

University of Cincinnati  
Office of University Judicial Affairs

**Resource Guide**  
**Student Survivors of Sexual Assault**

A Guide for Faculty, Staff, and Students

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## Statement of Purpose

The University of Cincinnati is dedicated to creating a campus community free of sexual assault so that all students may reach their full potential. The Office of University Judicial Affairs (OUJA), the Women's Center, and University Ombuds support this commitment and strive to achieve this goal through education, awareness, survivor support and healing, empowerment, negotiation of university policies and offices, the student judicial process, and referral to the criminal justice process. The personnel in these partner offices pledge to discover and achieve the best path toward survivor recovery for each individual student. The University faculty and staff in other departments also play a significant role in successfully attaining this objective.

The University and these offices recognize that any person on campus may be impacted by sexual assault. Consequently, all relevant policies will extend to all students and groups regardless of gender, race, sexual orientation, nation of origin, religion, age, disability or living arrangements. Each individual will be guaranteed full and equal access to sexual assault information and services on campus. Most of these services will be available to all students, regardless of whether the sexual assault involving one or more students occurred on or near campus or elsewhere.

While the Office of University Judicial Affairs fully respects the choices survivors make in determining a method for reporting sexual assault, the office encourages students to report sexual assault to university personnel in some way. The various methods of reporting are detailed later in this guide. The University and the offices above fully support the decisions of survivors to choose a method of reporting that best suits their circumstances and empowers survivors to recover. Where possible all offices will respect the survivor's right to confidentiality to the extent feasible. The confidentiality of the survivor and the accused even in judicial proceedings will be protected where possible. Survivors concerned about confidentiality should discuss options with the Office of University Judicial Affairs, the Women's Center or University Ombuds staff before disclosing information of a confidential nature.

All survivors of sexual assault will be treated by all University faculty, staff, and personnel with dignity and respect throughout the process. All reported sexual assaults will be taken seriously and every effort undertaken to assist survivors. This resource guide should be used by faculty, staff, and survivors at the University of Cincinnati to devise a plan for addressing incidents of sexual assault, stalking, and harassment and to utilize necessary resources.

## Quick Reference for Survivors

If you, or someone you know, is the survivor of sexual assault, stalking, or harassment, please consult the following information for assistance.

- ❖ If you are in **immediate danger**, call 911 for assistance.
- ❖ For assistance on campus, **when there is not an ongoing threat**, go to a Help Phone or contact UCPD at (513) 556-1111. The Department of Public Safety is located in Edwards #3. For off-campus assistance, contact the local police department.
- ❖ If a sexual assault, or suspected sexual assault has occurred, the most important thing for a survivor is to **receive appropriate medical treatment at a local hospital**. Survivors should seek medical assistance as soon as possible, and within 72 hours after the incident. The University works closely with University Hospital and suggests calling the **24-Hour Sexual Assault Nurse Examiner (SANE) at (513) 584-8018** to speak with someone who can help. The survivor can go directly to the emergency room at University Hospital and ask for the Sexual Assault Nurse Examiner without phoning in advance. Other area hospital emergency rooms are also equipped to provide assistance to survivors.
- ❖ If a survivor is unsure about whether they should go to an area hospital for treatment, the survivor should contact a **Reclaim Peer Advocate at (513) 281-9131**. The Reclaim Peer Advocate program is a 24-Hour Helpline to provide peer assistance to survivors. Peer advocates can assist with finding treatment, filing a report, and exploring the best options for individual survivors.
- ❖ Survivors are encouraged to contact Amy Howton in the Women's Center at (513) 556-0173 or by visiting 571 Steger Student Life Center **for additional information** and support.
- ❖ Survivors who are unsure how to proceed after receiving medical treatment can seek **confidential assistance** at the University Ombuds located in 607 Swift Hall by walking-in or setting up an appointment at (513) 556-5956.
- ❖ Survivors under the influence of drugs and/or alcohol in violation of the Student Code of Conduct at the time of the incident can receive provisional amnesty when reporting.
- ❖ Survivors are **encouraged to make a report** about the incident with either the UCPD or local police department. This report is not required to seek medical treatment but is essential for pursuing judicial action with the Office of University of Judicial Affairs.
- ❖ Additional information about the on-campus judicial process and other judicial options should be discussed with Daniel Cummins in the Office of University Judicial Affairs located in 745 Steger Student Life Center or by calling (513) 556-6814.
- ❖ Survivors should also take advantage of the services offered by the University's Counseling Center, which can be reached at (513) 556-0648 or in person at 316 Dyer Hall.

