

Title IX: Policy Executive Summary

Chesapeake College prohibits all forms of sexual and gender-based harassment and discrimination, including but not limited to, acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. The College is committed to addressing all alleged incidents of sexual harassment and discrimination, preventing their reoccurrence, and remedying any effects. This policy is in accordance with Title IX of the Education Amendments of 1972 (“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”), and applies to conduct which occurs on Chesapeake College property or at College-sanctioned events or programs that take place off campus, including trips or internships.

- 1) The College prohibits discrimination based on sex, including sexual orientation and gender identity; all forms of sexual harassment; and retaliation.
- 2) The College’s policy and general procedures apply to all employees and all students with specific procedures, which provide additional rights/protections to students only.
- 3) Sexual harassment includes: sexual assault, quid pro quo sexual harassment, hostile environment sexual harassment, stalking, and relationship violence.
- 4) Acts of sexual harassment and/or sex discrimination should be reported. Responsible employees who have authority to take action are required to then report the acts to Title IX Coordinator and/or Deputy Coordinator.
- 5) Upon receiving a report, the Title IX Coordinator and/or Deputy Coordinator will review options and procedures with the Complainant. Formal and informal resolutions to reports are possible under certain circumstances. Supportive measures and/or immediate restrictions may be implemented right away; such measures can affect classes, access to campus services and activities, and/or employment.
- 6) Complainants and Respondents are treated equally throughout the process, including information on rights and responsibilities and available supportive measures as well as restrictions.
- 7) Complainants and Respondents have the right to an advisor throughout the Title IX process; the advisor can be a person of their choosing, including a College employee, or an attorney.
- 8) Formal complaints require a full investigation and hearing with the parties present; hearings have specific rules including cross examination of parties and witnesses by the other party’s advisor who may or may not be a lawyer.
- 9) Respondents are presumed not responsible (as required by federal regulations) unless/until proven responsible; the standard of proof is a preponderance of the evidence. If found responsible, the Respondent will be sanctioned appropriately.

WHAT YOU NEED TO DO:

Do not commit any acts of sexual harassment or sex discrimination. If you are unsure about what this means, review the abundant information about healthy relationships, consent, risk reduction, and more on the dedicated website. Participate in campus events and programs designed to educate students and



employees about Title IX. The College is an educational institution that is learner centered, so we urge you to LEARN. Report any acts of sexual harassment or sex discrimination. Participate in any proceeding for which you receive notification. Tell the truth. Do not retaliate against any person who reports and/or cooperates with an investigation.

INSTITUTIONAL OBLIGATIONS:

Upon receiving a report of an alleged violation, the College will provide a prompt, equitable, reliable, and impartial investigation. The College will:

Take immediate and appropriate action to stop the behavior; to prevent a recurrence, and to remedy the effects of any misconduct that has occurred.

Treat all persons with respect, dignity, and fairness.

Follow all appropriate procedures as detailed in Title IX materials, the Student Code of Conduct, Faculty Staff Manual, other related institutional policies, state/federal mandates, and legal standards.

Encourage and support a report to local law enforcement for any criminal act; cooperate with any criminal investigation/prosecution.

QUESTIONS / CONTACT:

All information related to Title IX compliance may be found at <http://www.chesapeake.edu/students/chesapeake-college-title-ix-policy-statement>. If you have any questions or concerns or if you need to make a complaint, email VPforStudents@chesapeake.edu.

Title IX: Policy

PROHIBITION OF SEXUAL HARASSMENT, SEX DISCRIMINATION AND RETALIATION

Chesapeake College prohibits all forms of sexual and gender-based harassment and discrimination, including but not limited to acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. The College is committed to addressing all alleged incidents of sexual harassment and discrimination, preventing their reoccurrence, and remedying any effects. The College also prohibits retaliation in any form against a complainant, respondent, witness, investigator or any person associated with a report. This policy is in accordance with Title IX of the Education Amendments of 1972 (“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.”), and applies to conduct which occurs on Chesapeake College property or at College-sanctioned events or programs that take place off campus, including trips or internships. The College will adopt and follow procedures to fully implement this policy and to comply with federal and state laws and regulations including Title IX of the Education Amendments of 1972 as amended and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Acts, which includes the Violence Against Women Act.

INSTITUTIONAL OBLIGATIONS

If sexual harassment and/or sex discrimination occurs, the College – upon receiving notice – shall take immediate, appropriate steps to end the harassment and/or discrimination, to prevent its recurrence, and to remedy its effects. The College shall encourage any crime to be reported to the appropriate law enforcement agency; the College shall cooperate with criminal investigations to the greatest extent permitted by law; and the College shall comply with all Clery mandated data collection and reporting requirements. The College’s institutional response to sexual harassment and/or sex discrimination shall be independent of any law enforcement and/or court action. All College employees designated as “responsible employees” are required to report any sexual harassment and/or sex discrimination in accordance with the policy provision specified below.

PROCEDURES

The College shall adopt comprehensive procedures to implement this policy. Such procedures shall include, but are not limited to, the following elements: definitions, how to file a complaint, the role of responsible employees, the role of law enforcement/crime reporting, supportive measures, confidentiality, notifications to parties, prompt and fair preliminary inquiry, investigation, and hearing if applicable, timelines, possible resolutions/consequences, resources, and record-keeping.

TITLE IX COORDINATOR AND TEAM

The College’s Title IX Coordinator is responsible for the College’s compliance with federal and state laws and/or regulations related to Title IX and the Clery Act as enacted in this policy and accompanying procedures. The Title IX Coordinator shall be the Executive Director of Human Resources, whose name and contact information shall be included in accompanying procedures as well as publications and educational/training materials for students, faculty, and staff. The Accessibility & Student Compliance Coordinator is the Deputy Title IX Coordinator. The College may identify additional qualified College employees to function as Title IX officers or team members to assist with the implementation of this policy and to conduct investigations as needed; contact information for these employees will also be published in appropriate materials. Inquiries concerning the application of Title IX may be referred to the Title IX Coordinator.

No individual designated as a Title IX Coordinator, investigator, decision-maker, or any person to facilitate an informal resolution process may have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

EDUCATION AND TRAINING

The College shall provide ongoing prevention and awareness education to students, faculty, staff, and other relevant parties. This education shall be designed to inform the campus community about what constitutes sexual harassment and sex discrimination, how to reduce the occurrence of sexual harassment and sex discrimination, safe bystander interventions, consequences of engaging in sexual harassment and sex discrimination, and how to report sexual harassment and sex discrimination. The College shall also secure or provide annual training for College employees who are charged with responding to, investigating, and/or adjudicating sexual harassment and sex discrimination.

