ROOSEVELT UNIVERSITY NOTICE OF COMPLAINANT’S and RESPONDENT’S RIGHTS

Roosevelt University prohibits all forms of sexual misconduct committed against Roosevelt community members of any gender, gender identity, or sexual orientation. Sexual-orientation-based harassment and gender-based harassment that does not involve conduct of a sexual nature are also included under this directive. Retaliation against anyone who files a complaint under this policy is also prohibited.

The definition of “sexual misconduct” at Roosevelt University includes:
- Sexual Harassment
- Gender-Based Harassment
- Sexual-Orientiation Based Harassment
- Sexual Assault
- Sexual Exploitation
- Stalking
- Domestic Violence
- Dating and Relationship Violence

Each of these behaviors is defined in full in the Title IX Policy, published here: http://www.roosevelt.edu/About/Compliance/TitleIX.aspx.

When a member of the Roosevelt University community reports an experience with sexual misconduct, the Title IX Coordinator starts the process of investigating and responding to the incident(s).

Complainants and respondents involved in a reported incident of sexual misconduct receive a full copy of the institution’s Sexual Respect and Title IX Policy. The Sexual Respect and Title IX Policy establishes procedures for investigations, accommodations, and sanctions in response to acts of sexual misconduct. In brief:

- Complainants will receive information about their right to file criminal charges as well as the availability of medical, counseling and support services as desired.
- Respondents also have access to counseling and support services as desired.
- The University will also offer additional remedies to prevent contact between a complainant and a respondent, such as temporary or permanent changes in housing, academic, transportation and working conditions, if reasonably available.

The policy also addresses possible sanctions and interim and/or long-term protective measures that Roosevelt University may impose following a report through the final determination of the investigation.

If you would like more information than is contained in this handout regarding any process or procedure, or if you’d like to make a report, ask questions about the Sexual Respect and Title IX Policy, or request an accommodation to your living or working arrangements, contact the Title IX Coordinator or a Deputy Title IX Coordinator.

Title IX Coordinator: Michael Ford compliance@roosevelt.edu 312-341-2322
Deputy Title IX Coordinators:
- Michael Cassidy mcassidy@roosevelt.edu 312-341-3528
- Sharron Evans sevans12@roosevelt.edu 312-341-2004
- Megan Bernard mbbernard03@roosevelt.edu 312-341-3685

August 2015
Essential Information

- The name and other identifying details of the complainant will be kept private; only the limited number of the University staff who need to know the person’s identity will be aware of the investigation. Only the investigator will know the details of the situation.
- Any information disclosed to a staff member in the University’s Counseling Center will be kept confidential.
- To request a University “no contact order” contact a Responsible Employee, a Deputy Title IX Coordinator, or the Title IX Coordinator.
- Complainants have the right to change academic, living, transportation, or work situations even if they do not formally report the incident of sexual misconduct to the police.
- All members of the Roosevelt University community have the right to report a case of sexual misconduct committed by another member of the Roosevelt University community and to have that incident investigated, regardless of where the act(s) of misconduct took place.
- All members of the Roosevelt University community have the right to access support and accommodations from the institution when their work and/or learning has been disrupted by an experience of sexual misconduct, regardless of when or where the acts(s) of misconduct occurred. Colleges must publish the procedures for reporting sexual violence:
  - To report an act of sexual misconduct and/or to request support or accommodations from Roosevelt University, contact a Responsible Employee, a Deputy Title IX Coordinator, or the Title IX Coordinator.
  - You do not have to report an act of sexual misconduct to the police if you do not wish to do so. You may draw upon the Roosevelt University policy and/or resources whether or not you make a police report.

What to do if you have been the victim of sexual assault, dating violence, domestic violence or stalking

After an incident of sexual assault or relationship violence, the complainant should consider seeking medical attention as soon as possible at Northwestern Memorial Hospital, 251 E. Huron, Chicago, IL 60601 (for the Chicago Campus) or Alexian Bros. Medical Center, 800 Biesterfield Rd., Elk Grove Village, IL 60007 (for the Schaumburg Campus).

In order to preserve evidence for the police, a person who experiences a sexual assault should not bathe, douche, smoke, change clothing, or clean the bed/linen/area where the assault took place. Evidence can be collected in the 96 hours (or four days) after an offense occurs. In Illinois, forensic evidence may still be collected even if the individual chooses not to make a police report. However, a person does need to provide her/his name to the health care provider. If the survivor chooses not to file a police report within two weeks, evidence collected will be destroyed by the collecting institution. In circumstances of sexual assault, if individuals do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. These services are provided free-of-charge, under the Sexual Assault Survivors Emergency Treatment Act in the state of Illinois (http://www.icasa.org/index.aspx?PageID=598).

Individuals who have experienced sexual misconduct are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, or other communications, and keeping pictures, logs, or other copies of documents that would be useful to University investigators or police. Although the University strongly encourages all members of its community to report violations of this policy to law enforcement, it is the individual’s choice whether or not to make such a report and individuals have the right to decline involvement with the police. The University will respect and support the decision of the complainant.

