports in these categories are made to the Northwestern University Police Department, those incidents are also included in the Clery crime totals presented in Appendix E.

Statistical data available from these sources is compiled included in this annual Report and in reports available on U.S. Department of Education website. Incident information that appears in the Blotter and in this Report, as well as data that is sent to the U.S. Department of Education does not contain personally identifiable information.

**VII. Sexual Misconduct**

Given our unique operating environment here in Qatar with its legal system and protections available to victims of sexual misconduct being different, NU-Q has separate procedures that differ from those recommended to students at Northwestern University in Chicago, Evanston, Miami and Washington, D.C. campuses. The body of the policy, reprinted here, as well as definitions for sexual misconduct terms, remain the same as the Northwestern University Sexual Misconduct Policy, and for the purpose of university disciplinary proceedings we follow the below definitions as some of the terms are not defined within Qatar law. It is important to note that within Qatar law, sexual consent is only legal between a man and woman who are married to one another and sexual conduct, even consensual by the below definition, is illegal and is a punishable offense in the state of Qatar.

2 The Northwestern University in Evanston Sexual Misconduct Policy is located here: http://www.northwestern.edu/sexual-misconduct/docs/sexual_misconduct_policy.pdf.
POLICY ON SEXUAL MISCONDUCT

Policy Statement
Northwestern University prohibits all forms of sexual misconduct, including but not limited to, sexual assault, stalking, dating or domestic violence, and sexual harassment. Such conduct violates the community values and principles of our institution and disrupts the living, learning, and working environment for students, faculty, staff and other community members. In furtherance of this policy, Northwestern University has adopted the following standards of conduct for all members of our community – students, faculty, and staff, as well as University vendors, contractors, visitors, guests, and third parties – with respect to sexual misconduct. These standards apply equally to all regardless of the sex, gender, sexual orientation, gender identity, or gender expression of any of the individuals involved.

Reason for Policy/Purpose
Northwestern University is committed to fostering an environment in which all members of our campus community are safe, secure, and free from sexual misconduct of any form. Our community expects that all interpersonal relationships and interactions – especially those of an intimate nature – will be grounded upon mutual respect, open communication, and clear consent. When learning of conduct or behavior that may not meet these standards, community members are expected take an active role in upholding this policy and promoting the inherent dignity of all individuals.

Who Approved This Policy
Provost
Executive Vice President
Vice President of Student Affairs

Who Needs to Know This Policy
All Northwestern University community members, including students, faculty and staff, as well as University vendors, contractors, visitors, guests, volunteers, interns, and third parties.

Jurisdictional Statement
Northwestern University may investigate any alleged violations of this policy that occur in the context of a University program or activity or that otherwise affect the University’s working or learning environments, regardless of whether that conduct occurred on or off campus. In situations where the alleged sexual misconduct occurred outside of the context of a University program or activity or off-campus and the respondent is not a member of the University community, the University will typically not conduct an investigation but may address the situation and provide appropriate resources to those individuals impacted and, where appropriate, the broader University community.

Website Address for This Policy
http://www.northwestern.edu/sexual-misconduct/
Contacts
If you have any questions about this policy, you may contact: Title IX Coordinator and Director of the Office of Sexual Harassment Prevention: +1-847-491-3745 or TitleIXCoordinator@northwestern.edu.

Policy

The terms and definitions used here are important components of University policy. The definitions are intended to give meaning to these terms in the context of the Northwestern University community. Criminal and other applicable state laws may use different definitions. Appendix A provides Illinois criminal law terms and definitions.

I. Consent

Consent represents the cornerstone of respectful and healthy intimate relationships. Northwestern University strongly encourages its community members to communicate—openly, honestly, and clearly—about their actions, wishes, and intentions when it comes to sexual behavior, and to do so before engaging in intimate conduct. It is always the requirement of the individual initiating sexual contact (or undertaking a new type of sexual activity) to ensure that consent is present before acting and is present during sexual activity.

When determining whether consent was present, the University will consider whether a sober, reasonable person in the same position should have known whether the other party could or could not consent to the sexual activity.

A. For purposes of this policy, consent is present when clearly understandable words or actions manifest a knowing, active, voluntary, and present and ongoing agreement to engage in specific sexual or intimate contact.

Consent must be all of the following:

- **Knowing**: Consent must demonstrate that all individuals understand, are aware of, and agree to the “who” (same partners), “what” (same acts), “where” (same location), “when” (same time), and “how” (the same way and under the same conditions) of the sexual activity. Consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another person.

- **Active**: Consent must take the form of “clearly understandable words or actions” that reveal one’s expectations and agreement to engage in specific sexual activity. This means that silence, passivity, submission, or the lack of verbal or physical resistance (including the lack of a “no”) should not—in and of themselves—be understood as consent. Consent cannot be inferred by an individual’s manner of dress, the giving or acceptance of gifts, the extension or acceptance of an invitation to go to a private room or location, or going on a date.

- **Voluntary**: Consent must be freely given and cannot be the result of respondent’s force (violence, physical restraint, or the presence of a weapon), threats (indications of intent to harm, whether direct or indirect), intimidation (extortion, menacing behavior, bullying), coercion (severe or persistent
pressure causing fear of significant consequences from respondent if one does not engage in sexual activity) or fraud (misrepresentation or material omission about oneself or the present situation in order to gain permission for sexual or intimate activity).

- Present and ongoing: Consent must exist at the time of the sexual activity. Consent to previous sexual activity does not imply consent to later sexual acts; similarly, consent to one type of sexual activity does not imply consent to other sexual acts. Consent may also be withdrawn at any time – provided the person withdrawing consent makes that known in clearly understandable words or actions.

B. Consent is not present when an individual does not have the capacity to give consent, voluntarily or involuntarily, due to age (generally 17 in Illinois), physical condition, or disability that impairs the individual's ability to give consent. Reasons why one could lack capacity to give consent due to a physical condition include, but are not limited to, consumption of drugs or alcohol (voluntarily or involuntarily) or being in a state of unconsciousness, sleep, or other state in which the person is unaware that sexual activity is occurring.

Signs of incapacitation include when an individual demonstrates that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual interaction. Some indicators of a lack of capacity to give consent due to consumption of drugs or alcohol may include, but are not limited to:

- Lack of full control over physical movements (for example, difficulty walking or standing without stumbling or assistance);
- Lack of awareness of circumstances or surroundings (for example, lack of awareness of where one is, how one got there, who one is with, or how or why one became engaged in sexual interaction);
- Inability to effectively communicate for any reason (for example, slurring speech, difficulty finding words).

A person may appear to be giving consent but may not have the capacity to do so, in which case the apparent consent is not effective. When determining whether consent was present, the University will consider whether a sober, reasonable person in the same position should have known whether the other party could or could not consent to the sexual activity. If there is any doubt as to another person’s capacity to give consent, community members should assume that the other person does not have the capacity to give consent. Being intoxicated or impaired by drugs or alcohol does not excuse one from the responsibility to obtain consent. Being intoxicated or impaired by drugs or alcohol is never an excuse to commit sexual misconduct.

II. Prohibited Conduct

Northwestern University prohibits all forms of sexual misconduct. Such conduct violates the community values and principles of our institution and disrupts the living, learning, and working environment for students, faculty, staff and other community members. Therefore, the University prohibits the actions listed below.
An attempt to commit an act identified in this policy, as well as assisting or willfully encouraging any such act, is also considered a violation of this policy. An act may violate one or more parts of this policy. Community members may also be held responsible for the misconduct of their visitors and guests.

A. Sexual Assault

1. Sexual Penetration without Consent (e.g., rape): Any penetration of the sex organs or anus of another person when consent is not present; any penetration of the mouth of another person with a sex organ when consent is not present; or performing oral sex on another person when consent is not present. This includes penetration or intrusion, however slight, of the sex organs or anus of another person by an object or any part of the body.

2. Sexual Contact without Consent (e.g., fondling): Knowingly touching or fondling a person's genitals, breasts, thighs, groin, or buttocks, or knowingly touching a person with one's own genitals, breasts, or buttocks, when consent is not present.

   This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch or fondle oneself or someone else.

3. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by the laws of the state

4. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent under the laws of the state

B. Sexual Exploitation: Taking sexual advantage of another person for the benefit of oneself or a third party when consent is not present. This includes, but is not limited to, the following actions (including when they are done via electronic means, methods or devices):

   • Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent;
   • Indecent or lewd exposure or inducing others to expose themselves when consent is not present;
   • Recording any person engaged in sexual or intimate activity in a private space without that person's consent;
   • Distributing sexual information, images, or recordings about another person without that person's consent;

3 For incidents that occur outside of the U.S. (e.g., study abroad programs), Illinois law will apply in determining a violation of this policy.

4 For incidents that occur outside of the U.S. (e.g., study abroad programs), Illinois law will apply in determining a violation of this policy.

5 Breast-feeding a child is not indecent.
• Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
• Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.

C. Stalking: A course of conduct directed at a specific person that is unwelcome and that would cause a reasonable person to fear for their safety (or the safety of a third party) or suffer substantial emotional distress.

Conduct that can amount to stalking may include two or more actions directed at another person, whether done directly, indirectly, through others, via devices, or via any other methods or means (specifically including electronic means), including but not limited to:

• Following a person;
• Being or remaining in close proximity to a person;
• Entering or remaining on or near a person's property, residence, or place of employment;
• Monitoring, observing or conducting surveillance of a person;
• Threatening (directly or indirectly) a person;
• Communicating to or about a person;
• Giving gifts or objects to, or leaving items for, a person;
• Interfering with or damaging a person's property (including pets); or
• Engaging in other unwelcome contact.

D. Dating/Domestic Violence: Intimidation, harassment, physical abuse, sexual abuse, or interference with personal liberty of any person by someone in an intimate relationship, as described below. These actions may include, but are not limited to:

• Physical abuse: hitting, slapping, shoving, grabbing, pinching, biting, or hair pulling;
• Psychological or emotional abuse: a pattern of behavior undermining an individual's sense of self-worth or self-esteem, constant criticism, diminishing one's abilities, name-calling, or damaging one's relationship with one's children;
• Sexual abuse: attacks on sexual parts of the body, forcing sex after physical violence, treating one in a sexually demeaning manner, coercing or attempting to coerce any sexual contact or behavior without consent.

Individuals encompassed in the definition of Dating Violence include, but are not limited to:

• Persons who have or have had a dating relationship;
• Persons who have or have had a social relationship of a romantic or intimate nature.
Individuals encompassed in Domestic Violence include, but are not limited to:

- Current and former spouses;
- Current and former domestic partners;
- Intimate partners or dating partners who share or formerly shared a common
dwelling;
- Persons who otherwise have a child in common or share a relationship through
a child.

E. Sexual Harassment: Sexual harassment is any unwelcome conduct of a sexual nature
where: sexual favors are used or threatened to be used as a basis for academic or
employment decisions (quid pro quo harassment); where the conduct creates a
hostile, intimidating or offensive academic or working environment; where the
conduct has the effect of unreasonably interfering with an individual’s work per-
formance; or where other verbal, nonverbal, or physical conduct of a sexual nature
is sufficiently severe, persistent, or pervasive to limit a person’s ability to partici-
pate in or benefit from an educational program or activity.

