

## Rights And Options for Victims<sup>1</sup> Of Sexual Misconduct/Sexual Assault, Sexual Exploitation, Dating and Domestic Violence, And Stalking<sup>2</sup>

The University is committed to creating and sustaining an educational and working environment free of sexual misconduct/sexual assault, sexual exploitation, dating and domestic violence, and stalking. If you experience any of these forms of misconduct, you are strongly encouraged to utilize the various on and off campus resources described below. Your safety and well-being is the University's priority. This publication is intended to help you understand your rights and options, as well as provide you with information regarding support and assistance.<sup>3</sup>

### What Should I Do?

**Call 9-1-1 if you are in the midst of any kind of emergency, immediate harm, or threat of harm.**

If you have experienced sexual misconduct/sexual assault, sexual exploitation, dating or domestic violence, or stalking, you are encouraged to **seek immediate assistance from police and healthcare providers** for your physical safety, emotional support, and medical care.

University police can escort you to a safe place and transport you to a hospital or a sexual assault response center for a medical examination, if needed. University police can also provide access to a confidential Sexual Assault Victim's Advocate. If you would prefer not to notify the police, you are strongly encouraged to seek assistance from the campus Title IX Coordinator who can provide you with information on your options, rights, and remedies, and/or the campus Sexual Assault Victim's Advocate. The campus Title IX Coordinator is available to assist you in notifying the police if you wish. The Sexual Assault Victim's Advocate listed below can also assist you in notifying the police and/or the campus Title IX Coordinator.

You have the right to decide whom and when to tell about what happened. However, it is very important that you get confidential medical attention after being assaulted. Following the incident, you may be physically injured, there may be a chance you contracted a sexually transmitted disease or that you may become pregnant.

### Whom Should I Contact?

The campus has designated a Title IX Coordinator to provide you with assistance and support, and to monitor and oversee overall compliance with laws and policies related to sexual misconduct/sexual assault, sexual exploitation, dating and domestic violence, and stalking. Your campus Title IX Coordinator is available to explain and discuss your right to file a criminal complaint; the availability of Supportive Measures; the University's relevant complaint process, and your right to receive assistance with that process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.

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<sup>1</sup> The term "victim" is used throughout this document, which is in keeping with the language contained within the laws and regulations (Violence Against Women Reauthorization Act of 2013 (20 U.S.C. 1092(f))(VAWA), pursuant to its Campus Sexual Violence Elimination Act provision (Campus SaVE Act)) requiring the provision of a written explanation of rights and options to individuals who are alleged to have been subject to sexual misconduct/sexual assault, dating or domestic violence, or stalking. Use of the term "victim" does not mean or imply that any assumption or determination of responsibility has been made with respect to a respondent who has been accused of engaging in sexual misconduct/sexual assault, sexual exploitation, dating or domestic violence, or stalking.

<sup>2</sup> As required by the Violence Against Women Reauthorization Act of 2013 (20 U.S.C. 1092(f))(VAWA), pursuant to its Campus Sexual Violence Elimination Act provision (Campus SaVE Act) and related laws and regulations.

<sup>3</sup> Terms contained within this Notice are intended to be gender neutral.

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#### Campus Advocate Team (staffed by the North Coast Rape Crisis Team)

- Can meet with people in-person on campus – location is determined on a case-by-case basis
- 24 Hr Hotline: 707-445-2881

#### University Police Department

- Student Business Services Building, 1<sup>st</sup> Floor, 1 Harpst Street, Arcata, CA 95521
- [hsupd@humboldt.edu](mailto:hsupd@humboldt.edu)
- 707-826-5555 or 9-1-1 for emergencies

#### Arcata Police Department

- 736 F Street, Arcata, CA 95521
- 707-822-2428 or 9-1-1 for emergencies

#### Eureka Police Department

- 604 C St, Eureka, CA 95501
- 707-441-4060 or 9-1-1 for emergencies

#### Humboldt County Sheriff's Office

- 826 4th St, Eureka, CA 95501
- 707-445-7251 or 9-1-1 for emergencies

#### U.S. Department of Education, Office for Civil Rights:

- (800) 421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov)
- If you wish to fill out a complaint form online with the OCR, you may do so at:  
<https://www2.ed.gov/about/offices/list/ocr/complaintprocess.html>

