



RESOURCE GUIDE TO STUDENT SEXUAL MISCONDUCT

**Frequently Asked Questions
for use by faculty and staff
in helping victims
or reporting sexual misconduct**



Office of Equity
and Diversity

This brochure is intended to be kept near at hand so that you are prepared if and when you become aware of sexual misconduct or harassment involving students. It's obviously a very sensitive area. If a student trusts you enough to talk with you about it, you have to do your best to help her or him through it. But we also have obligations under Federal Law to protect others if we can so that it does not happen again. If you have questions that are not addressed here, please call the Office of Equity and Diversity: we are trained professionals ready to help you and our students.

➤ **QUESTION: What do I do when I observe signs of a student in distress?**

We encourage the university community to make referrals to the Counseling & Psychological Services if you have concerns about a particular student. If assistance is needed, contact CPS during regular office hours and ask to speak to a counselor. In the event of an emergency situation, CPS will make every attempt to assist you immediately.

If you notice a change in academic performance or overall behavior, the student making references to self-harm or suicide, or troubling content posted on social media websites, it may be a good idea to contact Counseling & Psychological Services. To best help CPS assist the student, make an appointment to find out more information about the student's problem(s). It may also be a good idea to involve the student in the process to help ease any concerns and educate him or her on the course of action. Do not try to counsel the student yourself.

Counseling and Psychological Services

Phone: 856-256-4333

website: <http://www.rowan.edu/studentaffairs/counseling/refer/>

Emergency Guide for Faculty and Staff when dealing with students in distress:

<http://www.rowan.edu/studentaffairs/counseling/documents/FacultyEmergGuide.pdf>

➤ **QUESTION: If a student approaches you with information about an incident of sexual harassment, how should you respond?**

A member of Rowan’s faculty or staff should say (along the lines of): *“Thank you for trusting me. I know Rowan has several resources that are ready to help you through this. Several individuals are allowed by law to keep your information absolutely confidential, like the counselors in the Wellness Center. But the law requires me to report incidents of sexual harassment and sexual misconduct to Rowan’s Title IX Coordinator in the Office of Equity and Diversity. I encourage you to speak to the Title IX Coordinator or the Title IX Manager so that the University can help make sure this does not happen to you or to anyone else. If you want to keep this confidential, they will make every effort to respect your wishes. If you decide to file a formal complaint, they will do the investigation. Do you have any questions before you tell me more?”*

Encourage the student to come forward and consider acting as an advocate by providing information on available resources and even perhaps accompanying that person to the Wellness Center and/or to the Office of Equity and Diversity (256 Bunce Hall).

➤ **QUESTION: Which acts must be reported to Rowan’s Title IX officials?**

These are the actions that Rowan employees are required by law to report to our Title IX officials:

- **Sexual Harassment:** unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature
- **Sexual violence:** rape, sexual assault, sexual battery
- **Sexual Misconduct:** sexual exploitation and other inappropriate sexual behaviors)
- **Domestic/Dating Violence:** violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim
- **Stalking** - a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress
- **Gender-based harassment:** includes acts of verbal, nonverbal, or physical aggression, intimidation or hostility based on sex or sex-stereotyping

Rowan is also required to report most of these incidents (without identifiable information) to Public Safety under the federal Clery Act.

➤ **QUESTION: How do I report what I think might be a violation of the Student Sexual Misconduct and Harassment Policy?**

Rowan University has a Title IX program under the Office of Equity and Diversity that is supported by a wealth of knowledge and experience in the field of sexual harassment and misconduct. The below named are the Officials to whom reports must be made.