Some examples of sexual harassment may include:

- Pressure for a dating, romantic, or intimate relationship;
- Unwelcome sexual advances;
- Unwelcome touching, kissing, hugging, or massaging;
- Pressure for or forced sexual activity;
- Unnecessary references to parts of the body;
- Remarks about a person’s gender, nonconformity with gender stereotypes,
or sexual orientation;
- Sexual innuendoes or humor;
- Obscene gestures;
- Sexual graffiti, pictures, or posters;
- Sexually explicit profanity;
- Stalking or cyberbullying that is based on gender or sex;
- E-mail, texting (“sexting”) and Internet use that violates this policy;
- Sexual assault or violence.

All forms of sexual misconduct identified in this policy are also prohibited forms
of sexual harassment.

III. Reporting Obligation

All University employees (including student employees), as well as non-employees
with teaching or supervisory authority, are obligated to promptly report sexual mis-
conduct of which they become aware in the scope of their work for the University to
the Title IX Coordinator or Deputy Title IX Coordinator, unless they are a resource
listed in Appendix D. The University encourages all individuals to report sexual
misconduct.
IV. Retaliation

Northwestern University strictly prohibits retaliation against any member of its community for reporting an incident of sexual misconduct or for participating, in any manner, in an investigation or hearing related to a report of sexual misconduct. The University considers such actions to be protected activities in which all members of the Northwestern community may freely engage.

Retaliation is materially adverse action taken against an individual because they engaged in protected activities, when the adverse action is sufficiently severe or pervasive that it could deter a reasonable person from engaging in the protected activities. Members of the community are prohibited from engaging in actions directly or through others that reasonably could deter a party or a witness from reporting sexual misconduct or participating in an investigation or hearing. Examples of retaliation could include, but are not limited to: terminating someone’s employment; reducing a grade; removing someone from an organization; direct or indirect intimidation, threats, or coercion; or harassment or other forms of discrimination.

The Northwestern community is strongly encouraged to report any alleged incident of retaliation under this policy to the Title IX Coordinator or Deputy Title IX Coordinator, who shall investigate the matter and take appropriate actions to address such conduct. Individuals who are found to have engaged in retaliation are subject to disciplinary action that may include, but are not limited to, the sanctions listed in Procedures Section 6B, up to and including exclusion, expulsion, or dismissal from the University, and termination of employment, including revocation of tenure. Sanctions for retaliation may be applied regardless of whether there is a finding on the underlying complaint that sexual misconduct has occurred.

V. Amnesty for Sexual Misconduct Complainants and Witnesses

Northwestern University encourages reporting of sexual misconduct and seeks to remove any barriers to making a report. The University recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for their own conduct. To encourage reporting, an individual who makes a good faith report of sexual misconduct that was directed at them or another person will not be subject to disciplinary action by the University for a conduct or policy violation that is related to and revealed in the sexual misconduct report or investigation, unless the University determines that the violation was serious and/or placed the health or safety of others at risk. The University may, however, initiate an educational discussion or pursue other educational interventions regarding alcohol or other drugs. These interventions do not include involuntary leaves for students from the University. Amnesty does not preclude or prevent action by police or other legal authorities. This Amnesty provision shall also apply to student groups making a report of sexual misconduct.

VI. Free Expression and Academic Freedom

Northwestern University is firmly committed to free expression and academic freedom. We are equally committed to creating and maintaining a safe, healthy,
and harassment-free environment for all members of our community. We firmly believe that these two legitimate interests can coexist. Discrimination, harassment, and retaliation against members of the Northwestern community are not protected expression or the proper exercise of academic freedom. The University will consider academic freedom in the investigation of reports of sexual misconduct or retaliation that involve an individual’s statements or speech.

VII. Title IX and VAWA Statement

It is the policy of Northwestern University to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the University’s educational programs and activities. It is also Northwestern’s policy to comply with the federal Violence Against Women Act amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, and the accompanying regulations (collectively referred to as VAWA). Title IX prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. VAWA imposes additional duties on universities and colleges to investigate and respond to reports of sexual assault, stalking, and dating or domestic violence, and to publish policies and procedures related to the way these reports are handled. Northwestern has designated the Title IX Coordinator, with assistance of the Deputy Title IX Coordinators, to coordinate Northwestern’s compliance with Title IX and VAWA and to respond to reports of violations. The University has directed its Clery Coordinator to coordinate Northwestern’s compliance with the Clery reporting-related VAWA requirements. For more information about Title IX and VAWA, please go to www.northwestern.edu/sexual-misconduct/. A person may also file a complaint with the Department of Education’s Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling +1-800-421-3481.

Procedures for NU-Q

Information covered in this section includes:

1. Seeking Medical Assistance
2. Preserving Evidence
3. Confidential Support, Advocacy & Counseling Services
4. Reporting Sexual Misconduct
5. Protective Measures
6. Investigation & Resolution of Alleged Sexual Misconduct Violations
7. Educational Training, Awareness & Prevention Programs

1. Seeking Medical Assistance
Experiencing any form of sexual misconduct, especially acts of violence, is difficult and overwhelming. Survivors often experience a range of emotions, including fear, anxiety, and confusion, and may be unsure of what they want to, or should do, next. Regardless of whether the individual chooses to report the incident, the University strongly encourages survivors of any form of violence to seek medical attention as
soon as possible, even if they feel no injury was sustained. Medical assistance providers can treat visible physical injuries and identify injuries that may not be visible, and, where appropriate, also address concerns regarding sexually transmitted infections and pregnancy. Pregnancy when unmarried in Qatar can result in severe consequences, including imprisonment or deportation. Emergency contraception is not available in Qatar. In addition, a hospital can test for the presence of alcohol or drugs (e.g., “date rape” drugs) and perform a rape evidence collection procedure (see Procedures Section 2), which is something survivors may want to consider. Rape evidence collection may not be available in the State of Qatar. Additionally, survivors should be aware that the presence of alcohol in their system lessens the chance that Qatar prosecutors would conclude a crime was committed, as well as increases the chance of charges filed against survivors.

Medical services are available from the following resources on or near Qatar campus.

*Individuals are encouraged to inquire about and understand the extent of confidentiality resources can provide to a survivor of sexual violence. The confidentiality laws and regulations in the State of Qatar may differ substantially from the protection laws in your home country.*

**Qatar Foundation Primary Healthcare Center (QF PHCC)**

At the time of this writing, the QF PHCC services are free of charge for all QF constituents. The QF PHCC Center is staffed with licensed general practitioners and nurses.

Location: HBKU Student Center

Hours of Operation: Sunday - Thursday, 7:30 a.m. to 8 p.m.
Closed on Friday and Saturday

*Please note this facility only provides services during the hours listed.

Phone: +974 4454 1244 or +974 4454 1240

**Al-Ahli Hospital (10km from Education City)**

Location: Ahmed Bin Ali Street

Hours of Operation: Emergency 24 hours a day, 7 days a week

Phone: +974 4489 8901 or +974 4489 8999 or +974 4489 3349

**Women’s Hospital (8km from Education City)**

Location: Off Al Rayyan Road opposite Lulu Centre

Hours of Operation: Emergency 24 hours a day, 7 days a week

Phone: +974 4439 3299 or +974 4439 3295

In the State of Qatar, if a victim goes to the hospital, they may not retain sole discretion over whether or not to pursue criminal charges. Survivors should visit a hospital or doctor with whom they feel comfortable. The Qatar Foundation also has an emergency staff and ambulance available 24 hours/day 7 days/week, call +974 4454 0999. In the State of Qatar, medical personnel are required to alert the police when it reasonably appears that the person requesting treatment has sustained
an injury as a victim of a criminal offense, including sexual assault or violence and individuals may not have the right to refuse to speak to police.

2. Preserving Evidence

Survivors of sexual violence are encouraged to speak with a NU-Q confidential counselor, (listed in the NU-Q and Qatar Resources (local)-Counseling and Support Resources section) who will help explain your options, and provide relevant information and emotional support. In addition to a student survivor's choice to pursue options through the legal system, if the alleged perpetrator is University affiliated, there are disciplinary and non-disciplinary options available through Northwestern University in Qatar. A student survivor can discuss these options by contacting Greg Bergida, Director of Student Affairs, or Patricia Collins, Counselor/Coordinator of Counseling, Health and Wellness (see Appendix C for contact information).

Many sexual misconduct offenses also are crimes in the state or locality in which the incident occurred. For that reason, survivors of sexual misconduct often have legal options that they can pursue. These options are available solely at the discretion of survivors, who may change their minds about pursuing them at any time. For example, a survivor may seek a protective order from a court against the perpetrator(s); pursue a civil action against the perpetrator(s); and/or participate in a law enforcement investigation and criminal prosecution of the perpetrator(s). In the State of Qatar, these options are also available but only after it has been determined a crime has been committed, which may require when physical evidence (of a struggle) to be conclusive. Regardless of whether an incident of sexual misconduct is reported to the police or the University, Northwestern strongly encourages individuals who have experienced sexual misconduct to preserve evidence to the greatest extent possible, as this will best maintain all legal options for them in the future.

Additionally, such evidence may be helpful in pursuing a complaint with the University. While the University does not conduct forensic tests for parties involved in a complaint of sexual misconduct, the results of such tests that have been conducted by law enforcement agencies and medical assistance providers may be submitted as evidence that may be considered in a University investigation or proceeding, provided they are available at the time of the investigation or proceeding.

Below are suggestions for preserving evidence related to an incident of sexual misconduct. Outside of Qatar, a forensic rape exam is a consideration for many survivors of sexual violence. Within the State of Qatar, it is a possible consideration for survivors of sexual violence. It is important to keep in mind that each suggestion may not apply in every incident:

**General evidence preservation suggestions:**

- In order to maintain their legal options in the future, individuals should consider not altering, disposing of, or destroying any physical evidence of sexual misconduct.
- If there is suspicion that a drink may have been drugged, an individual should inform a medical assistance provider and/or law enforcement as soon as possible so they can attempt to collect possible evidence (e.g., from the drink, through urine or blood sample). In the State of Qatar, it is an
offense to drink (outside of establishments which sell alcohol) or be intoxicated in public. Survivors, if intoxicated in public, would be committing a crime.

• Individuals can preserve evidence of electronic communications by saving them and/or by taking screen shots of text messages, instant messages, social networking pages, or other electronic communications, and by keeping pictures, logs, or copies of documents that relate to the incident and/or perpetrator.

• Even if survivors choose not to make a complaint regarding sexual misconduct, they may consider speaking with the University confidential counselor. Additionally, a survivor may also speak with a designated CSA or the Title IX Deputy Coordinator to discuss the preservation of evidence in the event that they change their mind at a later date.

Evidence preservation suggestions specific to sexual assault

• Because some evidence, particularly evidence that may be located on the body, dissipates quickly (within 48-96 hours), individuals who have been sexually assaulted and wish to preserve evidence should go to a hospital or medical facility immediately to seek a medical examination and/or evidence collection.

• An individual who has been sexually assaulted and wishes to preserve evidence should, if possible, not shower, bathe, douche, smoke, brush teeth, eat, drink, use the bathroom, or change clothes or bedding before going to the hospital or seeking medical attention.