#### Medical & Counseling Services

- Counseling and Psychological Services: <https://counseling.humboldt.edu/>
- Student Health and Wellbeing Services: <https://wellbeing.humboldt.edu/clone-medical-pharmacy>
- Women's Resource Center: <https://hsuwomen.humboldt.edu/>

## Off-Campus Services

- Mental Health Services: <https://basicneeds.humboldt.edu/resources/mental-health>
- Physical Health Services: <https://basicneeds.humboldt.edu/resources/physical-health>

## The Importance of Preserving Evidence

It is important that you take steps to preserve and collect evidence; doing so preserves the full range of options available to you, be it through the University's administrative complaint procedures or criminal prosecution. To preserve evidence: (1) do not wash your face or hands; (2) do not shower or bathe; (3) do not brush your teeth; (4) do not change clothes or straighten up the area where the assault took place; (5) do not dispose of clothes or other items that were present during the assault, or use the restroom; and, (6) seek a medical exam immediately. If you already cleaned up from the assault, you can still report the crime, as well as seek medical or counseling treatment. You should preserve text messages, social media postings, or notes that demonstrate the course of conduct. Contemporaneous photos of bruises or other injuries are helpful. You may consult with the campus Title IX Coordinator or Sexual Assault Victim's Advocate (see contact information above) for assistance as well.

## What Reporting Options Do I Have?

***The University's primary concern is your safety and the safety of the campus community.*** The use of alcohol or drugs never makes the victim at fault for sexual misconduct/sexual assault. If you have experienced sexual misconduct/sexual assault, sexual exploitation, dating or domestic violence, or stalking you should not be deterred from reporting the incident out of a concern that you might be disciplined for related violations of drug, alcohol, or other University policies. A person who participates in investigations or proceedings involving sexual misconduct/sexual assault will not be subject to discipline for related violations of the Student Conduct Code or other University policies at or near the time of the incident unless the University determines the conduct places the health and safety of another person at risk or is otherwise egregious.

You have several reporting options, and you may pursue one or more of these options at any time. It is your right to have a friend, family member, Sexual Assault Victim's Advocate, or other representative present with you while reporting the incident. You also have the right to have a sexual assault counselor, Sexual Assault Victim's Advocate and/or support person of your choice present with you during a rape examination.

The campus Title IX Coordinator or Sexual Assault Victim's Advocate can assist you in notifying the police if you choose.

**Criminal:** Reporting to university police and/or local police is an option at any time. If you choose not to report to the police immediately following an incident, you can still make the report at a later time. However, with the passage of time, the ability to gather evidence to assist with criminal prosecution may be limited. Depending on the circumstances, the police may be able to obtain a criminal restraining order on your behalf.

**Administrative:** You may report to the campus Title IX Coordinator, who will provide you with written and verbal information regarding applicable University complaint procedures for investigating and addressing the incident. The Title IX Coordinator will also provide you with information regarding resources available to you, as well as information regarding your rights and options. Contact information for the Title IX Coordinator is listed above.

The campus Title IX Coordinator will also discuss with you any reasonable Supportive Measures the campus may offer prior to conclusion of an investigation to reduce or eliminate negative impact on you and provide you with available assistance. Examples include: adjustment to work assignments, housing locations, course schedules or supervisory reporting relationship; mutual restrictions on contact between you and the Respondent; leaves of absence; or campus escorts. These options may be available to you whether or not you choose to report the incident to campus police or law enforcement. The Title IX Coordinator remains available to assist you and provide you with reasonable Supportive Measures requested by you throughout the reporting, investigative, and disciplinary processes, and thereafter.

If it is determined that University policy<sup>4</sup> was violated, the Respondent may be subject to discipline, up to and including dismissal from University employment or expulsion from the University. You are entitled to be accompanied to any related meeting or proceeding by an Advisor of your choice, including a Sexual Assault Victim's Advocate or domestic violence counselor. However, if you do not wish to participate in an investigation or hearing process, you have the right to decline to do so. Please know if you choose not to participate in the process, the University's ability to take action may be limited.