APPLICATION OF THE POLICY

This policy applies to (1) all students, faculty, staff, and third parties under the College's control; (2) any College-owned or College-managed facility or property; (3) any College sponsored, recognized, or approved program, visit, or activity regardless of location; (4) any policy-defined misconduct that impedes equal access to any College program or activity; (5) any policy-defined act of sexual harassment and sex discrimination that adversely impacts the health, safety, and/or employment of a member of the College community. The College shall provide notice of this policy to students, employees, applicants, and other relevant persons. Application of this policy may directly or indirectly require the application of other institutional policies; nothing in this policy shall be construed to prohibit the application of related policies which include, but are not limited to, the policies listed here. If the application of this policy conflicts with the application of another institutional policy, the College will make a good-faith effort to comply with all mandates; however, this policy shall take precedence unless otherwise required by law. Related policies include the Student Code of Conduct, Personnel/HR policies, Non-Discrimination Policy, Admissions Policy, and FERPA Policy.

REPORTING

All Chesapeake College employees are required to report any sexual harassment or sex discrimination. Reports should be made to the Title IX Coordinator, Title IX Deputy Coordinator, or Public Safety. The College will assist any person needing assistance to make a report or complaint. The College strongly encourages any person who is a victim of or who witnesses any crime to contact law enforcement and/or call 911 immediately.

POLICY CHANGES

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.

TITLE IX: CONTACT INFORMATION

TITLE IX COORDINATOR

Function: responsible for the College's compliance with federal and state laws and/or regulations related to Title IX and the Clery Act as enacted in the policy and accompanying procedures. The Coordinator has oversight over the entire Title IX process – including taking complaints, initial notification of the parties, implementing supportive measures, implementing informal resolutions where indicated, referring to formal investigation/hearing, and implementing the outcome.

Title IX Coordinator
Melanie Magness
Executive Director of Human Resources
1000 College Circle, Wye Mills, MD 21679
Dorchester Administration Building
Phone: 410.827.5811
Email: mmagness@chesapeake.edu

Attorney: privately retained/paid by the student or MHEC provided (details on information sheet:

Maryland Law – MHEC attorneys: <https://mhec.maryland.gov/Pages/Title-IX-CampusSexual-Assault-Proceedings---Attorney-List.aspx>)

IMPORTANT EMERGENCY PHONE NUMBERS

LAW ENFORCEMENT	MEDICAL SERVICES (with sexual assault evidence collection kits)	CAMPUS REPORTING
Chesapeake College Public Safety 410.758.7275	University of Maryland Shore Medical Center at Easton 410.822.1000	Title IX Coordinator Melanie Magness 410.827.5811
Queen Anne’s County Sheriff’s Department 410.758.0770	University of Maryland Shore Medical Center at Cambridge 410.822.1000 or 410.228.5511	
Dorchester County Sheriff’s Department 410.228.4141 Cambridge Center Public Safety 410.463.4185	Director of Public Safety Office of Public Safety 410.758.7275	City of Cambridge Police Department 410.228.3333

Emergency – 911

TITLE IX: Institutional Obligations

Chesapeake College prohibits sexual harassment and sex discrimination. These terms and specific acts are defined; regular prevention education and training will be provided to students and employees to help all persons understand what behaviors are prohibited, what happens if the behaviors occur, and how to help prevent sexual harassment and sex discrimination at Chesapeake College.

- Acts of sexual harassment and sex discrimination should be reported immediately.
- Retaliation against any person is prohibited.
- Timeline: Institutional processes shall be concluded within a reasonable period of time (typically no more than 60 days; if more time is needed, the parties shall be updated).
- Confidentiality: The College shall preserve confidentiality of all parties to the greatest extent possible in order to protect the privacy of the parties and the integrity of the investigation. Confidentiality, however, cannot be guaranteed.
- Complainants and witnesses shall not be subject to disciplinary action for drug/alcohol violations IF:
 - violation occurred during/near time of assault,
 - assault report/participation is in good faith, and
 - the College determines that the violation was “not an act that was reasonably likely to place the health or safety of another individual at risk.
- The College’s process shall be independent of any criminal or civil proceeding (including investigations by law enforcement) and shall not depend upon the outcome of any criminal or civil proceeding.
- The standard of proof shall be Preponderance of Evidence.

Institutional Process

Upon receiving a report of alleged discrimination and/or sexual harassment, Chesapeake College will:

1. Take immediate and appropriate action to investigate or otherwise determine what occurred; and
2. Conduct a preliminary inquiry of the report to determine if the complainant wants to make a formal complaint or, if a complainant does not want to pursue a formal complaint, the Title IX Coordinator may decide to sign a formal complaint to initiate the formal resolution procedure based on a risk assessment.

Informal Resolution

To initiate Informal Resolution, a complainant needs to submit a formal complaint. If a Respondent wishes to initiate Informal Resolution, they should contact the Title IX Coordinator to so indicate.

Mediation or other informal mechanisms for resolving a complaint may be considered if:

- The complainant requests an informal mechanism;
- All parties to the complaint, and the College, agree;
- Trained staff are available to coordinate;
- All parties have the opportunity to end the informal mechanism at any time in favor of formal proceedings;
- The alleged conduct does not involve sexual assault or sexual coercion; and
- The alleged conduct does not involve allegations that an employee sexually harassed a student.

Chesapeake College will seek to conclude the Informal Resolution process within thirty (30) days. The time frame may be extended by the College for good cause, in which case written notice will be provided to the complainant and respondent that includes reasons for the extension.

Formal Resolution

Certain College employees, or designees, who are trained in conducting a formal investigation may be designated by the Title IX Coordinator to investigate matters.

The College will seek to conclude the Formal Resolution Grievance Procedure within sixty (60) to ninety (90) work days after receiving a formal complaint. The time frame may be extended by the College for good cause, in which case written notice will be provided to the complainant and respondent that includes reasons for the extension.

The College may seek appropriate legal sufficiency review by counsel prior to any final decision.

Formal Resolution Grievance Process

This grievance process applies to complaints alleging sexual harassment, including sexual assault, dating violence, domestic violence, and stalking. Alleged conduct beyond the scope of coverage will be addressed by other applicable College policies and procedures outlined in student and employee handbooks.