• If the individual who has been sexually assaulted decides to change clothes or bedding and wishes to preserve evidence, they should not wash the clothes worn or bedding used during the assault, and should bring them to a hospital, medical facility or the police in a non-plastic bag (e.g., paper bag).

3. Confidential Support, Advocacy and Counseling

The following resources are available for individuals to discuss incidents and issues related to sexual misconduct on a confidential basis. Confidential resources will not disclose information about incidents of sexual misconduct to anyone, including law enforcement or the University, except in very limited situations, such as when failure to disclose the information would result in imminent danger to the individual or to others or where state law requires a report be made. Confidential resources can provide survivors with information about support services and their options. Because of the confidential nature of these resources, disclosing information to or seeking advice from a confidential counselor does not constitute a report or complaint to the University and will not result in a response or intervention by the University. A person consulting with a confidential resource may later decide to make a report to the University or law enforcement.

Outside of NU-Q Counseling, Health and Wellness and the Employee Assistance Program, students, faculty and staff are encouraged to inquire about and understand the extent of confidentiality the chosen support resources can provide to the survivor of sexual violence. The confidentiality laws and regulations may differ substantially from and not offer the protection laws offer in your home country.
**NU-Q Counseling, Health and Wellness (Students)**

*NU-Q Counseling, Health and Wellness can provide confidential counseling and referral services.*

Office Hours: Sunday–Thursday 8:30am–5pm  
Phone: +974 4454 5084 or  
+974 4454 5073

**Employee Assistance Program (Employees)**

*For additional information on the employee assistance program, visit [www.livewell.optum.com](http://www.livewell.optum.com) and click on ‘My Services’.*

Phone: +974 4454 5293 or  
+44 1865 397 074

Students may also wish to investigate private service providers of their choice, but are encouraged to inquire about and understand the extent of confidentiality they can provide to the survivor of sexual violence. The confidentiality laws and regulations may differ substantially from the protection laws in your home country.

**Qatar Foundation for Protection and Social Rehabilitation**

*(Counseling, psychological and shelter services for women and children)*

Phone: +974 4466 6671  
+974 4466 6672  
+974 4466 6673  
or call the hotline on 919

Please note that mandatory reporting to the authorities applies for cases involving persons less than 18 years of age.

### 4. Reporting Sexual Misconduct

While the University strongly encourages reporting, members of the University community who believe they have experienced sexual misconduct have the right to choose whether or not to report the incident to the University or law enforcement, and pursue a sexual misconduct complaint with the University. The information below provides information for individuals who wish to report incidents of sexual misconduct.

#### A. Reporting to Law Enforcement

Northwestern University encourages individuals to report incidents of sexual misconduct in Qatar to the Title IX Coordinator, Deputy Title IX Coordinator—Qatar Campus, an NU-Q CSA, or local law enforcement officials. Timely reporting to the police is an important factor in successful investigation and prosecution of crimes, including sexual violence crimes, and may lead to the arrest of an offender or aid in the investigation of other incidents.

In the US, an individual who has experienced sexual misconduct has the right to choose whether to file a police report. In the State of Qatar, survivors who seek medical intervention may not retain sole discretion over whether or not to pursue criminal charges. Filing a police report can result in the investigation of whether sexual violence or related crimes occurred and the prosecution of those crimes against
a perpetrator. It is important to know that, in the State of Qatar, once an incident is reported to police an individual may not have the choice of whether the matter goes to court.

The Deputy Title IX Coordinator—Qatar Campus can also assist in reviewing options with survivors and identifying and facilitating support resources related to:

- Seeking medical attention;
- Seeking support, advocacy and counseling services;
- Discussing legal options, including seeking protective orders from a court;
- Options under the University's sexual misconduct investigation process.

Reports of sexual misconduct made to a University employee will be reported to the Title IX Coordinator or Deputy Title IX Coordinator regardless of whether the individual who experienced the sexual misconduct chooses to pursue criminal charges.

**B. Reporting Incidents to the University**

An individual who has experienced sexual misconduct in Qatar has the right to choose whether to report the incident to the Deputy Title IX Coordinator—Qatar Campus. As stated in Policy Section III, all University employees (including student employees) are obligated to promptly report incidents of sexual misconduct of which they become aware during the scope of their work for the University, unless they are a resource listed in Appendix D. Further, students, bystanders and third parties who have observed or been made aware of sexual misconduct may report the incident to the Deputy Title IX Coordinator—Qatar Campus. Northwestern provides the option for making reports in-person, by email, regular mail, or phone and electronically.

While anonymous reports will be reviewed by the Deputy Title IX Coordinator—Qatar Campus, the University's ability to address alleged misconduct reported by anonymous sources is significantly limited.

To speak to someone confidentially without making a report, please see the Confidential Resources listed in Section 3 above.

The staff identified below are specially trained to work with individuals who report sexual misconduct and have knowledge about on- and off-campus resources, services, and options—including the availability of protective measures discussed in Procedures Section 5. The University has generally designated the Deputy Title IX Coordinator—Qatar Campus to oversee complaints of sexual misconduct involving students, staff, faculty and third parties on the Qatar campus.

**Deputy Title IX Coordinator—Qatar Campus**

Contact: Kathryn Bright Symank  
Location: CMU3127  
Phone: +974 4454 5155  
Email: kathryn.symank@northwestern.edu
NU-Q Student Affairs
Phone: +974 4454 5084
Email: studentaffairs@qatar.northwestern.edu

Title IX Coordinator and Director of the Office of Sexual Harassment Prevention
Contact: Joan Slavin, Title IX Coordinator; Director, Office of Sexual Harassment Prevention
Location: 633 Clark Street, Room 2-636, Evanston
Phone: +1-847-491-3745
Email: j-slavin@northwestern.edu or TitleIXCoordinator@northwestern.edu
Website: www.northwestern.edu/sexual-misconduct

Deputy Title IX Coordinator for Students
TBD

Other University Reporting Options

EthicsPoint
(Third party service for reporting complaints, including anonymous complaints, by phone or online)
Phone: +1-866-294-3545
Website: www.northwestern.edu/ethics/

C. Reporting Incidents Involving Minors
As stated in the University’s Policy on Reporting Suspected Abuse and Neglect Related to Minors, it is the University’s Policy that all University community members located in the United States are obligated to report to DCFS and University Police any suspected abuse and neglect of a child. This includes any and all incidents of sexual misconduct involving minors. (Policy available at http://policies.northwestern.edu/docs/Reporting_Child_Abuse_and_Neglect.pdf). Further, it is a crime in Illinois to fail to report sexual abuse of a child of which someone over the age of 18 has personally observed. In the State of Qatar, please note that mandatory reporting to the authorities also applies for cases involving persons less than 18 years of age.

5. Protective Measures
Protective measures are reasonable measures the University can put in place for an individual who reports having experienced sexual misconduct or retaliation. Protective measures can provide immediate support and help protect the individual’s safety and ability to access their education and employment, at no cost to that individual. These measures can be temporary in duration pending the results of an investigation, but can become permanent. Protective measures include, but are not limited to:

• A no-contact directive issued by the Title IX Coordinator, Deputy Title IX Coordinator, or their designee;
• Housing or work space relocation;
• Changes to dining situation;
• Adjustment of course schedules or other changes to an individual's academic situation;
• Changes to work schedules or other changes to an individual's employment situation;
• Time off from class or work, or a leave of absence;
• Transportation arrangements;
• Safety planning;
• Honoring an order of protection entered by a court.

Protective measures are available regardless of whether an individual chooses to report an incident to University police or local law enforcement or pursue a complaint with the University. The Title IX Coordinator, Deputy Title IX Coordinator, or their designee will determine whether protective measures are reasonable and should be implemented, and, if so, will work to ensure that protective measures are implemented as soon as possible.

The University will keep confidential any protective measures provided, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the protective measures.

To seek a protective measure
Students should contact:
Deputy Title IX Coordinator—Qatar Campus
Contact: Kathryn Bright Symank
Location: CMU3127
Phone: +974 4454 5155
Email: kathryn.symank@northwestern.edu

Violations of directives related to protective measures may lead to an investigation and disciplinary action which may include, but is not limited to, the sanctions listed in Procedures Section 6B, including exclusion, expulsion or dismissal from the University, and termination of employment, including revocation of tenure.

6. Investigation and Resolution of Alleged Violations of the Sexual Misconduct Policy

Reporting an incident of sexual misconduct or retaliation to the University can result in the investigation of whether a violation of this policy occurred and can also result in disciplinary action against any student, staff or faculty member, or outside party, who is determined to have violated this policy. The University has generally designated the Deputy Title IX Coordinator—Qatar Campus to receive and oversee complaints of sexual misconduct and retaliation. Upon receiving a report of sexual assault, stalking, or dating or domestic violence, the Deputy Title IX Coordinator will provide the complainant with information about their rights and options.

The University’s resolution process for reports of violations of this policy will be prompt, fair and impartial. The resolution process is intended to afford a prompt response to reports of sexual misconduct, to maintain privacy and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy. The resolution process for complaints of sexual misconduct is set forth in detail in Appendix D.
Because allegations of violations of this policy can sometimes raise challenging new issues and involve competing interests, the University reserves discretion to take reasonable actions to address those issues in a manner consistent with the spirit of this policy, and which preserves fairness for both parties and maintains the integrity in the investigation and resolution processes.

There is no time limit for when an incident of sexual misconduct may be reported; however, in most cases, the University will not investigate reports of incidents that occurred over one year prior to the time the investigation is requested. The Deputy Title IX Coordinator—Qatar Campus reserves the right to conduct an initial inquiry, investigate, or otherwise address any report, regardless of the time it is made, based on concern for the safety or well-being of the University community. All reports should be made as soon as possible after the incident because the passing of time makes a review of the evidence more difficult and the memories of involved parties become less reliable.

If, based on an initial inquiry into the report, the Deputy Title IX Coordinator—Qatar Campus determines that insufficient information exists to move forward or that the alleged misconduct, even if substantiated, would not be a violation of the policy, the Office may close the case unless the Deputy Title IX Coordinator—Qatar Campus determines that the interests of the community warrant further action on the report by the Office or the University.

A. Standard of Review

The University uses the preponderance of the evidence standard to determine responsibility of violations of this policy.

B. Sanctions, Corrective Actions and Remedies

Violations of this policy may result in sanctions and corrective actions, which can include, but are not limited to:

- Verbal warning
- Written warning
- Advisory Letter
- Monitoring
- Disciplinary hold on academic and/or financial records
- Performance improvement/management process
- Required counseling or therapy
- Required training or education
- Campus access restrictions
- No trespass order issued by QF (with respect to campus locations)
- No contact directive (with respect to an individual)
- Loss of privileges
- Loss of oversight, teaching or supervisory responsibility
- Probation
- Demotion
- Loss of pay increase
- Transfer (employment)
- Revocation of offer (employment or admissions)
The University may assign other sanctions as appropriate in each particular situation. Sanctions and corrective actions will be imposed in accordance with relevant policies and/or procedures and other requirements set forth in the applicable Staff Handbook, Faculty Handbook, Student Handbook, other policies or handbooks that may be developed over time, or contracts. In addition, the University may take steps to remediate the effects of a violation on victims and others.

Following an investigation, the University may extend protective measures, and/or take other measures to eliminate any hostile environment caused by the sexual misconduct, prevent the recurrence of any sexual misconduct, and remedy the effects of the sexual misconduct on the complainant and the University community. Such measures may include, but are not limited to, the protective measures referenced in Procedures Section 5, as well as counseling, training and other preventative measures.