## Survivor's Rights Guarantee

The University and all departments, specifically the Office of University Judicial Affairs, the Women's Center, and Ombuds are dedicated to assuring all survivors receive prompt and comprehensive action for incidents of sexual assault, stalking, and harassment. These offices promise the following in meeting this goal:

- ❖ Survivors will be treated with courtesy, sensitivity, dignity, understanding and professionalism.
- ❖ Survivors will not be judged, subjected to biased attitudes or blamed for the incident.
- ❖ Survivors have the right to be informed, respected and supported throughout their healing process.
- ❖ Survivors have the right to ask for a male or female UCPD Officer to assist them following the incident if they feel more comfortable with one or the other. UCPD will do its best to accommodate the survivor's request.
- ❖ Survivors will receive assistance from UCPD in receiving medical treatment if they choose.
- ❖ Survivors' information will be kept confidential to all possible extent (see below).
- ❖ Survivors will be given information about university disciplinary procedures and advised of their right not to report. Survivors are also encouraged to bring and/or identify any witnesses to the incident when meeting with OUJA.
- ❖ Survivors will be granted conditional amnesty for all drug and alcohol related violations of the Student Code of Conduct at the time of the incident. Survivors will have the opportunity to have others present during the university disciplinary hearing, including Peer Advocates and witnesses.
- ❖ Survivors will have all allegations investigated in a thorough and timely manner.
- ❖ During disciplinary hearings, the prior irrelevant conduct, including the sexual history, of the survivor will not be discussed.
- ❖ Survivors may make additional statements as events are recalled more clearly.
- ❖ Survivors shall be informed of the outcome of any disciplinary proceeding and any appeals related to the disciplinary outcome for the responsible perpetrator.
- ❖ Survivors shall be informed of their options to notify law enforcement.
- ❖ Survivors shall be notified of counseling services, advising, and other resources on and off campus regardless of whether they file a formal complaint.
- ❖ Survivors shall be notified of options for changing academic and living situations where available.
- ❖ Survivors shall have all questions fully answered where possible.

## Confidentiality

While the University strives to protect the confidentiality of information provided and the privacy of survivors, there may be some instances in which the University cannot guarantee full confidentiality. For reporting and safety purposes, the University may be required to disclose information about the survivor and the incident. Information provided by survivors may be reported to two different types of individuals with different reporting responsibilities. Campus resources for survivors can be divided into privileged and limited confidential reporting sources.

**Privileged Reporting:** Privileged reporting consists of those communications that cannot be disclosed legally, except in very serious, limited circumstances. When reporting to a privileged source, the information shared by the survivor will not be shared even with other members of the University Community without permission. Examples of privileged reporting sources include, University Health Services, UC Counseling Center, local hospitals, and University Ombuds.

**Limited Confidential Reporting:** Many of the campus resources available to survivors fall under this category, and while not confidential, privacy of survivors is protected. Limited confidential reporting means that the information shared by the survivor will not be shared except on a need-to-know basis and only with other appropriate members of the university community. These University officials may also share information about the incident in compliance with federal reporting laws, but personal information will be limited as much as possible. Limited confidential reporting sources must balance the privacy and wishes of survivors with the need to protect the university community as a whole. Any necessary disclosures will be limited to necessary university resources only. The following are examples of limited confidential reporting sources, Resident Education, and Development staff members, including Resident Advisors, Student Affairs, UC Police, University Faculty or Staff, Office of University Judicial Affairs, and the Women's Center.

\*Anonymous reports may be made with the Women's Center without revealing personal information; however, survivors should realize that these anonymous reports likely limit the ability of the university to investigate the allegation. More information on making anonymous reports can be found on page 10 of this guide.