**Health/Counseling/Clergy:** You may choose to seek advice and assistance from physicians, psychotherapists, professional counselors, clergy, sexual assault and domestic violence counselors and advocates, including individuals who work or volunteer for them.

**Civil Lawsuit:** You may choose to file a civil lawsuit against the Respondent, whether or not criminal charges have been filed. A civil lawsuit provides you the opportunity to recover actual damages, which may include compensation for medical expenses, lost wages, pain, suffering, and emotional distress.

You may also choose to obtain a protective or restraining order (such as a domestic violence restraining order or a civil harassment restraining order). Restraining orders must be obtained from a court in the jurisdiction where the incident occurred. Restraining orders can protect victims who have experienced or are reasonably in fear of physical violence, sexual misconduct/sexual assault, sexual exploitation, dating or domestic violence, or stalking. University police and your campus Title IX Coordinator can offer assistance with obtaining a protective or restraining order.

**Non-reporting:** You are strongly encouraged to report any incidents to the police and/or campus Title IX Coordinator so that steps may be taken to protect you and the rest of the campus community. However, non-reporting is also an option.

### Confidentiality – Know Your Options

We encourage victims of sexual misconduct/sexual assault, sexual exploitation, dating or domestic violence, or stalking to talk to someone about what happened – so you can get the support you need, and so the campus can respond appropriately. Whether – and the extent to which – a University employee may agree to maintain confidentiality (and not disclose information to the Title IX Coordinator) depends on the employee's position and responsibilities at the University. This information is intended to make you aware of the various reporting and confidential disclosure options available to you – so you can make informed choices about where to turn for help. The University encourages victims to talk to someone identified in one or more of these groups.

As explained below, some employees are required by law to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication." Other Employees may talk to a victim in confidence, and generally only report to the University that an incident occurred without revealing any personally identifying information. Some employees are required to report all details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees constitutes a report to the University, and generally creates a legal obligation for the University to investigate the incident and take appropriate steps to address the situation.

### Privileged and Confidential Communications

*Physicians, Psychotherapists, Professional Counselors and Clergy*<sup>5</sup> – Physicians, psychotherapists, professional, licensed counselors, and clergy who work or volunteer on or off campus acting solely in those roles or capacity, in the provision of medical or mental health treatment or counseling (*including those who work or volunteer in those offices*) may **not** report **any** information about an incident of sexual misconduct/sexual assault to anyone else at the University, including the Title IX Coordinator, without your consent. You can seek assistance and support from physicians; psychotherapists, professional, licensed counselors, and clergy without triggering a University investigation that could reveal your identity or the fact of your disclosure. *However, see limited exceptions below*

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<sup>4</sup> CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation.

<sup>5</sup> See Cal. Evid. Code § 990 et seq., § 1010 et seq., and § 1030 et seq.

regarding when health care practitioners must report to local law enforcement agencies. Health care practitioners should explain these limited exceptions to you, if applicable. Following is the contact information for professional counselors and physicians (if any) on campus:

- Counseling Staff: <https://counseling.humboldt.edu/people>
- Medical Staff (go to heading “Medical team”): <https://wellbeing.humboldt.edu/people>

*Sexual Assault and Domestic Violence Counselors and Advocates*<sup>6</sup> – Sexual assault and domestic violence counselors and advocates who work or volunteer on or off campus in sexual assault centers, victim advocacy offices, women’s centers, and health centers (including all individuals who work or volunteer in these centers and offices, as well as non-professional counselors or advocates, and those who act in that role under their supervision) may talk to you without revealing any information about you or the incident of sexual misconduct/sexual assault to anyone else at the campus, including the Title IX Coordinator, without your consent. You can seek assistance and support from these counselors and advocates without triggering a campus investigation that could reveal your identity or that you disclosed an incident to them. However, see limited exceptions below regarding when sexual assault and domestic violence counselors and advocates must report to local law enforcement agencies. Counselors and advocates should explain these limited exceptions to you, if applicable. Following is contact information for sexual assault and domestic violence counselors and advocates:

Campus Advocate Team (staffed by the North Coast Rape Crisis Team)

- Can meet with people in-person on campus – location is determined on a case-by-case basis
- 24-hour hotline: 707-445-2881

If you speak only to a physician, professional counselor, clergy member, sexual assault counselor, domestic violence counselor or advocate, you must understand that the campus will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the Respondent, if you choose to maintain confidentiality.

