

WHAT YOU NEED TO KNOW

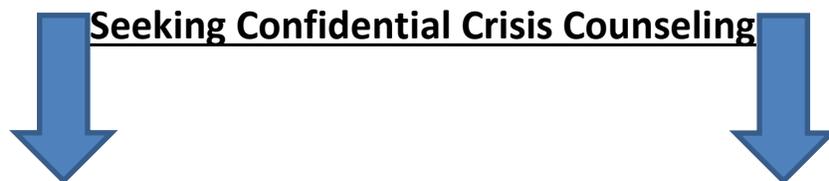
RESOURCES, RIGHTS, AND OPTIONS FOR TARGETS OF SEXUAL MISCONDUCT

Q: What do I need to know?

A: If you have experienced any form of sexual misconduct, there are a number of ways you can report the incident as well as a number of services available to obtain the information, support, and assistance you need for your health and safety.

Sexual Misconduct is used as an umbrella term to include: sexual violence (includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion), sexual harassment, dating violence, domestic violence, or stalking.

OPTIONS IMMEDIATELY AFTER INCIDENT



Q: Who, on campus, can I speak with confidentially?

*A: The SAAFE Office is a **confidential** crisis center and support system for individuals who have been targets of sexual misconduct. The SAAFE Office Assistant Director meets with individuals at their request in a confidential location and advises them through the process of healing. SAAFE also offers referrals to campus and community services such as counseling, support groups, and legal services. If you want to speak with someone confidentially at a safe location, call the crisis line at (219) 464-6789, or for emergencies occurring after regular business hours, call (219) 929-7087. The SAAFE Office located at 1602 LaPorte Ave in Valparaiso, on the north side of Alumni Hall, and is # 13 on the VU campus map.*

*The Counseling Center offers a broad range of preventative, remedial and developmental **confidential** services to its students. Counseling Center therapists are committed to protecting*

the confidentiality of information shared. This means that your presence in the office, attendance of appointments, and any information you provide is kept private, and only accessed by authorized staff members within Counseling Services. Call (219) 464-5002 to schedule an appointment.

The University Pastors are another **confidential** resource located at the Chapel of the Resurrection. Pastor James A. Wetzstein, available at (219) 464-5093 or james.wetzstein@valpo.edu, and Pastor Charlene Rachuy, available at (219) 464-5093 or charlene.cox@valpo.edu serve students, faculty, and staff. Pastoral counselors are not required to report any information regarding an incident of sexual misconduct.

The Student Health Center can provide **confidential** medical treatment to students. The Student Health Center is located at the Promenade East building, 55 University Drive, Suite 102, Valparaiso, or call (219) 464-5060.

Q: Who, off campus, can I speak with confidentially?

A: The Caring Place located at 150 Lincolnway Suite #3002 Valparaiso, IN 46383 provides confidential and free services for targets of sexual assault and domestic violence. If you want to speak with someone off campus, call the 24 hour crisis line at (219) 464-2128.

Call the National Sexual Assault Hotline at (800) 656-HOPE or RAIN (Rape, Abuse, Incest Nat'l Network) at (800) 799-7233.

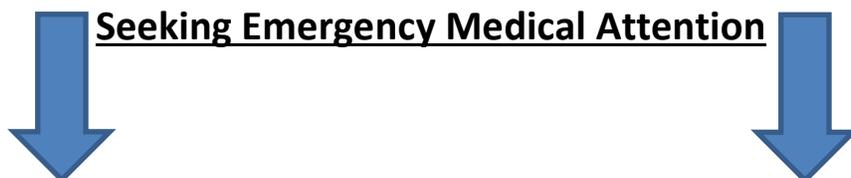
Q: Who can I speak with and it's OK if that person needs to tell someone else?

A: The Valparaiso University Police Department (VU Police), Discrimination Complaint Advisors (DCAs), professors, administrative staff, resident assistants, the Dean of Students, or Human Resource Services will work to maintain individual privacy, but cannot guarantee to honor your request for confidentiality. As responsible employees, VU Police, DCAs, professors, administrative staff, resident assistants, the Dean of Students, and Human Resource Services all have a duty to report an incident of sexual misconduct to the Title IX Coordinator. Again, the SAAFE Office, the Counseling Center, the University Pastors, or Student Health can offer complete confidentiality to the extent permitted by state law.

The Interim Title IX Coordinator Julie Miceli can be reached at (312) 526-1521 or Title9@valpo.edu. VU Police can be reached at (219) 464-5430. A list of the Discrimination Complaint Advisors (DCAs) is located on page 8.

If you are an employee, contact the Interim Title IX Coordinator Julie Miceli or Human Resources Director Scott Harrison, available at (219) 464-5335 or Scott.Harrison@valpo.edu.