### Reporting Suspected Felonies

Under most circumstances, Ohio's laws require that individuals who learn that a felony (including most acts of sexual violence) has been committed report that crime to the Police. Thus, if you learn that a felony has been committed against a university employee or student, you should report the suspected felony to the university's Office of Public Safety or, if are uncertain as to your responsibilities to report a suspected crime, you may contact the university's Office of General Counsel.

# Sexual Assault and Other Violations Defined

## Consent:

Whether or not consent existed at the time of the incident is important for determining if a violation has occurred. Consent amounts to the freely given, willing, and knowing approval of each participant in sexual activities. Both parties must also clearly and positively communicate their intent to engage in sexual activities. The party initiating sexual activity has the responsibility to ensure that he or she receives consent from the other party. Consent for sexual conduct or activities **can never occur** when one of the parties is under the influence of drugs and/or alcohol voluntarily or involuntarily. A person who engages in sexual conduct due to force, threat of force, or coercion has not consented. Survivors should also remember that physical resistance is not necessary to prove lack of consent.

Additional information about drugs and alcohol as they relate to sexual assault can be found at [http://www.uc.edu/ucwc/sexual\\_violence/faq.html](http://www.uc.edu/ucwc/sexual_violence/faq.html). This link lists potential symptoms of various date rape drugs as well.

## Student Code of Conduct:

**Physical Harm:** The University Student Code of Conduct<sup>1</sup> (SCOC) governs student conduct by identifying and discouraging all behavior that conflicts with the University's mission and building a just community for all students. The Office of University Judicial Affairs may proceed with disciplinary action for violations of the SCOC regardless of any action by other authorities, including local police. All undergraduate and graduate students are subject to the policies in the SCOC. Medical and Law school students are subject to their respective Honor Codes.

Sexual assault violations fall within a general policy prohibiting physical abuse and harm.<sup>2</sup> This provision indicates that all acts which cause or could cause physical harm to any person or oneself are prohibited under the code. Examples of violations would include sex offenses, assault, battery, sexual assault, sexual harassment, same-sex intimate partner violence, domestic violence, rape, and attempted rape.

**Stalking and Harassment:** Stalking and harassment, including telephone harassment, are extremely serious violations under the SCOC and are also found under the general policy prohibiting physical abuse and harm. Additionally, harassment is detailed in a separate section under SCOC (C)(2)(I). The University's policy against sexual harassment and path to resolution is detailed in Administrative Memo #60, which can be found at <http://www.uc.edu/content/dam/common/docs/ucrighttoknow.pdf>. Sexual harassment includes

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<sup>1</sup> The authority for the Student Code of Conduct (SCOC) is contained in rule 3361:40-5-04 of the Administrative Code and Section 3345.21 of the Revised Code. The complete SCOC is found at [http://www.uc.edu/conduct/Code\\_of\\_Conduct.html](http://www.uc.edu/conduct/Code_of_Conduct.html).

<sup>2</sup> See SCOC (C)(2)(q).

unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, particularly where the conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or otherwise offensive working or study environment. Sexual harassment complaints may be made against faculty, staff, and students. Survivors may make a complaint against faculty members with the college sexual harassment designee. The names of these designees are found in any college office or department. Complaints against staff members should be directed to the Office of Equal Opportunity in 340 University Hall or at (513) 556-5508. Survivors who are unsure if they want to make a report or are uncertain to which office they should report should contact University Ombuds or the Women's Center.

While stalking and harassment may not immediately be recognized as harmful behaviors because there is often little physical harm in the initial phases, the pattern of conduct in these incidents can cause immediate mental anguish and lead to physical harm. Physical harm is not required for incidents of stalking and harassment to have occurred. Survivors whose emotional and mental health are affected by stalking and harassment are encouraged to report incidents. These incidents will be considered serious problems and will be treated accordingly.

