

Rights and Options

This notice of rights and options is being provided to you because Saint Michael's College has received a report that you may have experienced sexual harassment or sexual misconduct (including sexual assault), dating or domestic violence, or stalking. Saint Michael's College wants you to be aware of the following information about reporting, obtaining help, care, resources, accommodations, and support, and about applicable Saint Michael's College and law enforcement procedures and options.

Getting Care and Support

- If you have experienced sexual harassment, sexual misconduct, or dating or domestic violence, we encourage you to seek immediate medical attention, even if you're not sure if you have any physical injuries. Please see the ***Community Assistance and Resources for Victims of Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and/or Stalking*** below for information on medical care options, including examination by a Sexual Assault Nurse Examiner (SANE) if you have been sexually assaulted, or visiting the University of Vermont Medical Center for injuries related to other types of violence.
- If the incident occurred within the last 24 hours, if possible, try to preserve any evidence before your medical exam by not washing or changing clothes, brushing teeth or hair, eating, or other actions that might compromise evidence. Even if more time has passed, it may still be possible to collect evidence, and it is certainly possible to be evaluated for other injuries and tested for sexually transmitted infections and/or pregnancy. As detailed below, related electronic (e.g., text messages, photographs) evidence and documents should be preserved as well. Collecting evidence in no way obligates you to file a complaint with the College or make a report to the police that could lead to criminal prosecution, or obligates you to seek a protection order, but preserves this information in the event that you decide to take any such actions at a later date.
- Consider talking with a professional or pastoral counselor on or off campus. You may not feel ready to talk about what happened, but counselors can provide a confidential and safe space to explore any feelings or challenges that have arisen for you after your experience. Please see the ***Community Assistance and Resources for Victims of Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and/or Stalking*** information below for a list of resources. These resources can provide information on common reactions to a distressing sexual or other encounter, and a counselor can help you to develop safe ways to handle whatever effects you may be feeling.
- If you're not sure what course of action you would like to take, but would like some confidential support in exploring your options, consider contacting one of the on-campus confidential resources identified in the ***Community Assistance and Resources for Victims of Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and/or Stalking*** section. There are resources available to all members of the community who are seeking advice and assistance regarding sexual misconduct, sexual harassment (including sexual assault), dating or domestic violence, or stalking and the College's policy and procedures. Any member of the College community who believes that he/she has been sexually harassed or subjected to sexual misconduct, sexual assault, domestic violence, dating violence or stalking may seek the assistance of one of these resources. They are ready to listen and discuss a concern, provide suggestions about possible courses of action, and assist/accompany anyone seeking help with pursuing a complaint. Contacting one or more of these confidential resources initially does not preclude you from choosing to make a formal complaint later to the Title IX Coordinator.

Filing a Formal Complaint

- We are always deeply concerned when behavior that may constitute sexual harassment, sexual misconduct, dating or domestic violence or stalking comes to our attention, and we would very much like to gather more information. We encourage you to file a formal complaint with the College by contacting the Title IX Coordinator (contact information is listed below). If you are considering filing a complaint, but want to learn more about the investigation process before doing so, we encourage you to talk with the Title IX Coordinator. You do not need to share any information about your experience during this conversation, and you are welcome to bring a support person with you if that would be helpful.
- You also have the right to report the incident to the police and/or seek a protective order from a court (or to choose not to do so). Saint Michael's College will provide assistance if you decide to pursue either option. You should contact Public Safety or the Title IX Coordinator if you would like to have such assistance, or to talk about your options. Please see below for contact information.
- Retaliation by Saint Michael's College against someone because they have reported an incident or participated in an investigation is prohibited under Title IX and the Clery Act, and Saint Michael's College policies strictly prohibit such retaliation by any member of the Saint Michael's College community. Saint Michael's College will take steps to prevent retaliation and will take strong responsive action if retaliation is reported to the College.

Additional Accommodations and Resources

Reasonable supportive measures, protective measures, assistance, accommodations and resources ("supportive measures") are available to you whether or not you decide to file a complaint with the College, make a report to the police, or participate in a Saint Michael's College adjudication process. The information below outlines options for individuals who reportedly were or are being subjected to sexual harassment, sexual misconduct, dating violence, domestic violence, sexual assault or stalking, and available assistance in, and how to request changes to, academic, living, transportation, and working situations or supportive measures. Saint Michael's College will make such accommodations or provide such supportive measures if the reported victim requests them and if they are reasonably available, and will provide supportive measures to both parties on the terms outlined in more detail in the supportive measures section of the College's Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy.