Please consider walking with the student over to the office, or calling together from your office:

**Frankie Lucas, MA
Title IX/EEO Investigator,
Acting Title IX Coordinator
856-256-5831
256 Bunce Hall
lucasf@rowan.edu**

**Assisted by
Margie Viggiano, MBA
Supervisory Program Coordinator
256 Bunce Hall
856-256-4294
viggianom@rowan.edu**

➤ **QUESTION: What happens once a complaint has been filed with the Office of Equity and Diversity?**

Under Rowan's Student Sexual Misconduct and Harassment Policy, there are two options:

1. **Voluntary Resolution Procedures** (similar to mediation). Upon request by the parties, and if appropriate, as determined by the Title IX Officer, the parties will be assisted with the facilitation of a resolution of the complaint. The voluntary resolution procedure is never appropriate for resolution of complaints involving violence or non-consensual sexual intercourse or penetration.

- Formal Resolution Procedures.** Once a report of sexual misconduct has been made, an adequate, reliable and impartial investigation will be started within seven days by the Title IX Manager or appropriate administrator. **For complaints involving University employees, an investigation will be conducted according to the Employee Sexual Misconduct and Harassment policy.** Both policies can be found at www.rowan.edu/equity.

Once the Respondent has been notified of the formal written complaint, both parties will be kept informed of all developments and will be advised of the procedures that will guide the resolution of the complaint. Both parties will receive timely notice of meetings at which the Complainant or Respondent, or both, may be present. In addition, both parties may be accompanied by an advisor of their choice for any meetings with the Title IX Manager. The Office strives to complete all investigations within 60 days, and will give a copy of its report to both parties. If there is a hearing, both parties will have the opportunity to present relevant witnesses and other relevant evidence. Proceedings under the Student Disciplinary Process are confidential to the extent allowed by law. Investigative determinations are made using the preponderance of the evidence standard, meaning that it was “more likely than not” that a violation occurred.

For more information on the Hearing and Appeals processes go to:

<https://confluence.rowan.edu/display/POLICY/Student+Sexual+Misconduct+and+Harassment+Policy>

➤ **QUESTION: Can a student report sexual misconduct anonymously?**

Yes, the University’s Integrityline (telephone and website) is outsourced to a private company. The reporter determines whether they want to be named or remain anonymous. All reports are reviewed by the University’s Investigative Team and then assigned to the appropriate unit for investigation and action. Anonymous reports of sexual misconduct will be sent to the Office of Equity and Diversity. Communications are then conducted with the reporter/complainant on the company’s website and via file number, not names, if the reporter chose to remain anonymous.

Telephone number: 855-431-9967

Website address: rowan.edu/integrityline

➤ **QUESTION: Who can students speak with if they want to keep it confidential for now, and are not yet ready to talk with our Office of Equity and Diversity or file a complaint?**

Students can go to Counseling & Psychological Services, which is located in the Wellness Center (856-256-4333) at Winans Hall. Consider walking there with the student. You can call and say you are coming. There are counselors available with specialized training to support victims of sexual violence. The services are completely free, and students can be seen on an emergency basis. If a student needs to speak with Counseling & Psychological Services after normal business hours, please call Public Safety (856-256-4911 or 4922) and request to be connected to the On Call Counselor.

Student Health Services are also located in the Wellness Center, and their medical staff can provide confidential consultation with victims and offer limited medical services to prevent sexually transmitted infections or pregnancy. In circumstances where Student Health Services are unable to offer particular medical services, their medical staff will provide students with referrals to appropriate medical service providers.

In addition, members of the clergy are also allowed by law to keep confidential information that is given to them. The Wellness Center keeps a list of area clergy who are ready to help.

When speaking with these resources, a student's right to confidentiality is legally protected. However, there are limits to this protection in specific situations. For example, the police must be contacted if a student discloses that the incident involved the use of a weapon or other contraband as defined by New Jersey law, or there is an ongoing threat or danger to the safety of another person (particularly children or the elderly).