As such, steps will be taken to protect the student survivor from future incidents, offer support and guidance, and discipline the perpetrator. The Women's Center and University Ombuds provide specific support for survivors facing stalking and harassment, including tips for staying safe and recording the offenses. In particular, the Women's Center suggests a number of safety measures that a survivor should consider if he/she is being stalked. These tips can be found at [http://www.uc.edu/ucwc/sexual\\_violence/faq.html](http://www.uc.edu/ucwc/sexual_violence/faq.html). These offices can also advise survivors of their judicial options depending on the type of perpetrator, i.e. student, faculty, staff, or outside party. Many of the reporting options for sexual assault described in the following pages apply to incidents of stalking and harassment as well. Please contact Amy Howton at (513) 556-0173 or the University Ombuds at (513) 556-5956 for more information about reporting options and resources.

## Procedures for Reporting

### Options:

While the University hopes survivors will report incidents so that they may receive the broadest range of support resources, the survivor is first and foremost encouraged to seek medical assistance following acts of physical harm and/or injury. A survivor can receive assistance in obtaining this medical treatment by contacting the 24-Hour Reclaim Peer Advocate Helpline at 513-218-9531 or UCPD at 513-556-1111.

Survivors of sexual assault, stalking, and harassment have three main reporting options but each survivor must determine the appropriate action for their own situation. The University encourages survivors to report the incident through one or more of the following methods. Survivors who choose not to report through any of the following methods are still eligible for full access to university support services. Survivors may request assistance in notifying authorities and filing a report from the OUJA, the Women's Center, and University Ombuds. The following are the reporting options available to survivors:

- ❖ File a criminal report with the Department of Public Safety and/or local police department. It is very important to note that **making a report does not mean the survivor has decided to press charges and prosecute.**
- ❖ File a Student Code of Conduct complaint to pursue disciplinary actions with the Office of University Judicial Affairs.
- ❖ File an anonymous report to alert the University to the threat of violence and contribute to accurate reporting. Anonymous reports may be filed with the Women's Center.

**\*When considering which option best fits a survivor's needs, it is important to know what it means to report and which offices can best maintain confidentiality.** These options can be discussed with the staff at the Women's Center or University Ombuds.

**For students, explaining staff/faculty responsibility** (I borrowed from OSU's language on this— not sure where you think this might fit or if it would be redundant but I think it's really helpful in terms of what a survivor can expect from staff/faculty):

- ❖ At the university, when a 'university official' is told about an instance of sexual assault or harassment, it is important that both the university employee and the student understands what will happen. University officials can be found in a wide range of roles in different offices/departments, including Resident Education and Development, Greek Life, faculty, advisors to student organizations, Student Life offices. Staff or faculty will need to report their knowledge of what has happened (when they are given specific information) to police and/or to the Office of University Judicial Affairs. Exceptions do exist. For example, entities that offer

confidentiality include the Women's Center Sexual Assault Response Coordinator and advocacy program, University Ombuds, and University Health Services.

### **Department of Public Safety:**

If the incident is on campus and survivor is near a help-phone at the time of the incident, an officer will be sent to the survivor immediately by pushing the help button. The survivor may file a report at this time. Survivors may also choose file a report at a later date by calling (513) 556-1111 or going to the Department of Public Safety in Edwards Center Lobby #3. Off campus incidents can be filed with the Cincinnati Police Department by calling (513) 765-1212 or with the appropriate local police department. Even if the incident occurs off-campus, the survivor may report the incident to the UC Police if they are more comfortable. UC Police will work and coordinate with the Cincinnati Police or other local police.

Filing a report with the UC Police or with the Cincinnati Police does not automatically indicate that the survivor wants to press charges or prosecute. Filing a report simply means the incident is documented.

**\*Filing a report with the UC Police, Cincinnati Police, or other local police is a necessary first step to triggering the judicial process with OUJA for off campus incidents.** Filing a report with a Residence Advisor or Resident Education and Development, the OUJA, and the Women's Center for incidents that occurred on campus or in a university owned or leased property will trigger the judicial process. Survivors of on campus incidents are still encouraged to file a report with UCPD.

### **Office of University Judicial Affairs:**

Survivors may file a complaint with the Office of University Judicial Affairs. The primary contact person for survivors of sexual assault in the office is Daniel Cummins, Assistant Dean of Students and Director OUJA. The incident form is available on the department website at [http://www.uc.edu/conduct/Incident\\_Reporting.html](http://www.uc.edu/conduct/Incident_Reporting.html). The completed form must be returned to Daniel Cummins in Suite 745 of the Steger Student Life Center. All information completed on the form will be kept confidential and only be used to determine the extent to which a violation has occurred. Reports may also officially be filed in person by setting up a meeting with Daniel Cummins at (513) 556-6814 or by coming to 745 Steger Student Life Center. Survivors can ask an advocate or other support person to accompany them to the meeting.