C. Advisor/Legal Counsel
Complainants and respondents may be accompanied by one advisor throughout the investigation and any hearing process. An advisor is a support person who is present to provide support to a complainant or respondent throughout an investigation and/or hearing. An advisor may not speak, write or otherwise communicate with an investigator, hearing officer or panel on behalf of the complainant or respondent. Advisors who do not abide by these guidelines may be excluded from the process.

In any matter involving a complaint of sexual assault, stalking, or dating or domestic violence, the advisor may be any person of the party's choosing, including an attorney. However, an advisor may not also serve as a witness in the same matter. Further, the advisor is still limited to the supportive and not participatory role described above. In all other matters, advisors cannot be a witness or party in the matter or a related matter, a family member of the complainant or respondent, or an attorney. A union representative may serve as an advisor, where applicable.

D. Privacy and Sharing of Information
The University considers complaints and investigations conducted under this Policy to be private matters for the parties involved. For that reason, the University will protect the identity of persons involved in reports of sexual misconduct to the best of its ability. The University will only share personally identifiable information with persons with a need-to-know, in order for the University to investigate and respond or to deliver resources or support services. The University does not publish the names nor post identifiable information about persons involved in a report of sexual
misconduct in the University Police Daily Crime Log (Blotter) or elsewhere online. The University does not confirm to outside parties the identity of an individual who may be involved in a report of sexual misconduct without that individual’s consent. However, the University cannot promise complete confidentiality or privacy in the handling of sexual misconduct reports or complaints.

Most situations require the disclosure of the complainant’s identity to those involved in the investigation in order to fully investigate the matter and/or to enable the respondent to fully respond to the allegations. When individuals report allegations of sexual misconduct to the University and do not consent to the disclosure of their names and/or do not disclose the identity of the alleged offenders or identifiable information about the alleged offenders, the University’s ability to respond to the complaints may be limited. In cases where an individual reporting sexual misconduct requests anonymity or does not wish to proceed with an investigation, the University, will attempt to honor that request but, in some cases, the Title IX Coordinator or Deputy Title IX Coordinator may determine that the University needs to proceed with an investigation based on concern for the safety or well-being of the broader University community (e.g., risk of future acts of sexual violence or a pattern of sexual misconduct). Northwestern reserves the right to take appropriate action in such circumstances, including in cases when the individual reporting the misconduct is reluctant to proceed.

All participants in an investigation of sexual misconduct will be informed that confidentiality helps enhance the integrity of the investigation, protect the privacy interests of the parties, and protect the participants from statements that might be interpreted to be retaliatory or defamatory. For these reasons, the complainant and respondent will be asked at the beginning of an investigation to keep the information related to the investigation private, to the extent consistent with applicable law. Witnesses and advisors will be asked to maintain complete confidentiality as to the investigation, to the extent consistent with applicable law.

Upon the conclusion of an investigation, the complainant and respondent will notified in writing, at the same time, of the outcome of the investigation, including whether the alleged conduct was found to have occurred, and any sanctions imposed on the respondent that directly relate to the complainant. For the same reasons noted above, the University encourages the parties to maintain the confidentiality of this communication.

7. Educational Training, Awareness and Prevention Programs
The University offers a variety of training, awareness, and prevention programs to help prevent sexual misconduct within the Northwestern community. The University strives to ensure that such programming is developed to be culturally relevant; inclusive of diverse communities and identities; sustainable; responsive to community needs; is informed by research or assessed for value, effectiveness, or outcome; and considers environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels. Additionally, the University provides annual training to investigators, and hearing panel members are trained on issues related to sexual misconduct, investigation, and resolution. For information on educational training, awareness, and prevention programs offered each year, see
the Appendices to each campus’ annual security report, posted at: http://www.northwestern.edu/up/safety/annual-report/.

**Forms/Instructions**

N/A

**Related Information**

N/A

**History/Revision Dates**

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**Appendices**

Appendix A: Resource of Relevant Terms and Definitions in Illinois

Appendix B: Pamphlet: “You Have Options. We Can Help: Northwestern University Resource Guide on Sexual Misconduct and Title IX”

Appendix C: Resources Not Subject to Mandatory Reporting

Appendix D: Sexual Misconduct Complaint Resolution Process

**Appendix A**

**Resource of Relevant Terms and Definitions in Illinois**

Because some of the offenses in this Policy are also crimes under State law, the University provides this summary of relevant Illinois terms and definitions as a resource. Community members who are involved in legal action related to a sexual crime or offense under Illinois law should consider speaking with an attorney for specific information about relevant State law and legal advice.

**Consent:** Under Illinois law, consent is defined as “a freely given agreement to the act of sexual penetration or sexual conduct in question. Lack of verbal or physical resistance or submission by the victim resulting from the use of force or threat of force by the accused shall not constitute consent. The manner of dress of the victim at the time of the offense shall not constitute consent.” 720 ILCS § 5/11-1.70. The law continues by stating that “[a] person who initially consents to sexual penetration or sexual conduct is not deemed to have consented to any sexual penetration or sexual conduct that occurs after he or she withdraws consent during the course of that sexual penetration or sexual conduct.” See: 720 ILCS § 5/11-1.70.
Domestic Violence: The complete Illinois Domestic Violence Act can be found at 750 ILCS § 60/101, et seq. Under that law, “domestic violence” is defined as “physical abuse, harassment, intimidation of a dependent, interference with personal liberty or willful deprivation but does not include reasonable direction of a minor child by a parent or person in loco parentis.” 750 ILCS § 60/103. Prohibited domestic violence directed at a “family or household member” includes “spouses, former spouses, parents, children, step-children and other persons related by blood or by present or prior marriage, persons who share or formerly shared a common dwelling, persons who have or allegedly have a child in common, persons who share or allegedly share a blood relationship through a child, persons who have or have had a dating or engagement relationship, persons with disabilities and their personal assistants, and caregivers as defined in Section 12-4.4a of the Criminal Code of 2012. For purposes of this paragraph, neither a casual acquaintance nor ordinary fraternization between 2 individuals in business or social contexts shall be deemed to constitute a dating relationship.” See: 750 ILCS § 60/103.

Dating Violence: In Illinois, the Illinois Domestic Violence Act prohibits “physical abuse, harassment, … interference with personal liberty or willful deprivation” directed toward “persons who have or have had a dating or engagement relationship.” 750 ILCS § 60/103. “[N]either a casual acquaintance nor ordinary fraternization between 2 individuals in business or social contexts shall be deemed to constitute a dating relationship.” See: 750 ILCS § 60/103.

Criminal Sexual Assault: In Illinois, a person commits “criminal sexual assault” if “that person commits an act of sexual penetration and: (1) uses force or threat of force; (2) knows that the victim is unable to understand the nature of the act or is unable to give knowing consent; (3) is a family member of the victim, and the victim is under 18 years or age; or (4) is 17 years of age or over and holds a positions of trust, authority, or supervision in relations to the victim, and the victim is at least 13 years of age but under 18 years of age.” 720 ILCS § 5/11-1.20.6

Criminal Sexual Abuse: Under Illinois law, a person commits “criminal sexual abuse” by sexual touching (short of penetration) by force or threat of force, or knowing that the victim is unable to consent to or understand the act. A person also commits sexual abuse by engaging in any sexual activity (including sexual penetration): (A) with a person over the age of nine, but under 17 years old, when the defendant is under the age of 17, or (B) with a person over the age of 13, but under 17 years old, when the defendant is at least five years older. See: 720 ILCS § 5/11-1.50.

Aggravated Criminal Sexual Assault and Sexual Abuse: Sexual assault and sexual abuse may be punished more severely in Illinois if (A) the defendant: uses, threatens, displays, or is armed with a weapon; causes bodily harm or

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6 Please also see the Illinois Abused and Neglected Child Reporting Act at 325 ILCS § 5/1, et seq.; criminal sexual abuse at 720 ILCS § 5/11-1.50; aggravated criminal sexual assault at 720 ILCS § 5/11-1.30; and aggravated criminal sexual abuse at 720 ILCS § 5/11-1.60.
injury; endangers or threatens the victim’s or someone else’s life; gives the victim a controlled substance without the victim’s consent; or (B) the crime is committed during the course of another felony; or (C) the victim is over 60 years old, physically handicapped, or severely mentally disabled. Depending on the age of the defendant and the victim, the relationship between the victim and the defendant, and whether the defendant uses force, sexual abuse and sexual assault may also be aggravated if the victim is a child under the age of 18. See: 720 ILCS 5/11-1.30, 720 ILCS 5/11-1.60.

Stalking: In Illinois, a person commits the criminal offense of “stalking” when “he or she knowingly engages in a course of conduct directed at a specific person, and he or she knows or should know that this course of conduct would cause a reasonable person to: (1) fear for his or her safety or the safety of a third person; or (2) suffer other emotional distress.” 720 ILCS § 5/12-7.3(a).

Appendix B

“You Have Options. We Can Help: Northwestern University Resource Guide on Sexual Misconduct and Title IX” is available online at: http://www.northwestern.edu/sexual-misconduct/docs/TitleIXResourceGuide.pdf.

Print copies are available by contacting the Office of Sexual Harassment Prevention at +1-847-467-6165 or TitleIXCoordinator@northwestern.edu.

APPENDIX C

Resources Not Subject to Reporting Obligation

The University recognizes that students, staff, and faculty may want to speak confidentially with someone at the University about sexual misconduct without the information disclosed being reported to the Deputy Title IX Coordinator—Qatar Campus. Northwestern has designated the following staff, faculty, and paid student employee roles as resources that are not obligated to report disclosures or information about sexual misconduct to the Deputy Title IX Coordinator—Qatar Campus that they learn in the scope of their University work.

Qatar Campus
• Counselor, Counseling, Health, and Wellness

7 The terms “stalking” is further defined in subsections 720 ILCS § 5/12-7.3(a-3) and (a-5); the definition for “aggravated stalking” can be found at 720 ILCS § 5/12-7.4; and the definition of “cyberstalking” can be found at 720 ILCS § 5/12-7.5.

8 Northwestern University in Qatar is working to develop a Qatar-specific version of this document. The information at these links contains some resources that are only available to students in the United States based campuses. Please reach out to the Deputy Title IX Coordinator—Qatar Campus for Qatar-based resources.
US Campuses
• All staff in the Center for Awareness, Response and Education (CARE)
• All staff in Counseling and Psychological Services (CAPS)
• All staff in University Health Services (including all staff in the Office of Health Promotion and Wellness, team athletic trainers, and team physicians)
• All staff in the Women’s Center
• All staff in the Office of Religious Life
• Emeritus Faculty who have been appointed Ombudsmen in the Faculty Ombudsman Program
• Paid student employees or grad interns at any of the above offices (for information learned in the course of their work for these offices).

Note: Some staff and faculty may have a confidentiality privilege associated with some aspect of their work for the University (e.g., physicians), but are subject to the University’s reporting obligation for information learned in connection with their work for the University outside of a confidential relationship. For example, physicians may have a confidentiality privilege with respect to information shared with them by patients, but they remain obligated to report sexual misconduct of which they become aware of in work not related to patient care, such as work in labs or classrooms or student advising.