These may include but are not limited to, the following examples:

- *Counseling, on or off campus.* Counseling Services and Health Services offer counseling services to students. There are also a number of excellent counseling resources off campus; counseling staff can provide you with appropriate referrals. Contact information is also provided below.
- *Academic situation accommodations.* If your experience is compromising your ability to meet your academic obligations, the College can work with you to arrange for appropriate accommodations. These may include, e.g., extensions of deadlines or other course-related adjustments, course changes or late drops, or other arrangements as appropriate.
- *No Contact Conditions.* No Contact Conditions are non-disciplinary College measures to ensure that two or more parties or other specified individuals are not permitted to communicate directly or indirectly with each other, or be within, for example, 25 feet of each other, for a period of time. In most cases, No Contact Conditions are put in place at the request of one or both parties, but in some circumstances, the College may put in place a No Contact Condition to preserve the safety of both parties and other community members.
- *Living situation accommodations and room changes.* It is sometimes possible to relocate students on a temporary or permanent basis when two students' residential proximity feels unsafe or disruptive.

- *Student Financial Aid Assistance*: If you have questions or concerns about student financial aid-related issues, please contact Student Financial Services at 802-654-3243; finaid@smcvt.edu.
- *Visa and Immigration Assistance*: If you have questions or concerns about your visa and/or immigration status, please contact Melissa Holzman, International Student Advisor for Immigration at 802-654-2391 or mholzman@smcvt.edu.
- *Modifications of work schedules and/or work locations.*
- *Assistance in requesting long-term academic accommodations* through the Office of Access and Learning Accommodation, if the complainant qualifies as an individual with a disability.
- *Campus escort services* and safety planning steps.
- *Assistance navigating off-campus housing concerns.*
- *Leaves of absence.*
- *Increased security* and monitoring of certain areas of campus.
- *Changing transportation or working arrangements* or providing other employment accommodations, as appropriate.
- *Assisting an individual* in accessing other support services, including, as available, victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus, as applicable.
- *Referral to resources* that can assist in obtaining an order of protection under Vermont law; • referral to resources which can assist with financial aid, visa, or immigration concerns.
- *No trespass notices* prohibiting the presence of an individual on College property.
- *Additional supportive measures.* Other arrangements can be made on a case-by-case basis to provide students or employees with additional distance from the other party or address their needs related to their experience. We encourage you to share your needs candidly, so we can work with you to address them.
- Requests for supportive measures, accommodations or other assistance should be directed to the Title IX Coordinator, Public Safety, Senior Associate Dean of Students or the Vice President for Student Affairs/Dean of Students (see contact information below).

Additional Information

- If possible, try to preserve all evidence related to an incident or incidents, including any electronic information, text messages, social media posts, e-mails, clothing or other documentation or materials. Even if you're not feeling like you want to pursue a criminal or Saint Michael's College proceeding or a protection order at this time, it's a good idea to preserve the evidence in a safe place in case you change your mind at a later date. You may also want to consider writing down all of the details you are able to remember about your experience(s).
- Saint Michael's College will complete publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about individuals, and will maintain as confidential any accommodations or supportive/protective measures provided to individuals, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or supportive/protective measures.
- In addition to (or instead of) Saint Michael's College processes, individuals who are being or who may have been subjected to sexual harassment, sexual misconduct, domestic violence, dating violence, sexual assault or stalking also have the right to pursue orders of protection, restraining orders and/or relief from abuse orders from United States courts or courts outside of the United States as applicable. Saint Michael's College will support individuals if they wish to have Saint Michael's College's assistance in making contact with law enforcement authorities and other external resources to seek such orders. Saint Michael's College will respect and assist in the implementation of protection orders to the extent practicable.

Explanation of Procedures for Institutional Disciplinary Action

As detailed in the Saint Michael's College Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and Stalking Policy ("the Policy") (available at: <https://www.smcvt.edu/~media/files/offices/studentlife/saint%20michaels%20college%20student%20code%20of%20conduct%20111115.pdf> the language of which controls in specific cases over the language of this summary), Saint Michael's College's procedures for cases that fall within the scope of the Policy:

- are prompt, fair and impartial from the initial investigation to the final result
- are conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability
- provide the complainant and respondent with the same opportunities to have others present during any related meeting, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice
- provide for simultaneous notification, in writing, to both parties of—
 - the result of institutional disciplinary proceedings
 - the institution's procedures for the complainant and the respondent to appeal the result of institutional disciplinary procedures, if available
 - any change to the result before it becomes final, and
 - when the result becomes final
- are completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause with written notice to the complainant and the respondent of the delay and the reason for the delay
- are conducted in a manner that is consistent with the institution's policies and transparent to the complainant and respondent
- include timely notice of meetings at which the complainant and respondent may be present
- provide timely and equal access to the complainant, the respondent and appropriate officials to any information that may be used during the process, and
- are conducted by officials who do not have a conflict of interest or bias for or against the complainant or the respondent

In general, Saint Michael's College's process for investigating and adjudicating reports of sexual harassment, sexual misconduct (including sexual assault), domestic violence, dating violence and stalking utilizes investigations by trained, experienced investigators and by decision-makers as explained in detail in the Policy (the identity of the decision-maker depends on the allegations of a complaint, as explained in the Policy). When a report of misconduct covered by the Policy is made to one of the individuals identified in this notice of rights and options, an investigation is commenced, parties and witnesses are interviewed, evidence is collected, parties are provided opportunities to comment upon the evidence gathered, investigative reports are prepared, and parties are provided with an opportunity to attend a hearing, following which a decision will be made as to whether the Policy or other policies implicated by the reported related misconduct were violated. Precise procedural details applicable depending on the nature of the allegations are outlined in the Policy, and can also be explained by the Title IX Coordinator or designee. Sanctions are determined as outlined in the Policy. A preponderance of the evidence (that is, "more likely than not") standard is used to determine whether the Policy was violated. Again, the detailed procedures are outlined further in the Policy itself, a link to which is provided above. Parties are provided with equal appeal rights, to the extent appeal rights are provided.

Sanctions for employees found to have violated the Policy are in accordance with the SMC Employee Handbook as well as the Faculty Regulations. Non-disciplinary measures (e.g., no contact conditions or reassignment of duties or work areas) might also be taken as deemed appropriate under the circumstances. Sanctions for students found to have violated the Policy could include but are not limited to disciplinary probation, weekend eviction, removal

from residence, or suspension or expulsion from any or all Saint Michael's College program(s) in which the student is enrolled or participating (a comprehensive list of sanctions is included in the Policy). It may also include other non-disciplinary action as deemed appropriate under the circumstances (e.g., remedies applied to the respondent to address the needs of the complainant, including but not limited to room changes, class changes, building restrictions, extracurricular activity restrictions, and modification of no contact conditions designed to restore or promote equal access to the College's education programs and activities.

Community Assistance and Resources for Victims of Sexual Harassment, Sexual Misconduct, Domestic Violence, Dating Violence and/or Stalking

- ***Wellness Center (nurses and counselors are confidential resources):** 802-653-2234
- ***Kathy Butts, Director of Personal Counseling/Wellness Center:** 802-654-2234, kbutts@smcvt.edu
- ***Mary Masson, Director of the Wellness Center:** 802-654-2234, mmasson@smcvt.edu
- ***Fr. Brian Cummings, Director of Edmundite Campus Ministry:** 802-654-2333, bcummings@smcvt.edu
- ***All clergy on campus:** 802-654-2333
- ***EAP for employee support; 888-777-0052, www.LifeScopeEAP.com**
- **Catherine Welch, Ed.D., Associate Dean of Students and Title IX Coordinator:** (802) 654-2271, cwelch2@smcvt.edu
- **Public Safety:** 802-654-2000
- **Dawn Ellinwood, Vice President for Student Affairs/Dean of Students:** 802-654-2566, dellinwood@smcvt.edu
- ***University of Vermont Medical Center:** 802-847-0000
- ***National Sexual Assault Hotline:** 800-656-HOPE
- **Colchester Police Department:** 802-264-5556
- **Vermont State Police:** 802-254-2382
- **Chittenden Unit for Special Investigations:** 802-652-6800
- **Hope Works:** 802-863-1236
- **Steps to End Domestic Violence:** 802-658-1996, <https://www.stepsvt.org/>
- **Vermont Center for Crime Victim Services:** 802-241-1250
- **Chittenden Unit for Special Investigations (C.U.S.I):** 802-652-6800
- **Chittenden County Domestic Violence Unit:** 802-863-2865
- **State of Vermont Office of the Attorney General, Statewide Victim Advocates:** 802-828-5512
- **For more state and county legal resources, go to:** <http://women.vermont.gov/node/625>
- **Office of Human Resources:** 802-654-2533
- Residence Directors and Resident Assistants
- Academic Advisors
- Non clergy staff in Campus Ministry
- Associate Deans of Students

*Denotes a confidential resource.