➤ **QUESTION: What kinds of things can be done to help and protect the victim?**

While the University's investigation is pending, the University will offer interim measures to protect the victim and others. Interim measures may include but are not limited to: referrals to physical and behavioral health medical personnel, safety plan development (including escorts, special parking arrangements, providing a temporary cellphone), "no contact" and "stay-away" directives, interim suspension from campus or residence halls, modification of living arrangements, change of on-campus student housing assignment, exam (paper or assignment) rescheduling, taking an incomplete grade in a class, transferring of class sections, alternative course completion options, changing transportation and working situations, assistance with the University disciplinary process, referrals to on-campus resources or reporting to police.

➤ **QUESTION: Should students seek medical attention for incidents of sexual assault and domestic violence?**

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at Kennedy University Hospital, Washington Township, for Glassboro campus; Cooper University Hospital, Camden, for CMSRU and Camden campus; and the Kennedy University Hospital, Stratford for RowanSOM campus. Call Rowan’s Department of Public Safety for assistance: 856-256-4911. Health care providers can will treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease even if the victim does not wish to file a complaint.

➤ **QUESTION: What else should victims of sexual assault do?**

In New Jersey, evidence may be collected even if the student chooses not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where the assault occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred. Victims are also encouraged to preserve text messages, instant messages, social networking pages, other communications, and pictures, logs or other kinds of documents, if they have any, that would be useful to University hearing boards, investigators or police.

➤ **QUESTION: Are students required to notify law enforcement?**

No. Victims have the right to decline notifying law enforcement. However, where criminal behavior is involved, the University strongly encourages, and will assist victims with, reporting to law enforcement. The Office of Equity and Diversity can help a victim think this through before deciding. A victim has the right to file a criminal complaint and a Title IX complaint simultaneously. _

For criminal offenses that occur on the University campus, victims are urged to immediately contact Rowan’s Department of Public Safety, 856-256-4911. This could help others! Public Safety can also help victims contact the right agency when the incident did not occur on campus.

- Glassboro Police Department, 1 South Main Street, Glassboro, 856-881-1500
- Camden County Metro Police, 800 Federal Street, Camden, 856-757-7440
- Stratford Police Department, 315 Union Ave., Stratford, 856-783- 8616

➤ **QUESTION: What services are available for victims in the surrounding area?**

The University will provide written notification to victims about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services that are available at Rowan and in the surrounding communities. Some of those services are listed in the Student Sexual Misconduct and Harassment Policy, and they include, but are not limited to:

SERV (Services Empowering Rights of Victims) - 1-866-295-7378 or 856-881-3335

<https://www.centerffs.org/serv>

SANE—should you choose to have a medical exam and/or rape kit, a specialized nurse called the Sexual Assault Nurse Examiner will assist you at one of the following Gloucester/Camden Counties SANE Hospitals:

Inspira Medical Center-Woodbury
Jefferson-Stratford
Jefferson-Washington Township
Cooper Medical-Camden



VCCO - Victims Crime Compensation Office - All crime victims are eligible for funds from the VCCO as long as the victim reports the crime to the police. This does not require the victim to follow through with prosecution.

Rape, Abuse and Incest National Network - www.rainn.org

Department of Justice - www.ovw.usdoj.gov/sexassault.htm

Department of Education, Office of Civil Rights -

<https://www2.ed.gov/about/offices/list/ocr/index.html>

➤ **QUESTION: Can students access these services if they choose not to file a complaint with the University?**

Yes! Please be sure the student knows that the staff at the Wellness Center, the Title IX Coordinator or the Title IX Manager will gladly assist students with accessing services *regardless* of whether a student decides to file a complaint with the University.

Counseling & Psychological Services Center: 856-256-4333

(Wellness Center, Winans Hall)

Student Health Center: 856-256-4222

Rowan Department of Public Safety, ALL CAMPUSES:

856-256-4911

Office of Equity and Diversity

856-256-5830

To file a complaint :

**Contact the Office of Equity and Diversity
at 856-256-5830**

or

**Call the 24-hour Integrityline:
855-431-9967 or logon to: rowan.edu/integrityline**

**For more information or to obtain a complaint form, go to:
www.rowan.edu/equity/titleix**