APPENDIX D

Northwestern University’s Sexual Misconduct Complaint Resolution Process can be found at: http://www.northwestern.edu/sexual-misconduct/university-policy/process.html.

END OF SEXUAL MISCONDUCT POLICY

Information and Options for Survivors of Sexual Misconduct Abroad
Northwestern’s Policy on Sexual Misconduct prohibits sexual assault, sexual exploitation, stalking, dating and domestic violence and sexual harassment, whether on-campus or off-campus. Students studying abroad are covered under this policy and the procedures it provides. The University has resources and advocacy services available to students abroad. As the accessibility of resources and applicable local laws and policies vary abroad, Northwestern will work closely with the student to create a safe environment and prioritize healing. For additional information visit http://www.northwestern.edu/studyabroad/guide/health-and-safety/emergencies/information-and-options-for-survivors-of-sexual-misconduct-abroad.html.

Campus Sex Crimes Prevention Act (Sex Offender Registration)
The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where information concerning registered sex offenders may be obtained. The State of Qatar does not maintain a sex offender registry. For information on registered sex offenders who may be employed or attend school on the Northwestern University Evanston or
Chicago campuses, contact the University Police Criminal Investigations unit at +1-847-467-0654.

VIII. Timely Warnings Emergency Notifications,
Emergency Preparedness

A. Timely Warnings

Timely Warnings, in the form of a Crime Alert, are issued by the University in a timely manner to members of the affected campus community for all Clery Act reportable crimes occurring in the Clery defined geography and reported to the NU-Q Clery Compliance Committee, when it is determined there is a serious or continued threat to the community. The purpose of issuing a Timely Warning is to give members of the University community information that will allow them to alter their behavior in order to protect their personal safety.

Clery Act reportable crimes include: aggravated assault, arson, burglary, dating violence, domestic violence, hate crimes, motor vehicle theft, murder and non-negligent manslaughter, negligent manslaughter, robbery, sex offenses (both forcible and non-forcible) and stalking.

Clery defined geography includes: campus (including residence halls) 9, non-campus buildings or property, and public property, as defined by the Clery Act.

Decisions regarding whether to issue a Timely Warning are made on a case by case basis by the NU-Q Dean’s Office (or designee, typically the Director of Health, Safety, Security and Environment (HSSE)) taking into account the following:

- Whether the incident has been reported to the NU-Q Clery Compliance Committee in a timely manner,
- The nature of the crime reported,
- Location of the crime, and
- Whether there is a serious or continuing threat to the University community.

The NU-Q Dean’s Office (or designee, typically the Director of Health, Safety, Security and Environment (HSSE)) will consult with the NUQ Communications Policy Group lead (or designee) about the alert, when time permits. Depending on the factors being considered, the NU-Q Dean’s Office may also consult with other members of NU-Q such as the NU-Q Clery Compliance Committee, the Director of Student Affairs or Northwestern University Police.

When it is determined that a Timely Warning will be issued, the NU-Q Dean’s Office (or designee) and the NUQ Communications Policy Group lead (or designee) will create a Crime Alert and disseminate it to the designated community members via bulk email. Crime Alerts made through the bulk email system are not the same as Emergency Notifications (see section VIII (B.) Emergency Notifications) issued via phone calls, text message and other emergency notification mechanisms.

9 Northwestern University does not own or control residence halls on the Qatar campus.
Timely Warnings will typically include the date, time, location of occurrence, and a description of the incident. They will also include additional information that could aid community members in altering their behavior to protect their personal safety and minimize additional incidents from occurring. Timely Warnings will not include the names and other personal identifying information of crime victims/survivors.

An alert may not be sent if there are factors that reduce the level of threat to the community. Examples of factors that might reduce the level of threat are an arrest of the suspect in the incident or a delay in the reporting of the incident.

The Clery Act does not require universities to issue Timely Warnings on Clery reportable crimes occurring outside of the Clery defined geographic area or for non-Clery reportable crimes. However, the University may choose to initiate a Timely Warning for crimes outside the Clery guidelines when an event represents a serious or continuing threat to the community.

**B. Emergency Preparedness**

An Emergency Notification is used to inform the University community about a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community. Emergency Notifications are different than Timely Warnings, in that they are not restricted to Clery reportable crimes. Incidents such as fire, weather emergencies, criminal activity, or a hazardous materials spill could trigger an Emergency Notification, but may or may not also warrant a Timely Warning. For additional information on community emergency notifications, see section VIII C.

The NU-Q Director of HSSE will typically be made aware of emergency situations. Upon confirmation of an emergency or threat, either by emergency personnel or a firsthand witness, the NU-Q Dean's Office (or designee) will determine if an alert to the entire campus or a segment of the campus is appropriate. This is based on the size, scope, and complexity of the emergency and the potential affected area(s) or persons. These messages can be immediately sent by NU-Q HSSE, IT, HR or other authorized users through a secure web-based platform. While a number of pre-scripted messages are available, the exact message content is determined by the NU-Q Dean's Office (or designee) based upon the particular circumstances of the emergency.

As an emergency situation escalates, or is resolved, the University will send additional alert(s) to update the appropriate segment(s) of the campus community. This type of communication may describe the nature of the risk, include specific actions to be taken, or declare the emergency no longer exists (all clear). In situations where time allows, consultation with others, such as representatives of the NU-Q Policy or Implementation Group or NU-Q Student Affairs, make take place regarding these communications. If emergency notification systems fail, the crisis management team will initiate the manual calling tree, emergency actions and communicate life safety guidance in conjunction with activation of building emergency action plans.
C. Emergency Preparedness and Notification

The University’s Emergency Response Framework (available from the Director of HSSE +974 4454 5240) identifies key decision makers and their roles during a campus emergency. The plan establishes planning cycles for emergency command center incident management that will be utilized during identified emergencies and crisis events.

Emergency Notification
Northwestern has several different means of communications that may be used in the event of an emergency that affects one or all of the Northwestern University campuses. These systems include an Emergency Notification System that combines phone calls, text messaging and e-mails and social media; an outdoor alert system (Evanston campus); a bulk e-mail system; posting messages on the University’s website; and other methods of disseminating information, including but not limited to, posting fliers in public places, faxes and notifying local media. On the NU-Q (Qatar) campus social media messaging through Blackboard Connect — such as Twitter, is not utilized. All communication / notification methods identified herein are available on all Northwestern University campuses (Chicago, Evanston, Miami, Qatar and Washington, D.C.) unless otherwise specifically identified as being limited to a particular campus.

Emergency Communication Capabilities

Emergency Notification System: Blackboard Connect is a notification service provided by an outside vendor that can call phones, send text messages, email information and send social media messages (via Twitter) rapidly when activated to alert community members. Because Northwestern might need to contact its community members before arrival on campus in an urgent emergency situation, Northwestern encourages its community to ensure that their contact information is current in the Blackboard Connect database. For instructions on how University community members can enter or update their Emergency Contact information, visit http://www.northwestern.edu/ses/students/emergency-information/add-or-update-emergency-contacts.html (student) or https://nuhr.northwestern.edu (employee).

Bulk Email System: Bulk Email is a service provided by Northwestern University Information Technology that can send messages to University email accounts during emergency situations.

Manual Calling Tree: NU-Q also has developed a manual calling tree in order to relay accurate information to community members during a time of crisis. Information regarding a crisis and recommended actions may be communicated via the calling tree to NU-Q faculty, staff and dependents. The calling tree, along with the Blackboard Connect Emergency Notification System are the main conduits to ensure faculty, staff, and dependents are kept abreast of any issues related to overall safety of community members. The calling tree will be activated whenever it is necessary to update the NU-Q community as to a particular situation. Once activated, faculty, staff, and dependents will communicate with the Crisis Management Team (CMT) through their assigned Calling Tree Coordinator as
to any concerns or issues that they might have regarding the situation. In most cases, telephones will be used to make necessary notifications. Should the telephone system not be operational, the calling tree coordinator will be required to make personal contact with the individuals on their contact list.

**Satellite Phones:** NU-Q maintains satellite phones in the event of a disruption of cell communication during an emergency. The satellite phones are maintained by the Director of HSSE and they are tested on a bi-weekly basis in coordination with Northwestern University Police Department.

**Main Website “Breaking News”:** Breaking News at [http://www.northwestern.edu/](http://www.northwestern.edu/) is a web page on the Northwestern website that can be activated in the event of an emergency. The page will provide emergency notification information and recommend protective action to be taken if needed. NU-Q is in the process of determining whether a similar service will be available on the Northwestern University in Qatar website.

**Outdoor Alert System (Evanston campus):** The Outdoor Alert System provides the ability to broadcast live voice, emergency tones and pre-recorded voice messages to all siren locations simultaneously or to any select siren location(s). The outdoor system is designed to enable the University to communicate with those people who may be outside on the Evanston campus. It is not expected that messages broadcast via this method will be audible inside buildings on campus. Installation of an outdoor alert system on the Chicago and Qatar campuses is not feasible at this time.

**University Police Role**
In Evanston, the University Police Department is integral in providing critical information in an accurate and timely manner that can be used by senior university administrators to assess the need to authorize and issue emergency communications to the university community. On receiving notification of an impending incident, Northwestern University Police Department management will take actions consistent with this procedure to activate and alert emergency management officials to assess the need to notify the community to take protective actions.

**Authorization to Direct System Activation**
The following individuals or their designees are authorized to direct that the Emergency Notification System and/or Outdoor Alert System be activated:
- Dean;
- Chief Operations Officer;
- Director of HSSE;
- Associate Dean for Academic Affairs;
- Associate Dean of Research;
- Director of Media Strategy, Marketing, and Communication;
- Director and Chief Financial Officer;
- Director of Human Resources;
- Director of Student Affairs

**Content Development and System Initiation**
The NU-Q Dean’s Office (or designee, typically the Director of HSSE) develops the content of emergency messages and timely warnings in consultation with the Communication Policy Group lead. Together they agree to initiate any or all of the emergency notification systems. The Director of HSSE (or his designee) is responsible for completing processes necessary to disseminate messages on any and all
emergency notification systems. Should designated administrators be unable to initiate any or all of the emergency notification systems, then select Crisis Management Team administrators have the ability to initiate any or all emergency notification systems.

Once Authorized, the following individuals may activate the Emergency Notification System:

1. Director of HSSE
2. Director of Information and Technology
3. Human Resources Manager
4. Manager of Infrastructure Operations
5. Human Resources Administrative Manager

The Blackboard Connect notification system is used to send message(s) to students, faculty and staff. Blackboard Connect allows designated Crisis Management Team personnel to send message(s) very quickly to the targeted campus or to the entire campus community via phones, e-mail, text messages. The University will typically provide follow-up information using the emergency alert designations (emergency alert, security alert or timely warning) posted on the University website and mass notification systems, when appropriate. If emergency notification systems fail, the Implementation Group Director (IGD) will initiate the manual calling tree and, under IGD direction, the crisis management team will initiate emergency actions and communicate life safety guidance in conjunction with activation of building emergency action plans. The Crisis Management Team includes the following components:

The NU-Q Policy Group (PG) serves to advise the Chief Policy Official (CPO) on policy issues during periods of heightened threat and crisis. The Dean or COO serve as the Chief Policy Official for the PG. The PG is activated at the direction of the CPO or COO. The Policy Group is responsible for the strategic priorities for the incident based on threat information from established security sources, threat assessment/analysis, determining best actions, and communicating with the NU-Q community, visitors, QF, and NU-Evanston.