The University is committed to protecting the confidentiality of targets of sexual misconduct. All publicly-available recordkeeping excludes personally-identifiable information about the individual to the extent permitted by law.


Seeking Emergency Medical Attention

Q: Where should I go for emergency medical attention?

A: The Porter Hospital Emergency Room, located at 85 E US-6 Frontage Rd, Valparaiso, Indiana 46383 or dial 911. The Porter Hospital Emergency Room personnel will conduct a physical examination, treat any injuries, gather physical evidence of the incident, and supply aftercare instructions. The Student Health Center can also provide these services during their normal hours of operation.

Please call the Assistant Director of the SAAFE Office, and ask that the Assistant Director of the SAAFE Office meet you at the hospital. If you do not have a chance to call the SAAFE Office, please request that the Assistant Director of the SAAFE Office is called.


Reporting the Incident to the Police

Q: How do I report an incident?

A: You may choose to report an incident to Valparaiso University Police Department (VU Police) by calling (219) 464-5430. VU Police is located at 816 Union Street, Valparaiso, Indiana 46383, and is # 34 on the VU campus map. If you wish, the SAAFE Office Assistant Director may accompany you to the VU Police.

Q: May I report an incident to Valparaiso City Police?

Your decision to report a criminal complaint with the Valparaiso City Police will not affect your ability to file a VU Police Report or a University Informal and/or Formal Complaint. Reporting a criminal complaint with the Valparaiso City Police is an independent criminal process. However,

if you choose to report or file a criminal complaint through the Valparaiso City Police, VU Police will provide you with support throughout the process.

To report an incident to the Valparaiso City Police, call (219) 462-0717. The Valparaiso City Police Department is located at 355 Washington Street, Valparaiso, Indiana 46383.

SEEKING PROTECTIVE SERVICES

Q: Who can assist me with academic support and housing accommodations?

A: The SAAFE Office will contact your professors and the Student Affairs Office to assist you with interim measures such as academic, housing, and transportation accommodations, in addition to no contact directives, that are reasonably available. For employees, Human Resource Services will also coordinate working accommodations if such accommodations are reasonably available. Regardless of whether you decide to report to VU Police or Valparaiso City Police, or file a University Informal and/or Formal Complaint, interim measures and accommodations are available to you. Upon your request, interim measures will be implemented when they are reasonably available.

Q: Where can I file a court-issued protective order?

A court-issued protective order may be filed at the Porter County Clerk's Office located at 16 East Lincolnway, Suite 209, Valparaiso, Indiana 46383, and may be reached at (219)465-3450.

Q: What can VU do if it is aware that I have obtained a court-issued protective order?

If you have obtained an order of protection, no contact order, restraining order, or another similar lawful order issued by a criminal, civil, or tribal court, you should provide a copy of it to VU Police. It can also be given to the Title IX Coordinator who will pass the information along to VU Police. The University and VU Police will take all legal and reasonable steps to implement such an order.

REPORTING OPTIONS

Q: Am I required to file any kind of report immediately after an incident?

A: You are not required to file a VU Police Report or a University Informal and/or Formal Complaint immediately after an incident; however, it is important to preserve any evidence of the incident as it may be necessary to prosecute a crime or obtain an order of protection. Do

not shower, douche, brush your teeth, eat, or change clothing in an effort to preserve physical evidence. If you change clothes, put all clothing you were wearing at the time of the incident into a paper bag.

Q: How and with whom do I file a University Informal and/or Formal Complaint (non-criminal)?

A: The Informal and Formal Complaint resolution process is governed by the Valparaiso University Nondiscrimination, Harassment, and Sexual Misconduct Policy. Under this Policy, the person making the allegation is referred to as the Complainant. The person who the allegations have been made against is referred to as the Respondent. The Complainant can either file an Informal Discrimination Complaint and/or Formal Discrimination Complaint. The Informal Complaint and Formal Complaint Forms are available on the General Counsel's homepage, on the left hand side bar, under the "Title IX" section. The Nondiscrimination, Harassment, and Sexual Misconduct Policy is also available on the General Counsel's homepage, on the left hand side bar, under "University Policies – General".

If the alleged violator is a student, you should file an Informal Complaint and/or Formal Complaint with the Dean of Students Tim Jenkins. The Dean of Students may be contacted at (219) 464-5411 or Tim.Jenkins@valpo.edu. The Title IX Coordinator is also available to explain your rights and options under the Nondiscrimination, Harassment, and Sexual Misconduct Policy. If you wish, you can be accompanied by the SAAFE office Assistant Director who can be in the room with you during the discussion.