1. The Title IX Coordinator will appoint a trained investigator(s) to conduct an investigation of the complaint, and written notice will be provided to both parties. Written notice will include, but not be limited to:
 - the identity of the parties involved in the incident, if known;
 - reported violation with date, time and location of the alleged violation, if known;
 - range of potential sanctions or disciplinary action associated with the alleged violation;
 - a statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance procedure;
 - information regarding party rights to an advisor of choice; and
 - a statement regarding prohibition on knowingly providing false information.

Additional notice will be provided if the College, during the course of an investigation, decides to investigate allegations about the complainant or respondent that are not included in the original notice. Parties will also be provided a copy of Chesapeake College's Title IX Policy.

2. During the investigation, the parties will have an equal opportunity to be heard, to submit information and corroborating evidence, to identify witnesses who may have relevant information, and to submit questions that they believe should be addressed by the investigator to the other party or to any witness.
3. The investigator will notify and seek to meet separately with the complainant, the respondent, and witnesses determined to have information relevant to the investigation, and will gather relevant evidence and information. Parties will receive written notice of the date, time, location, participants, and purpose of any meeting, interview, or proceeding they are required or permitted to attend.
4. After information has been gathered, the investigator will prepare a draft investigative report that summarizes the investigation, all witness interviews, and all relevant evidence. The investigator does not make any conclusions or recommendations as part of the draft investigative report.
5. The parties (and advisors, if applicable) will be provided a copy of the draft investigative report and any evidence regarding the incident obtained by the College that is directly related to the complaint allegations, including evidence upon which the College does not intend to rely on to reach a determination regarding responsibility. Personally identifiable and other information will be redacted as required by applicable law.
6. The complainant and respondent will each have ten (10) business days from the date the report is received to submit any additional comments, questions, or information to the investigator for consideration.
7. The investigator will consider all available evidence and prepare a final investigative report, incorporating any relevant feedback. At least ten (10) business days prior to a hearing, the final investigative report will be provided to all parties (and advisors, if applicable) with any directly related evidence that was not included in the report.
8. A live recorded hearing will be scheduled with notice provided to the parties.

9. A trained decision maker for the hearing will be selected. The decision maker may not be the same person as the Title IX Coordinator or the investigator.
10. Complainants and respondents will be entitled to provide and review testimony in a manner that does not require them to be in the physical presence of the other involved party, with technology that enables participants to simultaneously see and hear each other. If a party is not willing or able to attend the hearing in-person, the party must inform the Title IX Coordinator of the need for alternative arrangements at least five (5) business days in advance of the hearing.
11. During the hearing, the investigator will present a summary of the final investigative report and will be available for questioning by the decision maker and advisors on behalf of the parties. Once the report has been presented, the parties and witnesses may provide relevant information subject to questioning by the decision maker and advisors on behalf of the parties.
12. Only relevant questions may be asked of a party or witness. The decision maker will make decisions regarding relevance, and may consult with legal counsel in the process. The decision maker is prohibited from considering evidence of a complainant's prior sexual history, except to: (i) prove that someone other than the respondent committed the conduct alleged by the complainant, or (ii) if the evidence concerns specific incidents of the complainant's prior sexual behavior with respect to the respondent and is offered to prove consent. In addition, evidence of history of a party's mental health counseling, treatment or diagnosis may not be considered without the party's consent. A decision maker is prohibited from considering a respondent's prior sexual history with an individual other than a party to the proceedings, except to: (i) prove prior sexual misconduct; (ii) support a claim that a student has an ulterior motive; or (ii) impeach a student's credibility after that student has put their own prior sexual conduct at issue.
13. The decision maker will issue a written determination of responsibility, by a preponderance of the evidence, for each alleged violation of Policy that will be provided by Chesapeake College to both parties at the same time. The written determination will include:
 - Identification of allegations potentially constituting sexual harassment;
 - Description of procedural steps taken during the formal complaint process;
 - Findings of fact supporting the determination;
 - Conclusions regarding application of policy to the facts;
 - Statement and rationale supporting the determination of responsibility, any sanctions, and whether remedies designed to restore or preserve equal access will be provided to the Complainant;
 - Notice of appeals process.
14. If it is determined there is a preponderance of the evidence that the respondent is responsible for a violation of the College's Title IX Policy, the decision maker will determine sanctions proportionate to the findings.
15. The parties will be notified simultaneously, in writing, of the findings and any sanctions, if applicable. Sanctions can include, but are not limited to: required training or education, no contact orders, oral or written warning, reprimand, probation, suspension or dismissal or discharge.
16. Either party may appeal the decision by following the Appeals process described in this Policy.

Appeals

1. Either party may file an appeal from a) the College's dismissal of a complaint or allegations contained therein; or a b) a determination regarding responsibility. Grounds for appeal are limited to: (i) procedural irregularity that affected the outcome of the matter; (ii) new information not reasonably available at the time a determination regarding responsibility or dismissal was made that could affect the outcome of the matter; or (iii) the Title IX coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally, or the individual complainant or respondent that affected the outcome of the matter.
2. An appeal must be submitted in writing to the Title IX Coordinator within five (5) business days following notice of the decision. The appeal will then be forwarded to the Appeals Administrator. The appeals administrator will not be the Title IX coordinator, or the investigator or decision maker as to the determination regarding responsibility or dismissal. The appeals administrator will review the appeal and where practicable, within ten (10) business days will issue a written decision accepting, rejecting or modifying the decision and, if applicable, the sanctions. The appeals administrator's decision is final. All parties will be informed in writing of the outcome.

Dismissal of Formal Complaint

Required Dismissal

If it is determined at any time that the conduct alleged in the formal complaint: a) would not constitute sexual harassment under this Policy, even if proven; b) did not occur in an education program or activity controlled by Chesapeake College; or c) did not occur against a person in the United States, then the formal complaint with regard to that conduct will be dismissed for purposes of this Policy, with notice provided to the complainant and respondent. Such a dismissal, however, does not preclude the College from addressing conduct otherwise covered by College policy. In the event a complaint is dismissed pursuant to this Policy section, the College will determine whether the complaint alleges conduct covered by College policy and decide the appropriate College procedure for any further investigation and resolution.

Permitted Dismissal

The College, in its discretion, may dismiss a formal complaint or any allegations contained therein if, at any time during the investigation or hearing: a) a complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any underlying allegations therein; b) the respondent is no longer enrolled or employed by the College; or c) specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Appeal of Dismissal

Dismissal of a formal complaint or allegations contained therein for reasons described in this Policy section may be appealed pursuant to the Appeals process described in this Policy.