Even so, these individuals will still assist you in receiving other necessary protection and support, such as victim advocacy, disability, medical/health or mental health services, or legal services. They may not, however, be able to assist you with campus academic support or accommodations, or changes to campus-based living or working schedules, or assist with adjustments to course schedules. Only the University and the Title IX Coordinator can assist with those matters (see below). A victim who at first requests confidentiality may later decide to file a complaint with the University or report the incident to the police, and thus have the incident fully investigated. These counselors and advocates can provide you with that assistance if you wish. These counselors and advocates will also explain that Title IX includes protections against retaliation, and that the campus will not only take steps to prevent retaliation when it knows or reasonably should know of possible retaliation, but will also take strong responsive action if it occurs.

**EXCEPTIONS:** Under California law, any health practitioner employed in a health facility, clinic, physician’s office, or local or state public health department or clinic is required to make a report to local law enforcement if he or she provides medical services for a **physical condition** to a patient/victim who he or she knows or reasonably suspects is suffering from: (1) a wound or physical injury inflicted by a firearm; or (2) any wound or other physical injury inflicted upon a victim where the injury is the result of assaultive or abusive conduct (including sexual misconduct/sexual assault and dating and domestic violence).<sup>7</sup> This exception does **not** apply to sexual assault and domestic violence counselors and advocates. Health care practitioners will explain this limited exception to you, if applicable.

Additionally, under California law, **all** professionals described above (physicians, psychotherapists, professional counselors, clergy, and sexual assault and domestic violence counselors and advocates) are mandatory child abuse

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<sup>6</sup> See Cal. Evid. Code § 1035 et seq. and § 1037 et seq.

<sup>7</sup> Assaultive or abusive conduct is defined to include a list of 24 criminal offenses, including sexual battery, incest, rape, spousal rape, abuse of a spouse or cohabitant, and any attempt to commit these crimes. See Cal. Penal Code §§ 11160-11163.2.

and neglect reporters, and are required to report incidents involving victims under 18 years of age to local law enforcement.<sup>8</sup> These professionals will explain this limited exception to you, if applicable.

Finally, some or all of these professionals may also have reporting obligations under California law to: (1) local law enforcement in cases involving threats of immediate or imminent harm to self or others where disclosure of the information is necessary to prevent the threatened danger;<sup>9</sup> or (2) to the court if compelled by court order or subpoena in a criminal proceeding related to the incident.<sup>10</sup> If applicable, these professionals will explain this limited exception to you.

### Reporting to University or Local Police

If you report certain sex offenses to local or university police, the police are required to notify you that your name will become a matter of public record ***unless confidentiality is requested.***<sup>11</sup> If you request that your identity be kept confidential, your name will not become a matter of public record and the police will not report your identity to anyone else at the University, including the Title IX Coordinator. University police will, however, report the facts of the incident itself to the Title IX Coordinator being sure not to reveal to the Title IX Coordinator your name/identity, or compromise their own criminal investigation.

The campus is required by the federal Clery Act to report certain types of crimes (including certain sex offenses) in statistical reports. However, while the University will report the ***type*** of incident in the annual crime statistics report known as the Annual Security Report, your name/identity will not be included.

### Reporting to the Title IX Coordinator and Other University Employees

Most University employees have a duty to report disclosed incidents of sexual misconduct/sexual assault, sexual exploitation, dating and domestic violence, and stalking when they are on notice of it. When you tell the Title IX Coordinator or another campus employee about an incident, you have the right to expect the campus to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. ***In all cases, we strongly encourage victims to report sexual misconduct/sexual assault, sexual exploitation, dating and domestic violence, and stalking directly to the Title IX Coordinator.***

As detailed above, all University employees ***except*** physicians, licensed counselors, sexual assault victim's advocates must report to the Title IX Coordinator all relevant details about incidents of which they become aware. The campus will need to determine what happened – and will need to know the names of the victim(s) and the alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the incident.