Sexual assault perpetrated against Medical and Law school students should be reported to designated personnel at those colleges. Law students should contact Associate Dean, Nancy Oliver at (513) 556-0065 or in person in room 200C in the law school. Medical students should

contact Sr. Associate Dean, Laura Wexler at (513) 558-5575 or in person at MSB E251. Reports may also be filed with Assistant Dean, Denise Gibson at (513) 558-0203 or in person at MSB E154.

If the survivor decides to proceed with reporting to the OUJA, the survivor will be asked to write a detailed account of the incident. If a survivor chooses not to go forward with the judicial process, this written statement will not be shared. When a survivor proceeds with a judicial action, this written report will be shared with the alleged perpetrator in determining responsibility during the process. However, the OUJA will ensure privacy for the survivor throughout this reporting process by not sharing information with any individual or university office outside of the perpetrator and OUJA officials and staff. Written statements will not be published and the hearing process will be closed to the public. Further, the OUJA will take all necessary steps to prevent retaliation by perpetrators. Any such retaliation will not be tolerated and will constitute an additional violation of the SCOC subject to further judicial action.

Some cases, the university might need to investigate a case, even if the survivor chooses not to move forward. The university weighs the following factors in making the decision to move forward with adjudication, even without participation of the survivor: the seriousness of the alleged assault/harassment and whether there have been other complaints about the same individual.

### **Anonymous Reports:**

Survivors who choose to anonymously report an incident of sexual violence, or who want to report anonymously initially while considering other options, may do so through the Women's Center. Survivors can contact a Peer Advocate for additional information or support and guidance through the Women's Center Reclaim 24-Hour Sexual Violence Helpline at (513) 218-9531. An anonymous complaint form may also be downloaded from their website at [http://www.uc.edu/ucwc/sexual\\_violence.html](http://www.uc.edu/ucwc/sexual_violence.html). This report should be completed with as much detail as possible and returned to the Sexual Assault Response Coordinator, Amy Howton located in Suite 571 of the Steger Student Life Center or via email to [amy.howton@uc.edu](mailto:amy.howton@uc.edu).

University Ombuds also offers confidential assistance for survivors, however, formally filing an anonymous complaint requires completing the form above and returning it to the Sexual Assault Response Coordinator.

### **Survivors Who Want to Make a Police Report:**

If a survivor of sexual assault chooses to report, or thinks he/she may want to report in the future, he/she should strongly consider going to a local hospital for a forensic exam and evidence collection as soon as possible following the incident. University Hospital retains a 24 hour Sexual Assault Nurse Examiner. Please call (513) 584-8108 for more information.

Survivors should keep in mind that physical evidence can be obtained as soon as possible and up to 72 hours after an assault. As time passes, the quality of the evidence diminishes. The survivor should refrain from bathing, going to the bathroom, douching, eating, drinking, smoking, or brushing teeth to facilitate evidence collection. Clothes worn during the assault should be placed in a paper bag. If the survivor has already done these things, or it has been over 72 hours, the survivor may still have a forensic examination, but evidence collection may be less successful. The forensic exam is free in Ohio and is paid for by the Ohio Attorney General. The hospital will keep the results of the exam and evidence on file for thirty days so that the survivor can reach a decision about reporting the crime.

Reclaim Peer Advocates who operate the Reclaim Helpline can provide additional information and support to students who wish to obtain a physical exam, file a report, or consider their options. Peer Advocates are available 24 hours a day at (513) 218-9531 or by email at [ucpeeradvocate@gmail.com](mailto:ucpeeradvocate@gmail.com).