August 2015
Roosevelt University complies with Illinois law in recognizing **orders of protection** and **no contact orders** (Domestic Violence Order of Protection, Sexual Assault Civil No Contact Order, and Stalking No Contact Order). Any person who obtains an order of protection from Illinois or any state should provide a copy to Campus Safety and the Office of the Title IX Coordinator. A complainant may then meet with Campus Safety to develop a Safety Action Plan, which is a plan for campus safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: escorts, special parking arrangements (Schaumburg Campus), changing classroom location or allowing a student to complete assignments from home, etc.) Orders of protection and no contact orders may be obtained by contacting the Cook County Circuit Court Clerk at 312-325-9468 Monday through Friday during normal business hours.

To the extent of the complainant’s and respondent’s cooperation and consent, university offices, including Title IX Coordinator, Student Services, Residence Life, and Campus Safety will cooperate to ensure that the complainant’s and respondent’s health, physical safety, work and academic status are protected, pending the outcome of a formal university investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services and assistance in notifying local law enforcement. Student Services, Residence Life, Human Resources and Campus Safety work together to provide accommodations.

Additionally, personal identifiable information about parties involved will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services. The University does not publish the name of crime victims nor house identifiable information regarding victims in the Campus Safety Department’s Daily Crime Log. People who do not want “directory information” to be disclosed must notify the Office of the Registrar by completing a “request to Withhold Directory Information” form located at [www.roosevelt.edu/registrar/forms](http://www.roosevelt.edu/registrar/forms).

**Disciplinary Procedures Following a Complaint**

Whether or not criminal charges are filed, the university or a person may file a complaint under the Sexual Respect and Title IX Policy alleging that a student or employee violated the University’s policy on Sexual Respect and Title IX. Reports of all domestic violence, dating violence, sexual assault and stalking made to Campus Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant choses to pursue criminal charges.

The university disciplinary process will include a prompt, fair, and impartial investigation and resolution process. Investigators are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. The Sexual Respect and Title IX Policy provide that:

1. The complainant and respondent each have the opportunity to attend an administrative meeting with a Title IX Coordinator.
2. The complainant and respondent each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process. The complainant and respondent may each be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;
3. A finding is based on the preponderance of evidence standard, i.e. “more likely than not to have occurred” standard. In other words, the investigator asks: “is it more likely than not that the respondent violated the university’s policy?”;

August 2015
4. The complainant and the respondent will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those result or disciplinary actions prior to the time that such results become final; and

5. The complainant and the respondent each have the right to appeal the outcome of the meeting by submitting a request to appeal in writing within five (5) business days to the Title IX Coordinator and will be notified simultaneously in writing of the final outcome after the appeal is resolved. Please see Sexual Respect and Title IX Policy for full appeal procedure.

In all cases, investigations that result in a finding of more likely than not that a violation of the Sexual Respect and Title IX Policy occurred will lead to the initiation of disciplinary procedures against the accused individual.

Possible University sanctions include: an oral or written warning, educational sanctioning, restitution, completion of community service, academic probation, suspension from the University, a program or activity for a specific period of time, denial of readmission to the University or to a University program or activity, removal from a residence facility or cancellation of residence contract, and expulsion from the University, a program or activity on a permanent basis, may be imposed upon those determined to have violated this policy. Faculty and staff will be subject to suspension or termination.

The University may implement protective measures following the report of sexual misconduct which may include some or all of the following actions: banning respondent from Campus buildings, suspending or terminating respondent from educational, athletic, student organizations or campus activities, relocation of housing assignments, and class accommodations.

For students, acts of sexual misconduct are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the respondents to criminal and civil penalties under federal and state law.
# Resources for Responding to Sexual Misconduct