The team is chaired by the CPO, or COO. Other members include the Director of Business and Finance, Associate Dean of Academics, Director of Student Affairs, Director of Human Resources, Associate Dean for Research, and Manager of the Qatar Support Office (QSO in Evanston). The chair may designate additional members.

The NU-Q Crisis Management Implementation Group (IG) serves to support and execute the decisions of the Policy Group and its Chief Official. Members of the IG are responsible for monitoring the incident, providing consistent situational awareness by validating information, maintaining a status boards, and may be tasked with providing status updates during an incident. They are also responsible for setting operational objectives based on strategic direction, liaising with QF, communicating with external parties and offering advice to the CMT.
The Crisis Management Planning Group (CMPG) is chaired by the Chief Operations Officer, and meets monthly to discuss security awareness, security measures, and crisis management, crisis communication, community resilience, and business continuity. It is the group responsible for developing the NU-Q Crisis Management Framework and oversees the exercise of specific emergency planning, preparedness and response protocols.

Other members include the Dean of NU-Q (as an ex-officio member), Director of HSSE, Director of Business and Finance, and the Business and Risk Analyst. Additional members may be designated by the NU-Q Chief Operating Officer. The meetings are also attended over teleconference by the Northwestern University Police Department in Evanston, NU Evanston Business Continuity, NU Evanston Risk Management and the Qatar Support Office (QSO in Evanston).

**Emergency Notification and Warning Process**

Emergency notification and warning is a capability that includes public information, alert/warning and notification. It involves developing, coordinating, and disseminating information to the public effectively under all hazard conditions. Northwestern University will, without delay and taking into account the safety of the community, assess and determine the content of the emergency notifications to be sent. The University will initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or contain, respond to, or otherwise mitigate the emergency. The three steps used to assess and develop emergency communications are listed below.

**Step 1: Critical Incident Assessment**

*Gather facts:* The Crisis Management Implementation Group (IG) will provide situational awareness to the Implementation Group Director (IGD) who will inform the Chief Policy Official (CPO). Following the initial brief a determination will be made by the CPO and/or IGD as to the threat level and impact to the University. If the CPO and/or IGD confirm that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the parties involved will move to the assessment phase.

*Assess the Situation:* Once the facts have been gathered, the Policy Group (PG) will consult with appropriate Implementation Group (IG) members to assess the nature and severity of the critical incident and the appropriate response measures. The PG may devise response objectives to address the critical incident without invoking the Emergency Response Framework and work with University personnel involved to resolve the situation. The Chief Policy Official is responsible for notifying the Communications Policy Group lead of the need to issue emergency communications and will keep the Communications Policy Group lead apprised of new information and developments.

*Convene Crisis Management Team (CMT):* If the IG Director decides that a critical incident warrants the activation of the CMT or the Emergency Operation Center (EOC); members of the CMT, as well as any other relevant NU-Q or NU officials, will be contacted. The NU-Q EOC serves as a centralized management center for emergency operations when circumstances warrant.
Emergency Operation Center (EOC): The EOC serves as a centralized management center for emergency operations. Here, decisions are made by the Crisis Management Team (CMT) based upon information provided by the Implementation Group and other personnel.

Step 2: Incident/Protective Action Communications
The CPO, in consultation with the PG, members of the EOC, and any other assigned University officials as needed, will determine the appropriate segment(s) of the campus community to receive notification, the content of any notification, and initiate the notification system. Guidelines for response, as needed, are as follows:

Identify key audiences and communications strategy: Determine which of the University’s key audiences need to be informed of the situation and in what order, how they should be informed and who is responsible for communicating to these audiences.

Designate a spokesperson: Assign one or two spokespersons to address key audiences to ensure a unified, consistent message is delivered at all times. Determine administrators or faculty members who are experts in the nature of the critical incident to provide commentary to the media.

Prepare initial statement: Tailor a standby statement to the critical incident or issue unfolding to initially provide to key audiences while the core team determines next steps.

Ensure necessary operations are taking place: Ensure that all applicable safety plans and measures are being implemented, if warranted, as well as necessary University functions (e.g. counseling, academic assistance, evacuation, etc.) by contacting and consulting with the EOC and/or the Policy Group.

Develop key messages and prepare Q&A: Develop key messages tailored to specific audiences to prepare for inquiries about the potential critical incident or issue. Messages should be based on confirmed and accurate facts and actions taken by the University. Make a list of anticipated questions from audiences and prepare appropriate responses.

Inform key audiences: Implement communications to key audiences through identified distribution channels, which could include: the Northwestern and NU-Q websites or posted alerts; direct contact via telephone or in-person; mass e-mail; media coverage (open source communication); emergency notification system (Blackboard Connect); the Outdoor Alert System (Evanston campus only) and/or signage.

Determine response to media: If media is identified as a key audience, decide on the appropriate level of communications with media. Communications with the media will be coordinated with the QF Communications Directorate. Determine if the issue could warrant either a statement release or media briefing. If the critical incident warrants the activation of the Emergency Operations Center (operated by the Implementation Group) it will be operated under the National Incident Management System (NIMS) principles.
**Control flow of information:** Key audiences and media should be given periodic updates on the situation to control the message and assist in rumor control. Alerts issued via the Emergency Notification System will include information about the emergency or threat occurring on campus and directions on what steps, if any, members of the community should take in response to the emergency. The message should include the date and time that it is issued. Alerts issued via the Outdoor Alert System (Evanston campus only) will include information about the emergency or threat occurring on campus and directions on what steps, if any, members of the community should take.

**Step 3: Evaluate Incident Response**

*Monitor Media Coverage:* The Communications Policy Group lead, in consultation with the Policy Group, members of the EOC, and any other assigned University officials will monitor local media coverage to ensure accurate information is being communicated and determine if any further action is needed.

*Meet and Assess:* When the critical incident has passed, the Policy Group continues to meet to review media coverage and critical incident reports to determine the effectiveness of the response. The team notes not only the overall success or failure of the communications efforts, but also problems to be avoided in the future and any appropriate follow-up measures.

*Summary Report:* Following an incident, the Crisis Management Planning Group (CMPG) prepares a summary report of actions taken and lessons learned.

**Evacuation**

Buildings in Qatar Foundation have a notification system for emergency evacuation. In most buildings this is a fire alarm system. Some systems sound only an alarm while others give voice evacuation directions or announcements. Whenever the alarm system sounds and/or voice command for evacuation is sounded, everyone must leave the building or move to the designated assembly points. It is required of all departments to have an evacuation plan, which explains the emergency systems and evacuation procedures. This document is to be readily available and provide information such as emergency telephone numbers; evacuation personnel duties; designated meeting points; and building information such as whether the building has an automatic sprinkler system, smoke detection, and/or manual alarm pull stations.

NU-Q has MOU’s with adjacent universities that evacuees can shelter in their building during high temperatures or inclement weather. There is a designated building manager for all buildings on campus who serves as the key contact during an emergency. The Director of HSSE provides Evacuation Warden Training to individual departments. Contact the Director of HSSE at +974 4454 5240 to set up training or for assistance in development of an Evacuation Plan.

**Emergency Response and Evacuation Testing**

Northwestern University in Qatar publicizes its emergency response and evacuation procedures in conjunction with at least one test per calendar year. For each test, the University documents a description of the exercise, the date, time, and whether it was announced or unannounced. Evacuation test documentation is maintained and
available from the Director of HSSE. Blackboard Connect testing information is maintained and available from the Director of HSSE.

Northwestern University in Qatar is currently housed in a building owned by the Qatar Foundation and managed by Carnegie Mellon University in Qatar. Services in the building (including issues related to security and safety) are provided by or overseen by the Qatar Foundation and/or Carnegie Mellon in Qatar. NU-Q participates in all emergency response drills and evacuation drills initiated by its hosts, the Qatar Foundation and Carnegie Mellon in Qatar. NU-Q has also raised the importance of such testing at the Qatar Foundation Health Safety Security and Environment (HSSE) Committee meeting, with the recommendation that such testing is completed on at least an annual basis, and that appropriate historical documentation for each test be maintained.

The Northwestern University in Qatar Emergency Response Framework is tested, via completion of an annual tabletop exercise, and revised each year to increase operational efficiency and maintain the highest level of preparedness, response and recovery capabilities. Federal and State legislation (Clery Act/IL-TITLE 29) requires colleges and universities to annually update, exercise, and notify the campus community as well as state legislation requiring colleges and universities to annually update plans, provide training and conduct at least one exercise each calendar year.


IX. Campus Facilities and Building Security

A. Access to and Security of Qatar Facility
The Qatar Foundation Security Department is managed within QF HSSE Directorate and consists of more than 800 contracted security guards that are directed and supervised by QF security officers and is operational 24 hours a day/7 days a week. QF Security can be contacted by calling +974 4454 0999.

Should you need to contact Northwestern University Police Department, call +1-847-491-3456 or email University Police at universitypolice@northwestern.edu. The University Police Department is available 24 hours a day/7 days a week.

The security strategy in Education City is to maintain an “Open Campus” approach which means that the campus itself is accessible to the public through guarded gates, but has the flexibility to increase the level of security at these access points based on the monitored Qatar Foundation Threat Level. Individual buildings have their own security arrangements based on a security risk assessment conducted by the Qatar Foundation.

Normally, building offices are secured and only authorized personnel are permitted access with proper identification. The building is controlled 24 hours a day by a security team that is managed by the Qatar Foundation. Security guards regularly patrol campus grounds and buildings. Closed circuit TV cameras (CCTV) are
located throughout the building (interior and exterior) and are monitored by security personnel.

The Qatar Foundation has control and responsibility for student residential facilities. A security guard is posted at the entrance of every residence hall. The front door of the building is open and security is seated immediately inside. Residents receive a personal entry device that allows them access to the facility. In order for visitors to enter a residence, proper identification must be presented and a resident must accompany visitor(s). Overnight guests in residences are not allowed. Residences are gender segregated and visitors can only be of the same gender.

B. Security Considerations–Campus Facility
NU-Q community members are issued identification cards that they are asked to display at all times. The cards, in addition to serving as identification, also provide access to authorized locations. During normal business hours (Sunday through Thursday, 8 a.m. to 5 p.m.), the Carnegie Mellon building is open to NU-Q community members and their guests/visitors. During non-business hours, access to the building entrance and internal areas is controlled through the use of the fore-mentioned identification cards. External contractors are only allowed in the building under a “permit to work” system.

C. Reporting Maintenance and Safety Hazards
Landscaping and facilities are maintained in a manner to minimize hazardous conditions. Education City maintenance is the responsibility of the Qatar Foundation. The building security system is owned and managed by QF HSSE. The Qatar Foundation Facilities Management (QF FM) Directorate reports conditions that could be hazardous to QF FM for follow-up and repair as necessary. Campus lighting is monitored by QF HSSE officers and any lighting outages are reported to the QF FM department. Community members are encouraged to report maintenance issues, on a timely basis, to QF HSSE at +974 4454 0999.