Attorneys, Non-Attorney Advisor, and Personal Supporters

Both the complainant and the respondent are permitted to be accompanied by a personal supporter of choice, and an advisor, who may or may not be a licensed attorney, an advocate supervised by an attorney, or a trained advocate during any interview, meeting or disciplinary proceeding in connection with any Formal Resolution procedure. No more than two persons may accompany the involved party, including a personal supporter and an advisor, an attorney, or a non-attorney advocate. Advisor Attorneys and non-attorney advocates are not direct participants in the investigation stage of the process. Their role is to attend meetings and proceedings, consult privately with the involved party and/or assist with exercise of rights.

Cross-examination by an advisor is required during the hearing under the Formal Resolution procedure. Parties are not permitted to directly cross-examine each other or witnesses. If a complainant or respondent does not have an advisor for a hearing, or the party's selected advisor will not conduct cross-examination, then the College will appoint a trained advisor for the limited purpose of conducting cross-examination. A party may reject the appointed advisor and choose their own advisor but may not proceed without an advisor.

Paid Legal Representation for Students

The Maryland Higher Education Commission (MHEC) maintains a list of attorneys and legal services programs who have indicated they are willing to represent students in Title IX proceedings on a pro bono basis or for reduced legal fees. More information can be found at: <https://mhec.maryland.gov/Pages/Title-IX-Campus-Sexual-Assault-Proceedings---Attorney-List.aspx>

1. Students may access counsel paid for by MHEC, as specified for:
 - (i). a current or former student who makes a complaint on which a formal Title IX investigation is initiated and who was enrolled as a student at the institution at the time of the incident that is the basis of the complaint, unless the student knowingly and voluntarily chooses not to have counsel;
 - (ii). a current or former student who responds to a complaint on which a formal Title IX investigation is initiated and who was enrolled as a student at the institution at the time of the incident that is the basis of the complaint, unless the student knowingly and voluntarily chooses not to have counsel; and
 - (iii). in the case of students who select an attorney who is not on the MHEC list, the independent attorney may seek from MHEC fees up to a certain amount that are equivalent to those paid to attorneys under civil legal services programs administered by MLSC.

Rights Afforded to Parties under Title IX

Your Rights as a Complainant or Respondent

- Access to supportive measures. Examples include academic or employment accommodations or changes, no contact order, and Public Safety escort on campus. Supportive measures are determined on a case-by-case basis and will be provided when possible.
- To be treated with dignity, respect and sensitivity by officials of the institution during all phases of the grievance proceedings
 - To receive clear guidance about the grievance process, including timely written notice of specified matters, including the student's rights and responsibilities under the Title IX

policy, information regarding other civil and criminal options, and the range of potential sanctions associated with the alleged violation.

- To receive counseling referrals
- To be free from retaliation or harassment by any person
- For your privacy/confidentiality to be protected when possible
- To have a fair and impartial investigation, including to
 - Provide a statement, information, witnesses, documents, and other evidence
 - Receive timely updates about the progress of the investigation
 - Have the investigation concluded within a reasonable period of time (typically no more than 60 days)
- To have prompt and equitable grievance proceedings that provide an opportunity for all parties to be heard
- To have participation in grievance proceedings, including
 - access to the case file and evidence
 - access to counsel paid for by MHEC as described in this policy
- To receive timely written notification of:
 - Reported violation
 - Rights and responsibilities
 - Scheduling details for each meeting or proceeding where attendance is required or permitted
 - Notice of outcome including any sanctions imposed
- To file a criminal complaint and/or to seek an order of protection from local authorities

Your Responsibilities as a Complainant or Respondent

- To cooperate with the investigation so it can be fair, accurate, and thorough
- To be truthful
- To comply with any directives/orders issued for safety reasons
- To report any new concerns or problems, particularly any retaliation or harassment

Timeline for Investigation

Investigations range from days to weeks, depending on the nature and complexity of allegations, with the College aiming to complete the review within 60-90 days. The parties are regularly updated on the status of the investigation as it unfolds.

Title IX: Definitions

*For these definitions to apply, the circumstances must qualify as a Title IX matter including jurisdiction and must be processed in accordance with Title IX rules.

Consent: A knowing, voluntary, and affirmatively communicated willingness to mutually participate in a particular sexual activity or behavior. It must be given by a person with the ability and capacity to exercise free will and make a rational and reasonable judgment. Consent may be expressed either by affirmative words or actions, as long as those words or actions create a mutually understandable permission regarding the conditions of sexual activity. Consent may be withdrawn at any time. Consent cannot be obtained by force, threat, coercion, fraud, manipulation, reasonable fear of injury, intimidation, or through the use of one's mental or physical helplessness or incapacity. Consent cannot be implied based

upon the mere fact of a previous consensual dating or sexual relationship. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based upon a consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Domestic Violence: Violence committed by a current or former spouse or intimate partner of the complainant by a person with whom the complainant shares a child in common, by a person who is cohabiting with or has cohabited with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant, or by any other person against an adult or youth complainant protected from those acts by domestic or family violence laws of Maryland.

Responsible Employee: Any employee who (1) has the authority to take action regarding prohibited conduct under this policy; (2) is an employee who has been given the duty of reporting prohibited conduct under this policy, or (3) is someone another individual could reasonably believe has this authority or duty.

Retaliation: Intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or College policy or because an individual has made a report, assisted, provided information, or participated in any manner with an inquiry, investigation, hearing, or other proceeding related to this policy. Retaliation includes retaliatory harassment.

Sexual Assault: Any sexual act directed against another person, without consent, including instances where the complainant is incapable of giving consent.

Sexual Assault includes: Rape, Sodomy, Sexual Assault With an Object, Fondling, Statutory Rape and Incest.

- **Rape-** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, regardless of the age of the complainant, if the complainant did not consent or if the complainant was incapable of giving consent.
- **Sodomy-** Oral or anal sexual intercourse with another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object-** The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- **Fondling-** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the person subject to the touching, including instances where the person subject to the touching is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.
- **Statutory Rape-** Sexual intercourse with a person who is under the statutory age of consent where the offender did not force or threaten the complainant.

- Incest- Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Sexual Exploitation: Taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited.

Sexual Harassment: Conduct on the basis of sex that is:

- (1) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to a College education program or activity or;
- (2) Any instance of *quid pro quo* harassment where an employee of the College conditions the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct; or
- (3) Conduct that constitutes sexual assault, dating violence, domestic violence, or stalking.

