

REPORTING AN INSTANCE OF SEXUAL MISCONDUCT: A GUIDE FOR THE REPORTING PARTY

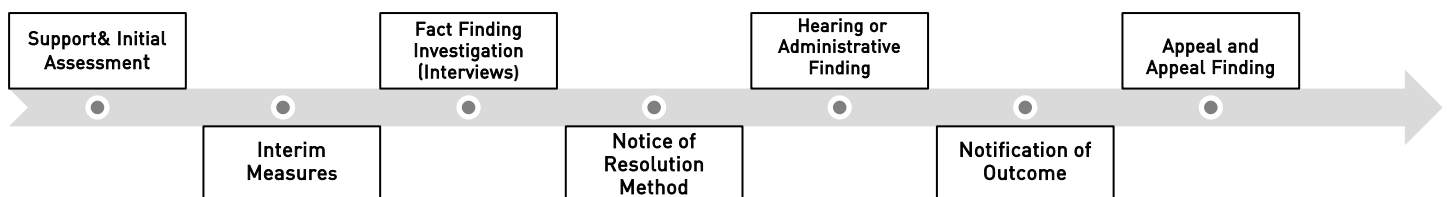
OVERVIEW:

The Columbus College of Art & Design (CCAD) is firmly committed to maintaining an educational environment that is free from any form of sex or gender-based harassment or sexual misconduct. Every reported instance of sexual misconduct or harassment is taken seriously and support is provided to every person who comes forward.

REPORTING TO CCAD:

When a “responsible employee” receives notice of an allegation of sexual misconduct involving CCAD affiliated individuals, the college is required by law to take prompt and effective steps to investigate using a process that is fair and equitable. Faculty (including adjuncts), staff members, and resident assistants are considered responsible employees and have a duty to report sexual misconduct to the Title IX Coordinator. Licensed mental health professionals within CCAD’s Counseling & Wellness Center are exempt from this duty to report and will treat your report in a completely confidential manner.

INVESTIGATION & RESOLUTION PROCESS:



REPORTING TO LAW ENFORCEMENT:

Reporting an incident to CCAD is a separate process from filing a report with law enforcement or pursuing civil action against the accused party. These options are not mutually exclusive and students may pursue any or all of them. Note that CCAD is required by Ohio law to report any apparent felony, including sexual assault, to law enforcement authorities.

SUPPORT RESOURCES:

CCAD seeks to support and empower students impacted by sexual violence. In addition to receiving assistance through CCAD, students are encouraged to connect with the Sexual Assault Response Network of Central Ohio (SARNCO’s) 24-hour Rape Helpline at (614) 267-7020. SARNCO works with local law enforcement and social services agencies to provide medical and social support services to victims of sexual assault.

REPORTING PARTY'S RIGHTS:

When reporting an instance of sexual misconduct and throughout the investigation and resolution process, the reporting party has the following rights:

- To decide whether or not they want to participate in any part of the investigation or hearing process, and to change that decision at any point
- To forego the use of their name if a report must be made to a local law enforcement agency
- To be informed about any limits of confidentiality that may pertain to the allegation
- To be informed of services available to them and any time limits associated with each option
- To request a change in their on-campus housing assignment or academic schedule
- To bring witnesses in person or to present witness statements during an investigation
- To have the advice of their own legal counsel (although legal counsel may not represent or speak on behalf of any individuals involved during the process or hearing)
- To be informed promptly about the outcome of the investigation and findings of the hearing panel or Title IX Coordinator
- To appeal the outcome of the initial finding

REPORTING PARTY'S OPTIONS FOR PARTICPATION:

- Full Participation:** I am agreeing to participate fully in the investigation and hearing process (if a hearing is deemed necessary).
- Partial Participation:** I am agreeing to participate in an investigative interview to provide further details about the initial report and/or alleged incident(s). However, I do not wish to participate in a hearing if one is deemed necessary.
- No Participation:** I do not wish to participate in any investigation or hearing that may be initiated by the college. I understand that my decision could result in conditions that affect the college's ability to conduct a full investigation or to issue a finding.

I understand that I may change my participation level at any time by informing the Title IX Coordinator, Chris Mundell in writing at cmundell@ccad.edu.

Reporting Party's Name: _____

Signature: _____

Date: _____