X. MISCELLANEOUS

A. Student Conduct
The Student Code of Conduct applies to all students. The University reserves the right to investigate and resolve reports of alleged misconduct in the following circumstances:

- Events involving students, a group of students, or a student organization affiliated with any school or department or the University as a whole (undergraduate or graduate).

- Events occurring from the time of a students’ application for admission through the actual awarding of a degree (even if the conduct is not discovered until after a degree is awarded), including, but not limited to:
  - During the academic year
  - Before classes begin or after classes end
- During time pursuing credit away from the campus (e.g., study abroad, internships, co-ops)
- During periods between terms of actual enrollment
- While on leave from the University
- Occurring either on or off campus

The University reserves the right to investigate and resolve any report or incident in which a student is alleged to violate any of the principles or policies published by the University or local, state, or federal laws or policies, regardless of the location where the incident occurs. Students are also expected to follow the policies and procedures of institutions that they may visit, including during international travel.

University and residence hall guests are expected to follow all University policies. Student hosts are accountable for the conduct of their guests and may be subject to disciplinary action as the responsible party for violations of University policy incurred by their guests. This applies to individuals, groups and student organizations.

All alleged violations of non-academic University policy will be resolved through the University Hearing and Appeals System overseen by the NU-Q Office of Student Affairs. More information can be found on the NU-Q Student Code of Conduct website: www.qatar.northwestern.edu/life/policies/student-code-of-conduct.html.

**B. Alcohol and Other Drug Policies/Programs**

NU-Q community members are expected to be acquainted with and fulfill their obligations and responsibilities pursuant to University policy as well as the laws of the State of Qatar. Northwestern University fully supports US federal laws that require that academic and working environments be free from illicit drug and alcohol use. For further information, consult the University’s policy statement complying with the Drug-Free Workplace Act of 1988 (copies are available from Human Resources). The University’s alcohol and drug policies are also available in the Human Resources Staff Handbook (www.northwestern.edu/hr/policies-forms/policies-procedures/staffhandbook.html); in the Student Code of Conduct (www.qatar.northwestern.edu/life/policies/student-code-of-conduct.html); and in the booklet University Policy on Drugs and Alcohol (http://www.northwestern.edu/alcohol-resources/about-us/biennial-review/index.html), which outlines US legal sanctions for the unlawful possession, sale and use of drugs and alcohol and describes a variety of assistance programs for students and employees.

The State of Qatar law enforcement agencies (for the NU-Q campus) enforce all local and State of Qatar drug and liquor laws, including underage drinking violations. Individuals found in violation may be arrested. The Northwestern University Police Department and other surrounding law enforcement agencies enforce all local, State and Federal drug and liquor laws on the Evanston and Chicago campuses, including underage drinking violations. Individuals found in violation may be issued a citation, arrested and/or referred.
Counseling Assistance
NU-Q Counseling, Health and Wellness provides confidential counseling services to students, in addition to awareness education programs for drug and alcohol use and abuse. Students may speak confidentially with a mental health professional staff member from Counseling, Health and Wellness and may make an appointment by calling +974 4454 5073. Faculty and staff may reach out to NU-Q's Employee Assistance Program [EAP] +974 4454 5293 or their direct UK number +44 1 865 397 074. Contact details are listed in the section below.

Additional support resources can also be found in Qatar, but the confidentiality laws and regulations may differ substantially from and not offer the protection laws offer in your resident country. For legal, counseling, psychological and shelter services for women and children, contact QF Social Protection and Rehabilitation (contact details in Appendix C). Please note that mandatory reporting to the authorities applies for cases involving persons less than 18 years of age. Students may also wish to investigate private service providers of their choice, but make sure to enquire about and understand the extent of confidentiality they can provide. NU-Q provided student health insurance can be utilized for private claims from mental health professional service providers.

Local and University Resources
For information on Local and University resources, see Appendix C.

C. Disciplinary Hearings
As applicable, University community members are held accountable for their actions through state law, city ordinance and the University's student disciplinary processes, including the University Hearing and Appeals System (UHAS).

Northwestern University will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

D. Employee Safety Handbook
In Evanston, the University Emergency Response Framework calls upon all employees to be familiar with the Employee Safety Handbook. For additional information on University emergency procedures and safety resources, consult the Handbook at www.northwestern.edu/risk/environmental-health-and-safety/campus-buildings-offices/employee-safety-handbook.html. Please note that resources contained on this site are specific to Evanston. For more information about Qatar specific resources, please reach out to the Director of HSSE (contact details in resources section).

For information on safety and emergency procedures for the following: exposure to radiation, chemical and biological laboratory incidents, hazardous chemicals, and exposure to human blood or other potentially infectious human materials, visit the Office for Research Safety (ORS) website at www.research.northwestern.edu/ORS/. At the current time NU-Q does not have any laboratories.
E. EthicsPoint Reporting
Northwestern has selected EthicsPoint Inc. to provide community members with a way to report activities that may involve misconduct or violations of University policy. You may file a report by dialing +1-866-294-3545 or on the following website, https://secure.ethicspoint.com/domain/media/en/gui/7325/index.html. This service is not a substitute for, nor does it supersede, any existing reporting methods or protocols already in place at Northwestern for reporting suspected problems or complaints. Instead, EthicsPoint provides an additional means of reporting such issues. Any suspected problems or complaints reported via EthicsPoint will be reviewed in accordance with current University procedures, including those described in the Faculty, Staff, or Student Handbooks. Northwestern policy prohibits the taking of retaliatory action against anyone for reporting or inquiring about potential breaches of University policy or seeking guidance on how to handle suspected breaches.

APPENDIX A

Qatar Campus Trainings
(SPECIFICALLY FOCUSED ON SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING)

The Northwestern University main campus (Evanston) continues to work with Northwestern's remote campuses in developing additional training initiatives, programs and campaigns in accordance with the Violence Against Women Act. On average, the Northwestern University in Qatar campus supports around 200 students and has 32 on site faculty and 72 staff (not including part-time, temporary, or adjunct employees). Establishing and evaluating VAWA training initiatives, programs and campaigns will be an ongoing process on the Qatar campus.

NU-Q has revised documents that provide specific roles and responsibilities for CSAs, faculty, staff, and students. These were distributed in March, 2015.

NU-Q administrators are working with the Evanston campus Human Resources Learning and Organizational Development division to explore opportunities for establishing VAWA related online training for NU-Q faculty and staff members.

In addition NU-Q is looking into partnerships for developing training that is appropriate in Qatar.

The NU-Q Counselor and Coordinator of Counseling, Health, and Wellness works regularly with other Education City universities on campus in Qatar to partner and bring in a local speaker to campus to discuss violence against women issues with faculty, staff and students. NU-Q will continue to look for opportunities to bring speakers to campus.

Topical posters and handouts for NU-Q faculty, staff and students have been distributed. The NU-Q administration is also exploring VAWA informational sessions that can be incorporated into the annual orientation for faculty, staff, and students.
NU-Q takes the cultural context of these issues into account when planning training.

Currently, NU-Q engages in some educational programming to prevent domestic and dating violence. Educational programming consists of primary prevention and awareness programs for students. For example, through the Counselor/Coordinator of Counseling, Health, and Wellness, a program called “Wellness Wednesdays” provided 2 resource tables for “Relationship Violence, Stop the Silence” where materials on harassment, domestic abuse, and violence in relationships was distributed. Sixty-five students stopped by the table. The Counselor/Coordinator of Counseling, Health, and Wellness and the Business and Risk Analyst have developed risk training for student travel, which has a component talking about focused on sexual assault, domestic violence, dating violence and stalking. This is an online module that students and trip leaders are required to take prior to any university sponsored travel.

The Department of Student Affairs is the primary provider of sexual violence education and prevention on campus. Sessions on the prevention of sexual violence for the entire campus community are available at request. Education awareness and risk reduction sessions are available in the following areas: sexual assault, bystander intervention, drug and alcohol-facilitated sexual assault, healthy sexual relationships, communication and consent, relationship violence, and how to support a survivor of sexual assault. To schedule a program, call the Department of Student Affairs at +974 4454 5073.

### 2016 Crime Prevention, Safety and Security Awareness Program List

<table>
<thead>
<tr>
<th>Name Of Program or Campaign</th>
<th>Audience</th>
<th>Attendance</th>
<th>Offered</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harassment &amp; Discrimination Awareness</td>
<td>All NU-Q employees</td>
<td>200</td>
<td>Second week of September</td>
<td>Yes</td>
</tr>
</tbody>
</table>

These were sessions about harassment, violence, and discrimination which are provided on home campus and will now be sharing the same pertinent information to our NU-Q community.

| NU-Q International Risk Management Training | NU-Q students, faculty and staff traveling on university sponsored student travel | 48 | Ongoing | Yes (for those traveling on university sponsored travel) |

This is an online training that covers health, safety, and security risks that can be faced while traveling and how to mitigate those risks. Included is a section on sexual violence and definitions of consent, stalking, domestic violence, dating violence, and sexual harassment.

| R.A.D. Self Defense Class | Northwestern University in Qatar, CMUQ, and Georgetown SFS-Q students | 21 | March 13 and 14, 2015; September 4 and 5 and October 9 and 10, 2015 | No |

Nine hour self-defense training.

| Diversity Movie: 'Girl Rising' | Education City community, including NU-Q students, faculty, and staff | 5 | March 25, 2015 | No |

Film highlighted the barriers to education, like violence, girls in developing nations face and follow up discussion.
### 2016 Crime Prevention, Safety and Security Awareness Program List continued

<table>
<thead>
<tr>
<th>Name Of Program or Campaign</th>
<th>Audience</th>
<th>Attendance</th>
<th>Offered</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Student Orientation</td>
<td>All new students</td>
<td>62</td>
<td>August 18, 2015</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Presentation by Coordinator of Counseling, Health and Wellness/Counselor for all new students covering University Policy on Sexual Misconduct, Stalking, and Dating and Domestic Violence.

<table>
<thead>
<tr>
<th>Awareness Media Campaign</th>
<th>NU-Q community</th>
<th>n/a</th>
<th>The month of October in 2015</th>
<th>No</th>
</tr>
</thead>
</table>

Educational materials distributed across the entire building in the form of fliers, bulletin board posters, and table tents defining the behaviors of domestic violence, dating violence, sexual assault and stalking as prohibited conduct; the options for bystander intervention; risk awareness and reduction.

<table>
<thead>
<tr>
<th>Lunch and Learn: Domestic Violence Awareness Advocate Training</th>
<th>Education City community, including NU-Q students, faculty, and staff</th>
<th>16</th>
<th>October 12, 2015</th>
<th>No</th>
</tr>
</thead>
</table>

EC counselors from NU-Q and CMUQ provided about how to be an advocate for survivors of domestic violence as well as information about relationship violence.

<table>
<thead>
<tr>
<th>Wellness Wednesday- “Relationship Violence, Stop the Silence”</th>
<th>Education City community, including NU-Q students, faculty and staff</th>
<th>70</th>
<th>October 14, 2015</th>
<th>No</th>
</tr>
</thead>
</table>

Educational materials on violence, dating violence, sexual assault and stalking as prohibited conduct; the options for bystander intervention; risk awareness and reduction.