Stalking: Engaging in 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.

Title IX: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Other Terms:

Amnesty: Complainants and witnesses shall not be subject to disciplinary action for drug/alcohol violations IF (a) violation occurred during/near time of assault, (b) assault report/participation is in good faith, and (c) violation was "not an act that was reasonably likely to place the health or safety of another individual at risk."

Bystander Intervention: "Everyone can play an active role in stopping domestic violence and sexual assault before it occurs by becoming an engaged bystander and helping to establish an environment where healthy and positive relationships are based on respect, safety, and equality. Moreover, taking steps to stop harassment or violence can make a significant difference in someone's life, and send a powerful message to the perpetrator and society as a whole about which social norms are acceptable and which are unacceptable." - <http://nomore.org/take-action/preventviolence/>

Clery Offenses: The U.S. Department of Education requires all colleges receiving federal education funding to annually report the incidence and location of specific crimes, hate crimes, arrests, and disciplinary action. Statistics must be submitted to the federal database, and a written report must be published.

Contact (for purposes of No Contact /No Negative Contact Orders): Includes all forms of verbal, written, electronic, and non-verbal communications. Examples include (but are not limited to) face-to-face conversations, telephone conversations, texts, posts on social media (to or about the other person or the situation), notes, letters, conversations with other students to or about the other person or the situation, attempts to contact each other through any medium, hand gestures, loitering where the other person is or expected to be, and any or attempted contact with the other person's family/household members. Such contact is negative if it is hostile, aggressive, insulting, embarrassing, or has the intent or effect of



making the other person uncomfortable, embarrassed, or afraid. In short, you are each required to interact with each other courteously. If you cannot do so, then you must have no contact of any kind.

FERPA: Family Educational Rights Privacy Act (20 U.S.C.1232G): This federal law outlines the rights of students regarding their educational record(s). Generally, FERPA does not allow a college or its employees to release certain information to third parties without either written permission from the student or a recognized exception to the law such as an emergency. Compliance with Title IX and the provisions of the College's Sexual Misconduct and Sex Discrimination Policy as well as accompanying procedures do not constitute a violation of FERPA.

Title IX: Reporting Requirements and Reporting Guidelines

Reporting Requirements

Any responsible employee with information about sexual harassment and/or sex discrimination shall report it promptly to the College's Title IX Coordinator, Title IX Deputy Coordinator, Public Safety, and/or other identified Title IX official(s). Any person with information about sexual harassment and/or sex discrimination may report it to any of the above-reference officials. The College will assist any person needing assistance to make a report or complaint. The College strongly encourages any person who is a victim of or who witnesses any crime to contact law enforcement and/or call 911 immediately.

Reporting Guidelines

Who may file a report or complaint?

Anyone

Who is required to report any knowledge of sexual harassment or sexual discrimination to the Title IX Coordinator?

All Chesapeake College employees are required to report any knowledge of sexual harassment or sexual discrimination. The College will assist any person needing assistance to make a report or complaint.

To whom is a report/complaint given?

Title IX Coordinator, Title IX Deputy Coordinator, Public Safety, members of the Title IX team, or the Office of Student Affairs.

How may I file a report/complaint?

By telephone, email, reporting form, or in person. Confidentiality will be protected to the greatest extent possible.

Do I have to give my name?

If you are an employee forwarding a report/complaint from a complainant or other person with knowledge, your name and contact information is required. If you are a complainant or other person with knowledge, providing your name and contact information will help the College take the appropriate action; anonymous reports will be accepted but are much more difficult to resolve. Confidentiality will be protected by the Title IX Coordinator, Title IX Deputy Coordinator, and/or Title IX investigators and team members to the greatest extent possible.



Can I get in trouble for reporting?

No. Chesapeake College prohibits retaliation in any form and against any person. Also, the College will not initiate disciplinary action consistent with Amnesty provisions described in this Policy.

Title IX: Incident Report Form for Students (Please print or type)

In accordance with Title IX enforcement, Chesapeake College provides a procedure for students filing a complaint against other Chesapeake College students; Chesapeake College employees; or a third party associated with the College (such as vendors and their employees or campus visitors). ***This form should be used to report Title IX issues raised by students. The form can be found on our website at:***

<https://www.chesapeake.edu/sites/default/files/Title%20IX%20Student%20Incident%20Intake%20Form.pdf>

Please complete this form and forward it to:

Title IX Coordinator

Melanie Magness

Executive Director of Human Resources

D-249, Dorchester Building,

Phone: (410) 827-5811

Email: mmagness@chesapeake.edu

Date:

From	Name	Title
	Department	Division
Student Information	Student Name	ID Number
	Home Address	
	Telephone Number	Academic Status of Student (Term/Year)
Accused Party	Accused Party's Name (if known)	
	Accused Party's Information	
Incident Information	Date of Incident:	
	Describe Incident: (Please be as specific as possible; any witnesses, detailed description of factual events (sexual harassment, sexual violence, discrimination, retaliation) leading to complaint and the specific harm resulting from event/events. Attach additional sheets as needed.)	

Relevant Information	Describe and attach any relevant documentation. Attach additional sheets as needed.
Action Taken	Describe steps taken to address student's concerns. (Attach additional sheets as needed.)

Title IX: Supportive Measures and Emergency Removal

Emergency Removal and Supportive Measures

Emergency Removal

Chesapeake College reserves the right to take whatever measures it deems necessary in response to allegations of sexual discrimination or harassment in order to protect the safety of the College community. This may include emergency removal of a respondent if it is determined that there is an immediate threat to the physical health or safety of any student or other individual arising from the allegations of misconduct, in which case the respondent will have an opportunity to appeal the emergency removal decision to the Title IX Coordinator.

The College may also place any non-student employee respondent on paid administrative leave during the pendency of the grievance process.

Supportive Measures

Supportive measures are "individualized services" reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual discrimination or harassment. Supportive measures may be provided to both complainant and respondent before or after the filing of a formal complaint, or where no formal complaint has been filed. Supportive measures may be requested by either party, or the College may initiate the supportive measures in the absence of a request, at any time, during the process. Notice of Supportive Measure(s) - The College will provide the employee or student notice of the provision of supportive measure(s).

The College will provide supportive measures as requested and/or appropriate. The provision of supportive measures shall be determined on a case-by-case basis by the Title IX Coordinator. Recommended Supportive Measures shall be implemented by the appropriate College official.

Note: Supportive measures do not replace or diminish the College's responsibility to conduct an appropriate immediate assessment, preliminary inquiry, or formal investigation as needed for the situation.