To the extent possible, information reported to the Title IX Coordinator or other University employee will be shared only with individuals responsible for handling the campus' response to the incident. Any Supportive Measures will remain confidential except when it is not possible to maintain confidentiality in order to provide the Supportive Measures. The campus will protect the privacy of individuals involved except as otherwise required by law or University policy. A report may result in the gathering of extremely sensitive information about you and other individuals in the campus community. While such information is considered confidential, University policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a reported incident. In such cases, efforts will be made to redact the records, as appropriate, in order to protect your identity and privacy and the privacy of other involved individuals.

The Title IX Coordinator can be reached at:

- David Hickcox, Title IX Coordinator and Discrimination, Harassment, and Retaliation Prevention Administrator
- [David.Hickcox@humboldt.edu](mailto:David.Hickcox@humboldt.edu)
- 707-826-5177

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<sup>8</sup> See Cal. Penal Code §§ 11164-11174.3; see also [CSU Executive Order 1083](#) or any superseding executive order.

<sup>9</sup> See Cal. Evid. Code § 1024.

<sup>10</sup> See Cal. Evid. Code § 1035.4.

<sup>11</sup> See Cal. Penal Code § 293; Cal. Gov. Code § 6254(f).

If you request of the Title IX Coordinator or another University employee that your identity remain completely confidential, the Title IX Coordinator will explain that the campus cannot always honor that request and cannot guarantee complete confidentiality. If you wish to maintain confidentiality or request that no investigation be conducted or disciplinary action taken, the campus must weigh that request against the campus' obligation to provide a safe, non-discriminatory environment for all students, employees and third parties, including you. Under those circumstances, the Title IX Coordinator will determine whether your request for complete confidentiality and/or no investigation can be honored under the facts and circumstances of the particular case, including whether the campus has a legal obligation to report the incident, conduct an investigation or take other appropriate steps. Without information about your identity, the campus' ability to meaningfully investigate the incident and pursue disciplinary action against the perpetrator may be severely limited.

The Title IX Coordinator will inform you prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the campus' response. The Title IX Coordinator will remain mindful of your well-being, and will take ongoing steps to protect you from retaliation or harm, and work with you to create a safety plan. Retaliation against you, whether by students or employees, will not be tolerated. The campus and Title IX Coordinator will also:

- Provide Supportive Measures requested by you, if they are reasonably available, regardless of whether you choose to report sexual misconduct/sexual assault, sexual exploitation, dating or domestic violence, or stalking to Campus or local police;
- Assist you in accessing other available victim advocacy, academic support, counseling, disability, medical/health or mental health services, and legal assistance both on and off campus;
- Make connections to individuals on campus who can provide support and solutions with respect to a variety of logistics, including transportation assistance, visa/immigration assistance, and financial aid assistance;
- Provide other security and support, which could include issuing a mutual no-contact order, helping arrange a change of campus-based living or working arrangements or course schedules or adjustments for assignments, tests, or work duties; and
- Inform you of your right to report a crime to university or local police – and provide you with assistance if you wish to make such a report.

The campus will not require you to participate in any investigation or disciplinary proceeding if you do not wish to participate.

The campus will not generally notify parents or legal guardians of your report unless you are under the age of 18 or you provide the campus with written permission to do so.<sup>12</sup>

Under California law, and pursuant to University policy, certain University employees, including the Title IX Coordinator, are mandatory child abuse and neglect reporters and should explain to victims under 18 years of age that they are required to report the incident to the police.<sup>13</sup> However, the identity of the person who reports and the report itself are confidential and disclosed only among appropriate agencies.<sup>14</sup>

Because the campus is under a continuing legal obligation to address the issue of sexual misconduct/sexual assault, sexual exploitation, dating and domestic violence, and stalking campus-wide, any such reports (including non-identifying reports) may also prompt the campus to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported incident occurred; increased education, training and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revising its policies and practices.