<table>
<thead>
<tr>
<th>Community Fair- Domestic Violence Awareness Month</th>
<th>Education City community, including NU-Q students, faculty, and staff</th>
<th>85</th>
<th>October 18, 2015</th>
<th>No</th>
</tr>
</thead>
</table>

Coordinator of Counseling, Health and Wellness/Counselor attended to share information on policies and resources, including information related to Title IX and violence.

### APPENDIX B

**CLERY ACT CRIMES AND GEOGRAPHY (DEFINITIONS)**

The crime data tables (Appendix E) reflect the mandatory reporting offenses as specified in the Clery Act. The tables display crime data over the past three calendar years and are separated by Act defined geography (see Clery Geography section below). The data reported on liquor laws drug laws, and weapons offenses represent the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.
CRIMES (Section 1)

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of a human being by another. Note: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Manslaughter by Negligence: The killing of another person through gross negligence. Gross negligence is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person by force or threat of force or violence and/or by putting the victim in fear. The taking of personal property in the possession of another, from his/her immediate presence, and against his/her will, accomplished by means of force or fear (includes attempts).

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. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed. An unlawful assault upon the person of another for the purpose of inflicting severe or aggravated bodily injury (includes attempts, and whether or not an injury occurred).

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned - including joy riding.)

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

Sexual Assault

a. Sexual Penetration without Consent (e.g., rape): Any penetration of the sex organs, anus, or mouth of another person when consent is not present.

This includes penetration or intrusion, however slight, by an object or any part of the body, specifically including cunnilingus, fellatio, vaginal intercourse and anal intercourse.

b. Sexual Contact without Consent (e.g., fondling): Knowingly touching or fondling a person’s genitals, breasts, thighs, groin, or buttocks, or knowingly touching
a person with one’s own genitals, breasts or buttocks, when consent is not present.

This includes contact done directly or indirectly through clothing, bodily fluids or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch, fondle or contact oneself or someone else.

c. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by the laws of the state\textsuperscript{10} in which the incident occurred.

d. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent under the laws of the state\textsuperscript{11} in which the incident occurred.

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

a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and

b. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
   (i) The length of the relationship.
   (ii) The type of relationship.
   (iii) The frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by:

1. A current or former spouse or intimate partner of the victim.
2. By a person with whom the victim shares a child in common.
3. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
4. By a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
5. By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws or the jurisdiction in which the crime of violence occurred.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

1. Fear for his or her safety or the safety of others; or
2. Suffer substantial emotional distress.

\textsuperscript{10} For incidents that occur outside of the U.S. (e.g., study abroad programs), Illinois law will apply in determining a violation of this policy.

\textsuperscript{11} For incidents that occur outside of the U.S. (e.g., study abroad programs), Illinois law will apply in determining a violation of this policy.
CLERY ACT REPORTABLE ARRESTS AND REFERRALS (Section 2)

**Drug/Narcotic Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadones); and dangerous non-narcotic drugs (barbiturates, Benzedrine). Drug/narcotic violations referred for campus disciplinary action under the Campus Code need not be reported to the Police Department.

**Alcohol Violations:** 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.

**Weapons Violation:** 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. This classification encompasses weapons offenses that are regulatory in nature.

CLERY ACT REPORTABLE HATE CRIMES (Section 3)

**Hate Crimes:** A crime involving one or more of the above listed crimes (in Section 1), the crimes of theft, simple assault, intimidation and/or vandalism (see below) reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. The categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and disability.

- **Larceny-Theft:** (Except Motor Vehicle Theft): The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

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

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

- **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
Clery Geography

Under the Clery Act, reported crimes must have occurred on, or within, what is referred to as the institution’s “Clery geography.” This includes property located in the following areas:

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographical area and used by Northwestern in direct support of, or in a manner related to, institutional educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the geographical area mentioned above in this definition, that is owned by Northwestern but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

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

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
APPENDIX C

Local and University Resources: Qatar Campus

Local

On-Campus Security - Qatar Foundation +974 4454 0999 main security
Building 2 (CP2), ground floor,
Room G-04: control room Central Plant

Emergency Response 999
(Police, Fire, Ambulance)

NU-Q Emergency Notification +974 4454 5291
Confirmed Employees Only +974 4454 5292

Hamad General Hospital: +974 4439 4444

Hamad Women's Hospital: +974 4439 6666

QF Primary Health Care Clinic: +974 4454 1244 or
+974 4454 1240

QF for Social Protection and Rehabilitation Hotline:
919

QF for Social Protection and Rehabilitation:
+974 4466 6671
+974 4466 6672
+974 4467 4444

QF for combatting human trafficking +974 4491 2888
(www.qfcht.qa):

Qatar Telecommunications: Telephone, facsimile, Internet, and cell phone (GSM) services are managed by Ooredoo, previously known as Q-Tel, currently the biggest communication provider in Qatar. Ooredoo changed its telephone numbering system from seven digits to eight in 2010. If you see old listings with seven-digit telephone numbers, simply repeat the first number. Vodafone is the newest communication provider in Qatar, providing services to a limited number of users.

Emergency assistance for US citizens is available 24 hours a day. In the event of an emergency, please call +974 4488 4101 to reach an embassy duty officer.

Travel Information: for the latest information, US citizens should monitor the U.S. Department of State website for travel alerts. Updates also can be obtained by calling +1 888 407 4747 toll-free in the U.S. and Canada or +1 202 501 4444 elsewhere between 7 a.m. and 7 p.m. (CST) on weekdays. For further information, please review The Traveler’s Checklist at https://travel.state.gov/content/passports/en/go.html.
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Deputy Title IX Coordinator

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Counselor/Coordinator +974 5503 2187 (cell)
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Michael McDonough: +974 4454 5240 (office)
Director HSSE +974 5584 7532 (cell)

Saeed Mohamed: +974 4454 5126 (office)
Government Relations Manager +974 3333 8992 (cell)
### NU Evanston Contacts

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Erin Rae Libby:</td>
<td>+1-847-467-0900 (office)</td>
</tr>
<tr>
<td>Program Coordinator</td>
<td>+1-773-844-4556 (cell)</td>
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### Qatar Support Office

<table>
<thead>
<tr>
<th>Service</th>
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<tr>
<td>Northwestern University Police</td>
<td>+1-847-491-3456</td>
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<tr>
<td><a href="mailto:UniversityPolice@northwestern.edu">UniversityPolice@northwestern.edu</a></td>
<td>+1-847-491-4931 (Fax)</td>
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<tr>
<td></td>
<td>+1-847-467-7883 (TDD)</td>
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<tr>
<td>Women's Center Evanston office</td>
<td>+1-847-491-7360</td>
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<tr>
<td>Women's Center Chicago office</td>
<td>+1-312-503-3400</td>
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<tr>
<td>Counseling and Psychological Services: (CAPS)</td>
<td>+1-847-491-2151</td>
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<tr>
<td>University Police:</td>
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<tr>
<td>Criminal Investigations Division</td>
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APPENDIX D

Global Rescue
NU-Q has contracted with a company called Global Rescue to provide worldwide assistance for emergency medical and evacuation services for all students and employees in Qatar and during travel for University-related activities. All students are required to enroll in the Doha Insurance Company (DIC) insurance program which is separate from Global Rescue. Global Rescue services are intended to augment NU-Q provided health and travel insurance where necessary. Global Rescue coordinates with insurance providers to request reimbursement where appropriate.

The services provided by Global Rescue range from telephone advice and referrals to full-scale evacuation. Global Rescue membership is provided by NU-Q free of charge to its students and employees to protect against a variety of difficulties that could arise. The Global Rescue program is designed to supplement the policies, procedures and support staff that Northwestern University already has in place.

It is important to understand that, although Global Rescue will offer students and employees travel, medical and security advice and services, Global Rescue is NOT health insurance. NU-Q ensures that all students traveling abroad for University related activities are covered by the travel medical insurance program purchased by NU-Q.

Whenever traveling or living abroad, students and employees can access up-to-date reports on more than 200 countries worldwide on health issues, medical care and vaccination requirements via the Global Rescue website—your home page for travel health and safety information (located www.globalrescue.com). NU-Q Students of NU-Q who travel internationally, outside of Qatar, on University-sponsored trips are required to provide requested information to the member of the staff assigned to serve as the trip advisor or coordinator. The purpose is to ensure that important information about the students’ travel is available and accessible to the University and its service providers in the event of a crisis or emergency.

Approval of student travel for University-related activities includes an assessment of the risk to student safety in the destination country. A Travel Advisory Report for the destination country is available upon request and is supplied by NU-Q's Business and Risk Analyst as advised by global security consultants and other security resources at their disposal.

While you are abroad, your first contact should always be the trip advisor, as instructed during your orientation. If you are traveling, and/or in a situation where you are not able to reach that person, you should contact Global Rescue (see www.globalrescue.com/common/contactus.html for Global Rescue contact information) in cases of emergency, or NU-Q Student Affairs office +974 4454 5070 for other queries. If you are visiting the campus of Northwestern University in Evanston, you can contact the Northwestern University Qatar Support Office +1-847-467-0900, who will provide guidance and will contact the University’s on-call staff. You may also contact the University Police +1-847-491-3254, in an emergency situation.
## Appendix E

CRIME DATA–NU-Qatar

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<th>Offense (Reported By Hierarchy) ¹</th>
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1 Hierarchy Rule for Multiple Offenses - When counting multiple Clery Act reportable offenses, the FBI's UCR Hierarchy Rule is applied. This rule requires that only the most serious offense be counted when more than one offense was committed during a single incident. The hierarchy rule does not apply to incidents involving Arson, Domestic Violence, Dating Violence, Stalking and any incidents involving Hate Crimes. These crimes are always counted in addition to, and regardless of the nature of, any other Clery reportable offenses that were committed during the same incident.

2 The list of Clery Crimes was amended by U.S. Department of Education regulations, effective July 1, 2015. These regulations generally re-categorized listed sex offenses. New categories are identified with an " * ". For reporting years prior to 2015, sex offense, instead of “sexual assault” included: forcible sex offenses: (a) rape, (b) forcible sodomy, (c) sexual assault with an object, and (d) forcible fondling; and (2) non-forcible sex offenses: (a) incest; (b) statutory rape.

3 October 20, 2014, the U.S. Department of Education published the final regulations for the Violence Against Women Act amendments to the Clery Act to include additional reporting categories.

**Bias Type for Crimes Manifesting Prejudice**

Northwestern University is responsible for reporting Clery Act defined Hate Crimes by category of prejudice, geographic location, the year an incident is reported in and the category of crime (including any crime perpetrated on the basis of prejudice that results in bodily injury). For the 2013, 2014 and 2015 reporting years, Northwestern University has received no reports of any Clery Act recognized Hate Crime. Hate Crime data is obtained from University CSAs and the Qatar Foundation.

**Unfounded Crimes**

On October 20, 2014, the U.S. Department of Education published the final regulations for the Violence Against Women Act amendments which require reporting of “Unfounded” crimes starting with the 2014 calendar year. Unfounded reports are not recorded in the total crime numbers, though they are also listed under a category as “Unfounded.” Reports are only declared “Unfounded” where sworn or commissioned law enforcement personnel have fully investigated the reported crime and have made a determination that the crime report is false or baseless and therefore “unfounded.” For the 2014 and 2015 reporting years, Northwestern University is not aware of any Unfounded reports.

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