Possible Supportive Measures:

Crisis intervention

Hospital or other qualified medical center/provider for immediate, emergency treatment *Complainant cannot be required to pay for a rape kit.

Police Report Criminal charge(s)
Court-issued Protective/Peace Order
Mutual No Contact Order
Mutual No Negative Contact Order
Referral for non-emergency medical treatment
Referral for counseling
Referral to community agency
Support with notification of loved ones or friends
Security escort on campus
Activity modifications
Campus suspension
Employee administrative leave
Campus ban (i.e., non-students, non-employees)
Class change(s)
Academic accommodations (course section change, course drop without penalty, etc.)
Recommended personal safety measures (change routine, phone number, etc.)
Work assignment change or work location change
Specific requests by complainant, witnesses, other affected persons

Title IX: Amnesty, Drug/Alcohol Violations

Complainants and witnesses shall not be subject to disciplinary action for drug/alcohol violations IF (a) the violation occurred during/near time of assault, (b) the assault report and participation in the investigation is in good faith, and (c) the violation was “not an act that was reasonably likely to place the health or safety of another individual at risk”. Complainants and witnesses may be referred for treatment as appropriate.

Title IX: Resolutions and Consequences

Possible consequences to student found responsible for violating the policy

- Probation with Special Conditions pursuant to the Student Code of Conduct
- Suspension from the College pursuant to the Student Code of Conduct
- Dismissal/expulsion from the College pursuant to the Student Code of Conduct

Possible consequences to employee found responsible for violating this policy

- New Hire (Trial Period Employment) terminated pursuant to Faculty/Staff Manual
- Disciplinary action pursuant to Faculty/Staff Manual
- Dismissal pursuant to Faculty/Staff Manual

Title IX: Prevention, Education, & Training Plan

Chesapeake College provides information about Title IX through multiple avenues.

Prevention & Awareness Education

Includes

- what constitutes sexual harassment and sex discrimination,
- safety/security procedures and resources,
- bystander intervention,

- risk reduction, and
- consequences (penalties) for sexual harassment or sex discrimination

Training must be regularly provided to students, faculty, and staff.

Employee Training

Employees are trained on receiving, reporting, and handling complaints. Examples of training for employees include

- Title IX Coordinator training
- Title IX investigator training(s) coordinated by Title IX Coordinator (annually)
- Information and updates at all College meetings (annually)
- Presentations/discussions with constituency groups (upon request)
- Delivery of customized PowerPoint
- Online web-based mandatory trainings for employees

Programs/Events (examples)

- Bystander Education
- Title IX Coordinator/Deputy Coordinator campus presentations annually
 - what constitutes sexual harassment and sex discrimination
 - safety/security procedures and resources
 - bystander intervention
 - risk reduction
 - consequences
 - receiving, reporting and handling complaints

Orientations

Information is provided in various orientations with students and employees.

New Student orientations

- information sheet with policy statement and link to complete online package
- presentation by Title IX Deputy Coordinator or Designee

Availability of Title IX Information

Complete information is posted online at <http://www.chesapeake.edu/students/chesapeake-college-title-ix-policy-statement>

Publications

Policy statement and related information is provided in the following publications:

- College catalog
- Student Guide
- Faculty/Staff Manual
- Student Code of Conduct
- Course Syllabi

***Title IX Statement**

Chesapeake College prohibits sexual harassment and sex discrimination by or against all students, employees, and campus guests. If you have any questions or concerns or if you need to make a complaint,



contact Chesapeake's Title IX Coordinator, Melanie Magness, in D-249 of the Dorchester Administration Building, by email at mmagness@chesapeake.edu or by phone at (410) 827-5811.

For detailed information about policy, procedures, and prevention education, refer to the College's Title IX webpage: <http://www.chesapeake.edu/students/chesapeake-college-title-ix-policy-statement>

Title IX: Pregnancy and Parenting Students

Title IX provides that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The Education Department's regulations implementing Title IX specifically prohibits discrimination against a student based on pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. These Title IX regulations also prohibit colleges from applying any rule related to a student's parental, family, or marital status that treats students differently based on their sex.

The Department of Education outlines Title IX requirements with respect to pregnancy and parenting students in its pamphlet Supporting the Academic Success of Pregnant and Parenting Students Under Title IX of the Education Amendments of 1972. Requirements are summarized below.

Requirements

Colleges are required to:

- Excuse absences because of pregnancy or childbirth as long as the student's doctor deems the absences medically necessary; upon the student's return, the student must be allowed to return to the same academic and extracurricular status as before medical leave began, and the student must be permitted to earn any credits missed during the absence.
- Any special instructional programs or classes must be voluntary and comparable to what is offered to other students; a pregnant student must be permitted to participate in regular programs and classes if the student wishes. Likewise, any special services provided to students who have temporary medical conditions must also be provided to a pregnant student.
- Make adjustments to a regular program or class that are reasonable and responsive to the student's temporary pregnancy status (e.g., larger desk, frequent trips to bathroom).

Prohibitions

Colleges are prohibited from:

- Excluding a pregnant student from participating in any part of an educational program, including, but not limited to, specific classes, extracurricular programs, interscholastic sports, honor societies, and opportunities for student leadership, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom.
- Requiring pregnant students or students who have given birth to submit medical certification for participation in educational program/activities unless such certification is required for all students with physical or emotional conditions requiring the attention of a physician.
- Harassing pregnant or parenting students.

Procedures

Pregnant and parenting students who wish to access their rights under Title IX should attempt to work out appropriate accommodations with their instructors. They may also contact the Title IX Coordinator



Melanie Magness (mmagness@chesapeake.edu or 410.827.5811) if they have questions regarding appropriate accommodations.

Faculty members with questions regarding appropriate accommodations in a particular situation should contact Title IX Coordinator Melanie Magness.

Title IX: Transgender Students

Pursuant to U.S. Department of Justice and U.S. Department of Education guidance, Chesapeake College has developed the following procedures to safeguard Personally Identifiable Information (PII) and address other rights of transgender students.

The Office of Registration will:

1. prohibit non-consensual disclosure of a student's personally identifiable information (PII) – including the transgender student's birth name and sex assigned at birth – under terms of FERPA;
2. prohibit inclusion of a student's sex as directory information as regulated by FERPA;
3. respond to a request to amend information related to a student's transgender status consistent with its general practices for amending other students' records under FERPA.