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<sup>12</sup> If there is a health and safety issue (e.g., immediate threat to self or others), the campus may notify parents or legal guardians, regardless of the victim's age, as allowed under the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g).

<sup>13</sup> See Cal. Penal Code §§ 11164-11174.3; see also [CSU Executive Order 1083](#) or any superseding executive order.

<sup>14</sup> See Cal. Penal Code § 11167(d).

The Office of the Ombuds, if available on your specific campus, provides confidential, neutral and informal dispute resolution services, provides information about University policies and procedures, and makes referrals. However, in sexual misconduct/sexual assault, sexual exploitation, dating and domestic violence, and stalking cases, the Ombuds as well as all other University employees (except for physicians, licensed counselors, sexual assault counselors and advocates as discussed above) must report incidents to the Title IX Coordinator.

**NOTE:** If the campus determines that the perpetrator poses a serious and immediate threat to the campus community, a designated Campus Security Authority under the Clery Act may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

### As A Reporter, Am I Protected from Retaliation?

Yes, University policies prohibit retaliation against a person who:

- Reports sexual misconduct/sexual assault, sexual exploitation, dating or domestic violence, or stalking;
- Assists someone with such a report; or
- Participates in any manner in any related investigation or resolution.

No officer, employee or agent of the University shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising his/her rights or responsibilities. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education. Retaliation, if proven, is a violation of University policies and may result in discipline, up to and including termination of employment or expulsion from the University.

### What Else Might Happen If I Notify University Police?

Should you choose to notify university police, you will be escorted to a safe place if necessary, and may be transported to a hospital or sexual assault response center for a medical exam. University police can also provide access to a confidential Sexual Assault Victim's Advocate, if desired. First and foremost, the medical exam you receive from a hospital or sexual assault response center treats any physical injury or effect. The exam may include a vaginal and/or anal examination, testing, and prophylactic treatment for sexually transmitted infections and possible pregnancy.

Second, the medical exam properly collects and preserves evidence. Seeking a medical exam for treatment and evidence collection does not commit you to any particular course of action, and your medical records are confidential.

### What CSU Procedures Are Available?

The University has formal written procedures that provide for a campus investigation of reports of sexual misconduct/sexual assault, sexual exploitation, dating and domestic violence, and stalking, hearings where applicable, written findings sent to the Complainant and the Respondent, and a review of the campus findings by the CSU Chancellor's Office. The procedure for complaints against CSU employees and third parties is separate from, but similar to the procedure for complaints against CSU students.<sup>15</sup> Your campus Title IX Coordinator can explain these procedures in detail.

At the conclusion of the University's complaint procedure, any employee or student found to have violated University policy may be subject to discipline. Discipline would be administered consistent with applicable collective bargaining agreements and MPP/confidential personnel plans (for employees), University policies and legal

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<sup>15</sup> CSU Policy Prohibiting Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation.

Procedures for Complaints of Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation Made Against a Student.

Procedures for Complaints of Discrimination, Harassment, Sexual Misconduct, Sexual Exploitation, Dating Violence, Domestic Violence, Stalking, and Retaliation Made Against an Employee or Third-Party.

requirements. ***You are not required to participate in any University disciplinary procedure and may choose not to be a part of it.*** Disciplinary procedures for sexual misconduct/sexual assault, sexual exploitation, dating and domestic violence, and stalking will:

- Provide a prompt, fair, and impartial process and resolution;
- Be conducted by officials who receive annual training on sexual misconduct/sexual assault, sexual exploitation, dating and domestic violence, and stalking, including how to conduct a process that protects the safety of members of the campus community and promotes accountability;
- Provide the Complainant and the Respondent the same opportunity to be accompanied to any related meeting or proceeding by an Advisor of their choice;
- Simultaneously inform the Complainant and the Respondent in writing of:
  - The disciplinary outcome;
  - The procedures available to appeal the results of the disciplinary outcome;
  - Any change to the disciplinary results that occurs prior to the time such results become final; and
  - When disciplinary results become final.