If the alleged violator is an employee, you should file an Informal Complaint and/or Formal Complaint with the Human Resources Director Scott Harrison. The Human Resource Director may be contacted at (219) 464-5335 or Scott.Harrison@valpo.edu. The Title IX Coordinator is also available to explain your rights and options under the Nondiscrimination, Harassment, and Sexual Misconduct Policy.

If the alleged violator is a nonstudent or nonemployee, you should file an Informal Complaint and/or Formal Complaint with the Title IX Coordinator.

The University prohibits retaliation against an individual because that individual, in good faith, reports or files any kind of complaint about an incident of sexual misconduct, or any other form of discrimination and/or harassment prohibited under the Nondiscrimination, Harassment, and Sexual Assault Policy. A retaliation complaint will be considered a separate claim from the original complaint, with separate proceedings and subjecting the alleged violator to separate disciplinary action.

Q: May I pursue an Informal and/or Formal Complaint *and* a criminal complaint?

*A: A Complainant may pursue an Informal and/or Formal Complaint **and** a criminal complaint simultaneously. However, the University process is completely separate from the Valparaiso City Police and courts.*

Q: With whom do I file a criminal complaint with?

A: The Valparaiso University Police or Valparaiso City Police.

Q: Am I required to file a criminal complaint with Valparaiso University Police or Valparaiso City Police?

A: You are not required to file a criminal complaint. A criminal complaint is governed by the applicable criminal statutes.

THE UNIVERSITY'S RESPONSE

Q: What can a Complainant expect after filing an Informal Complaint?

A: The Complainant must supply a brief description of what occurred, the name of the violator(s), any witnesses, any evidence of his/her claim, and his/her desired outcome or results. Meetings may take place between the above-mentioned individuals, but the Complainant may choose not to meet with any of the alleged violators or witnesses. A proposed resolution will be presented to the Complainant for approval or disapproval. Possible resolutions include: temporary, indefinite, or permanent separation of the parties, explicit agreements about future conduct, change in workplace assignments, substitution of one class for another, or other appropriate relief. The Complainant may choose to dismiss his/her informal complaint at any time.

If the matter does not result in the Complainant's desired outcome, he or she may reject the proposed resolution and file a Formal Complaint. If the Complainant is satisfied with the outcome or it results in his/her desired outcome, the results will be documented and the matter will be resolved.

Q: What can a Complainant expect after filing a Formal Complaint?

A: The Formal Complaint will require the Complainant to set forth sufficient details of the incident(s), alleged violators, witnesses, evidence (included or attached), and relief sought.

Formal Complaints against a student must be made with the Dean of Students pursuant to the Student Judicial System as set forth in the Student Guide to University Life, and the Dean of Students will facilitate a Campus Judicial Board hearing. More information about the Campus

Judicial Board hearing procedures may be found in the Student Guide to University Life. Formal Complaints against an employee must be made with the Director of Human Resource Services, and The Discrimination, Harassment, and Sexual Misconduct Grievance Committee will facilitate a hearing. All such hearings shall provide prompt, fair, and impartial investigation and resolution. Please refer to the University's Nondiscrimination, Harassment, and Sexual Assault Policy for more information.

Q: What can both the Complainant and Respondent expect throughout the Formal Complaint resolution proceedings?

A: It is important to know that the resolution proceedings are implemented by University officials who receive annual training on the issues related to sexual misconduct and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

The Complainant and Respondent have the opportunity to present witnesses and evidence, and have others present during the hearing proceedings, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. However, an advisor's participation may be limited in that an advisor may not speak or advocate on behalf of the Complainant or Respondent, present evidence, or question witnesses.

*The evidentiary standard used in resolving a complaint is the "preponderance of evidence" standard, which means that **more likely than not** the incident occurred. Both the Complainant and Respondent must be simultaneously informed, in writing, of the following: (1) the outcome or determination of the hearing proceedings, (2) appeals rights, (3) any change to the outcome or determination of the hearing proceedings prior to any finalized outcome or determination, and (4) when such outcome or determination of the hearing proceedings becomes final.*

Q: What are possible sanctions imposed following a final determination of the hearing proceedings?

A: Possible sanctions include but are not limited to the following: oral or written reprimand, oral or written warning, loss of salary or benefit, or demotion, transfer or change of job, class or residential assignment or location, disciplinary probation, suspension, termination, dismissal, or expulsion.

****Compliance with the Violence Against Women Reauthorization Act does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g, commonly known as the Family Educational Rights And Privacy Act of 1974 (FERPA)).*

**The Lutheran University Association, Inc.,
d/b/a Valparaiso University**

DISCRIMINATION COMPLAINT ADVISORS (DCAs)

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