In addition, the College will:

1. Provide a safe and non-discriminatory environment;
2. Treat students consistent with their gender identity (including use of pronouns and names consistent with that gender identity) even if their education records or identification documents indicate a different sex;
3. Allow students to access sex-segregated activities and facilities through use of facilities that are consistent with their gender identity;
4. Allow transgender students access to overnight accommodations on College-sponsored trips consistent with their gender identity and not require transgender students to stay in single-occupancy accommodations or to disclose personal information when not required of other students.

Title IX: Frequently Asked Questions

What is Title IX?

Title IX is federal law that prohibits discrimination against any person on the basis of sex in any education program or activity; sexual harassment is a form of discrimination under Title IX. The College's policy and procedures relating to sexual harassment and sex discrimination include requirements under Title IX, Clery Act, Violence Against Women Act, and related laws.

What is the most important thing I need to know?

It is all important, but everyone should know that:

- All information related to Title IX compliance may be found at <http://www.chesapeake.edu/students/chesapeake-college-title-ix-policy-statement>.



- Chesapeake prohibits sexual harassment and sex discrimination, and retaliation.
- Any person with knowledge of sexual harassment and sex discrimination should make a report.

What do I do if someone tells me they have been a victim of sexual harassment or sex discrimination?

You should encourage that person to report the incident. You should also recommend they visit the College’s Title IX webpage (<http://www.chesapeake.edu/students/chesapeake-college-title-ixpolicy-statement>).

Education and training will be provided to students and employees, and information will be published and posted online on Title IX issues, including what constitutes sexual harassment and sex discrimination, safety/security procedures and resources, bystander intervention, risk reduction, consequences if found responsible, and receiving, reporting and handling complaints.

To whom do I report sexual harassment or sex discrimination?

The Title IX Coordinator, the Director of Public Safety, or any other College employee designated as a “responsible party.” (Please see “Title IX definitions” on the College’s Title IX webpage for other employees in the “responsible party” class.)

Contact information for the primary contacts is listed below.

Title IX Coordinator: Melanie Magness, D-249 Dorchester Administration Building, 410.827.5811 or mmagness@chesapeake.edu.

Whom should I contact in an emergency – if I’m a victim of sexual assault or a witness to a sexual assault?

If you are a victim of sexual assault who needs assistance or a witness to a sexual assault and need emergency assistance – either law enforcement or medical services – use the following emergency contact information:

LAW ENFORCEMENT	MEDICAL SERVICES (with sexual assault evidence collection kits)
Chesapeake College Public Safety (Wye Mills) 410.758.7275	University of Maryland Shore Medical Center at Easton 410.822.1000
Queen Anne’s County (for Wye Mills Campus) Sheriff’s Department 410.758.0770	University of Maryland Shore Medical Center at Cambridge 410.822.1000 or 410.228.5511
Dorchester County (for Cambridge Center) Sheriff’s Department 410.228.4141	COUNSELING SERVICES
City of Cambridge (for Cambridge Center) Police Department 410.228.3333	For All Seasons Behavioral Health and Rape Crisis Center 800.310.7273 or 410-820-5600 (24 hour hotlines) Text in English & Spanish: 410-829-6143
Cambridge Center Public Safety	

410.463.4185

Emergency – DIAL 911

Will the police be involved?

They may be involved. Chesapeake strongly encourages complainants to report crimes to local law enforcement, and the College will assist complainants in contacting police. Complainants will not be compelled to contact police. (**NOTE:** Chesapeake strongly urges complainants to get necessary medical treatment; doing so will not automatically involve the police.)

Will the accused person be removed from campus?

Possibly. The College's top priority must be to stop the sexual harassment or sex discrimination and to prevent its recurrence. Therefore, the accused person's removal from campus may be necessary, and the situation will be evaluated in accordance with policy. Factors to be considered include the nature of the complaint, the extent of harm to the complainant, and the extent of risk to any other person or the campus generally.

What if no one knows who is responsible for the sexual harassment or sex discrimination?

A Timely Warning Notice under the Clery Act using multiple communication methods may be issued, and the College will make every effort to identify the person with the help of law enforcement if the complainant agrees to involve the police. (See above.)

Will the campus be notified that sexual harassment or sex discrimination occurred?

Probably not – unless a Timely Warning Notice is issued. Generally, the College will honor confidentiality to the greatest extent possible to protect the privacy of the people involved, the rights of the complainant and the accused person, and the integrity of the process. However, Chesapeake submits its crime statistics to the federal government and publishes a crime report annually; that information is available to anyone via the College's Safety and Security webpage.

How can I help?

Participate in all educational and training opportunities; intervene if you see something happening; and help us create a campus climate where sexual harassment and sex discrimination never happens.

Title IX: How to Contact the Office of Civil Rights

A complaint of discrimination can be filed by anyone who believes that a school or college that receives federal financial assistance has discriminated against someone on the basis of race, color, national origin, sex, disability or age. The person or organization filing the complaint need not be the victim of the alleged discrimination, but may complain on behalf of another person or group.

For information on how to file a complaint with the United States Department of Education's Office of Civil Rights, visit <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html> or contact OCR's Customer Service Team at 1-800-421-3481.

Title IX: Emergency Resources

Always dial 911 in an emergency!

Crises Support Resources

The following local crisis support resources are available to victims of sexual assault and domestic violence.

For All Seasons, Inc. Hotline (1.800.310.7273)

For All Seasons provides counseling, advocacy, and education to victims of rape, sexual assault and abuse.

Mid-Shore Council on Family Violence (1.800.927.4673)

The Mid-Shore Council on Family Violence provides direct services for victims of family violence, including a 24-hour hotline, crisis intervention, counseling, support group, emergency shelter, client advocacy, children's programs, court accompaniment, information and referral.

Eastern Shore Operations Center (1.888.407.8018)

The ESOC operates 24/7 to deal with both crisis and non-crisis mental health concerns. In emergency situations, the ESOC can even send out one of its Mobile Crisis Teams to provide immediate mental health assistance. Or, it can help a student make connections with a public mental health care provider in his or her own county.

Life Crisis Center Hotline (1.410.749.HELP) (1.410.749.4357)

The Life Crisis Center Hotline provides counseling for victims of domestic violence or sexual assault, suicide prevention, support groups, emergency shelter, shelter referral, medical care, and assistance with the process of prosecution.

Suicide Hotline (1.800.SUICIDE) (800.273.8255)

Maryland Coalition Against Sexual Assault

The Suicide Hotline provides counseling for suicide prevention.