<table>
<thead>
<tr>
<th>Resource</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Center - Chicago Campus</td>
<td>430 S. Michigan Ave., Chicago, IL 60605 Room 470</td>
<td>312-341-3548</td>
</tr>
<tr>
<td>Counseling Center – Schaumburg Campus</td>
<td>1400 N. Roosevelt Blvd., Schaumburg, IL Room 114</td>
<td>312-341-3548</td>
</tr>
<tr>
<td>Campus Safety – Chicago Campus</td>
<td>430 S. Michigan Ave., Chicago, IL 60605, Room 113</td>
<td>312-341-2020</td>
</tr>
<tr>
<td>Campus Safety – Schaumburg Campus</td>
<td>1400 N. Roosevelt Blvd., Schaumburg, Room 102</td>
<td>847-619-8989</td>
</tr>
<tr>
<td>Office of the Title IX Coordinator</td>
<td>425 S. Wabash Ave., Chicago, IL 60605, Room 1312H</td>
<td>312-341-2322</td>
</tr>
<tr>
<td>Office of Human Resources/Title IX Deputy Coordinator</td>
<td>430 S. Michigan Ave., Chicago, IL 60605, Room 340</td>
<td>312-341-2137</td>
</tr>
<tr>
<td>Office of Student Conduct and Conflict Resolution/Title IX Deputy Coordinator</td>
<td>430 S. Michigan Ave., Chicago, IL 60605, Room 358</td>
<td>312-341-3527</td>
</tr>
<tr>
<td>Asst. VP Health/Director Athletics/Recreation</td>
<td>Goodman Center, 501 S. Wabash Ave., Chicago, IL 60605, Room 135</td>
<td>312-341-3528</td>
</tr>
<tr>
<td>Chicago Police 1st District - Central</td>
<td>1718 South State Street, Chicago, IL 60616</td>
<td>312-745-4290</td>
</tr>
<tr>
<td></td>
<td></td>
<td>911 for emergencies</td>
</tr>
<tr>
<td>Schaumburg Police</td>
<td>1000 W. Schaumburg Rd, Schaumburg, IL 60194</td>
<td>847-882-3586</td>
</tr>
<tr>
<td></td>
<td></td>
<td>911 for emergencies</td>
</tr>
<tr>
<td>Northwestern Memorial Hospital</td>
<td>251 E. Huron, Chicago, IL 60611</td>
<td>312-926-2000</td>
</tr>
<tr>
<td>Alexian Bros. Hospital</td>
<td>800 Biesterfield Rd., Schaumburg, IL 60007</td>
<td>847-437-5500</td>
</tr>
<tr>
<td>Planned Parenthood</td>
<td>18 S. Michigan Ave., 6th FL, Chicago, IL 60603</td>
<td>312-592-6700 or 800-238-PLAN</td>
</tr>
<tr>
<td>Domestic Violence Legal Clinic</td>
<td>555 W. Harrison, Room 1900, Chicago, IL 60607</td>
<td>312-325-9155</td>
</tr>
<tr>
<td>Orders of Protection – Cook County Circuit Court</td>
<td>555 W. Harrison, Chicago, IL 60607</td>
<td>312-325-9468</td>
</tr>
<tr>
<td>Rape Victim Advocates</td>
<td>180 S. Michigan Ave., #600, Chicago, IL 60601</td>
<td>312-443-9603</td>
</tr>
<tr>
<td>Porchlight Counseling</td>
<td>1740 Ridge Ave., Suite L14, Evanston, IL 60201</td>
<td>847-328-6531 (Office)</td>
</tr>
<tr>
<td>Center on Halsted (LGBTQ)</td>
<td>3656 N. Halsted Street, Chicago, IL 60613</td>
<td>773-472-6469</td>
</tr>
<tr>
<td>Chicago Rape Crisis Hotline</td>
<td></td>
<td>888-293-2080</td>
</tr>
<tr>
<td>24 Hour Crisis Services Hotline</td>
<td></td>
<td>716-834-1131</td>
</tr>
<tr>
<td>Rape, Abuse and Incest National Network (RAINN)</td>
<td></td>
<td>800-656-4673</td>
</tr>
<tr>
<td>National Sexual Assault Hotline</td>
<td></td>
<td>800-656-4673? Same number</td>
</tr>
<tr>
<td>National Suicide Prevention Lifeline</td>
<td></td>
<td>800-273-8255</td>
</tr>
<tr>
<td>AIDS Hotline (Illinois)</td>
<td></td>
<td>800-243-2437</td>
</tr>
</tbody>
</table>

August 2015
Risk Reduction, Warning Signs of Abusive Behavior and Future Attacks

No survivor is ever to blame for being assaulted or abused. Unfortunately, a person who experiences sexual misconduct or dating violence is once may experience it again. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to avoid potential attacks.

Warning Signs of Abusive Behavior
Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs of dating and domestic violence include:

1) Being afraid of your partner.
2) Constantly watching what you say to avoid a “blow up.”
3) Feelings of low self-worth and helplessness about your relationship.
4) Feeling isolated from family or friends because of your relationship.
5) Hiding bruises or other injuries from family or friends.
6) Being prevented from working, studying, going home, and/or using technology (including your cell phone.)
7) Being monitored by your partner at home, work or school.
8) Being forced to do things you don’t want to do.

Help Reduce Your Risk and Avoid Potential Attacks
If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Get help by contacting the Counseling Center for support services
2. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners
3. Consider making a report with Campus Safety and/or the Title IX Coordinator to ask for a “no contact” directive from the University to prevent future contact
4. Consider getting a protective order or stay away order. Call 312-325-9468 for information on Orders of Protection or visit the Cook County Circuit Court at 555 W. Harrison, Chicago.
5. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault if you experience sexual misconduct, and talk with friends and family members about ways you can be supported.
6. Trust your instincts—if something doesn’t feel right in a relationship or an interaction, speak up or end it.

Sexual Assault Prevention Guide
- Engage in sober sex and avoid sex when one or all of the people involved have been drinking
- Keep track of how many drinks you have had
- Try to come and leave from events with a group of people you trust
- Always get affirmative consent before engaging in any sexual behavior
- If you ask for consent and it is not freely and enthusiastically given, stop what you’re doing

August 2015