Medical Resources

The following medical centers are equipped with sexual assault evidence collection kits:

University of Maryland Shore Medical Center at Easton

Address: 219 S. Washington Street, Easton, MD 21601

Phone: (410) 822-1000

<http://umshoreregional.org/about/facilities/easton>

University of Maryland Shore Medical Center at Cambridge

Address: 300 Byrn Street, Cambridge, MD 21613

Phone: (410) 228-5511

<http://umshoreregional.org/about/facilities/dorchester>

Law Enforcement Resources

The following law enforcement resources are available to students on Chesapeake College's Wye Mills Campus or the Chesapeake College Cambridge Center:



Chesapeake College Wye Mills Campus: Campus Public Safety
410.758.7275

Queen Anne's County Sheriff's Department
410.758.0770

Chesapeake College Cambridge Center Public Safety
410.463.4185
Dorchester County Sheriff's Department
410.228.4141

City of Cambridge Police Department
410.228.3333

- Confide in a parent, spouse, relative, friend, neighbor, or other caring person in your life. You are NOT alone, and the support of others will be important in the coming days/weeks.
- Call 911 in an emergency; then call Public Safety
- Contact Public Safety for assistance/services (e.g., escort to class, your vehicle)
- Exercise caution at all times and follow personal safety practices; the College's Public Safety publishes a personal safety information online at <https://www.chesapeake.edu/bit>. Report any problems or concerns you have right away!
- Report any theft, loss, or property damage to your insurance company.
- Think about what you can do to make the process as thorough as possible. Take time now to write a detailed statement about what happened – while your memory is fresh. Preserve any evidence you have in your possession. Provide the names and contact information for any witnesses whose information would be helpful. Consider what questions you would like the College Official(s) handling the matter to ask other parties.
- Check your social media and device privacy settings. Block any unwelcome persons or numbers.
- Do NOT retaliate or take matters into your own hands! Retaliation is strictly prohibited.
- Follow all directions issued by the College and/or the court.
- Cooperate with law enforcement if there is a parallel criminal investigation.
- Students: Contact your instructors to manage your coursework, especially if you will be absent; contact your academic advisor and/or the Student Success Center if you find yourself struggling academically. Contact Academic Access & Disability Resources if you have a disability for which reasonable academic accommodations are needed.
- Employees: Contact your supervisor to manage your work, especially if you will be absent. Follow the HR policies for reporting absences/leave. If you choose to resign from the College, follow the standard procedures outlined in HR policies. Resigning from the College may or may not result in this matter being closed without further action. No outcome regarding the disciplinary process or your employee status is guaranteed.
- Students: If you choose to withdraw from the College, consult Admissions/Registration Office to submit the proper paperwork (taking note of dates when you can withdraw without receiving "F" grades as well as tuition refund deadlines), the Financial Aid Office to be aware of any consequences to your current and future aid packages, and your academic advisor to plan how/where to continue your education elsewhere. Withdrawing from the College may or may not result in this matter being closed without further action. No outcome regarding the disciplinary process, your student status, your housing status, or any financial obligation is guaranteed.

Have faith in the process. Chesapeake College is committed to being fair, thorough and prompt in addressing any safety issues. Every person is afforded due process, the opportunity to fully participate, and written communication.

Title IX: Risk Reduction Resources

The Rape Abuse Incest National Network (RAINN) has developed an online library of resources addressing how to reduce your risk of experiencing or perpetrating sexual misconduct and relationship violence. Use the links below to familiarize yourself with the wealth of important information and advice available through RAINN.

<https://www.rainn.org/get-information/sexual-assault-prevention>
<https://www.rainn.org/get-information/sexual-assault-prevention/safety-plan>
<https://www.rainn.org/get-information/computer-safety>
<https://www.rainn.org/get-information/sexual-assault-prevention/avoiding-pressure>
<https://rainn.org/get-information/sexual-assault-prevention/alcohol-safety>
<https://rainn.org/get-information/sexual-assault-prevention/what-is-consent>
<https://www.rainn.org/get-information/sexual-assault-prevention/bystanders-can-help>

For more information on RAINN's rape and sexual violence services, call 1.800.656.4673 (1.800.656.HOPE) or use their secure, online private chat option: <https://hotline.rainn.org/online/terms-of-service.jsp>

The One Love Foundation, founded in 2010 to honor the memory of Yeadley Love, works with young people across the country to raise awareness about the warning signs of abuse and activate communities to change the statistics around relationship violence. The Foundation also offers real-time resources – live chat, text message, hotline and Call a Peer Advocate – via the link below:

http://www.joinonelove.org/real_time_resources

Other outstanding resources are listed below with accompanying links.

How Can I Help A Friend or Family Member Who Is Being Abused? by *The National Domestic Violence Hotline*

<http://www.thehotline.org/help/help-for-friends-and-family/>

Tips for Supporting a Survivor of Sexual Assault by *Know Your IX*

<http://knowyourix.org/i-want-to/support-survivor/>

Types of Abuse

<https://www.loveisrespect.org/resources/types-of-abuse/>

Help Your Child by *Loveisrespect.org*

<https://www.loveisrespect.org/supporting-others-dating-abuse/support-your-child/>

No More – Together We Can End Domestic Violence & Sexual Assault

<http://nomore.org>

Resources for Male Survivors by *Men Can Stop Rape*

<https://mcsr.org/>



The following local emergency resources are available to victims of sexual assault and domestic violence:

For All Seasons, Inc. Hotline (1.800.310.7273)

For All Seasons provides counseling, advocacy, and education to victims of rape, sexual assault and abuse.

Mid-Shore Council on Family Violence (1.800.927.4673)

The Mid-Shore Council on Family Violence provides direct services for victims of family violence, including a 24-hour hotline, crisis intervention, counseling, support group, emergency shelter, client advocacy, children's programs, court accompaniment, information and referral.

Eastern Shore Operations Center (1.888.407.8018)

The ESOC operates 24/7 to deal with both crisis and non-crisis mental health concerns. In emergency situations, the ESOC can even send out one of its Mobile Crisis Teams to provide immediate mental health assistance. Or, it can help a student make connections with a public mental health care provider in his or her own county.

Life Crisis Center Hotline (1.800.422.0009)

The Life Crisis Center Hotline provides counseling for victims of domestic violence or sexual assault, suicide prevention, support groups, emergency shelter, shelter referral, medical care, and assistance with the process of prosecution.

Suicide Hotline (1.800.SUICIDE)

The Suicide Hotline provides counseling for suicide prevention.