## Judicial Action

### Sexual Assault Amnesty Policy

#### Amnesty for Survivors:

The Office of University Judicial Affairs recognizes the importance of reporting sexual assault. As such, the Student Code of Conduct now includes an Amnesty Policy meant to facilitate reporting of code violations and criminal conduct even if at the time the survivor was also violated the Student Code of Conduct policy on alcohol and/or drug use. <sup>3</sup> In particular, this provision covers sexual assault that occurs while the survivor is engaging in alcohol, including underage drinking, and/or drug violations of the policy at the time of the incident. Reporting incidents of sexual assault are often in the best interest of survivors and the University community as a whole. The Office of University Judicial Affairs encourages survivors to report incidents of sexual abuse and through this policy seeks to reduce the number of survivors deterred from seeking assistance and resources.

The Office of University Judicial Affairs retains the right to require survivors to complete educational programs, such as the Alcohol Skills Education Program<sup>4</sup>, in lieu of sanctions at the discretion of the Department of Student Life.

## Title IX

The University of Cincinnati is subject to Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities operated by recipients of Federal financial assistance. Sexual harassment (which includes sexual violence) is a form of sex discrimination prohibited by Title IX. Under Title IX the Office of University of Judicial Affairs may be obligated to investigate any allegation and potential report it to the universities Title IX Coordinator with or without your consent.

In compliance with Title IX, the university has designated a Title IX coordinator, who is charged with carrying out the university's Title IX responsibilities, including overseeing all Title IX complaints. The university's Title IX coordinator is:

George Wharton, PhD  
Office of Equal Opportunity  
University Hall, Suite 340  
51 Goodman Drive  
Cincinnati, OH 45221  
(513) 556-5508

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<sup>3</sup> Precise language of the Amnesty Policy found in the Student Code of Conduct at (A)(4)(J).

<sup>4</sup> Alcohol Skills Education Program, more information found at <http://www.uc.edu/conduct/Resources.html>.

## Judicial Process for Non-Academic Misconduct Complaints

- ❖ After an initial complaint is filed pursuant to the instructions above, the Director of the OUJA, Daniel Cummins, will review the complaint and initiate the disciplinary process.
- ❖ The student alleged to have committed violations in the complaint will be given written notice of the complaint and the alleged violations, as well as notice for the date, time, and location of the procedural review. The accused student will also be informed of the name of the review administrator on the case.
- ❖ At the procedural review, the accused student is permitted to review the allegations, receive an explanation of the disciplinary procedures, and discuss the student's options and the recommended sanctions. With 24 hour notice, the accused student may bring an attorney to the procedural review. The survivor is not required to participate in this process; however, the accused student will receive a copy of the survivor's written description of the incident.
- ❖ After the review administrator makes recommendations for sanctions, the accused student has three days to notify the administrator in writing whether:
  - The accused student accepts responsibility, after which sanction will be given and the matter closed.
  - The accused student accepts responsibility but not the sanction OR
  - The accused student denies responsibility.
- ❖ If the student denies responsibility, challenges the sanctions, or fails to notify the review administrator of their chosen option within three days, an Administrative Review Committee (ARC) is formed on the matter. A hearing chair of the ARC will be either the director of the OUJA or the director's designee. The committee shall consist of the hearing chair, two faculty or staff selected from the ARC pool, and four undergraduate student representatives selected from the ARC student pool for undergraduate cases or two graduate students selected from the ARC student graduate pool for graduate cases. The standard of proof shall be a preponderance of the evidence standard, meaning that alleged events are more likely than not to have occurred.
- ❖ The OUJA Director also retains the right to schedule an ARC without conducting a procedural review.<sup>5</sup>
- ❖ Survivors will be asked to participate in the ARC portion of the judicial process. Survivors should anticipate providing information about the incident during this phase of the process. However, **accommodations can be made** so that the survivor can present the information without having to physically face the alleged perpetrator.
- ❖ Each student, alleged perpetrator and survivor, has the right to bring witnesses and an advocate/advisor, which can be a peer advocate or an attorney, to the judicial proceedings. Witnesses will be able to participate in the process; however, advocates/advisors are not able to speak during the hearing.
- ❖ Survivors will promptly be notified of the decision made in the hearing.
- ❖ Accused students found responsible have the right to appeal the decision.
- ❖ Hearings are closed to the public to protect the privacy of the survivor.

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<sup>5</sup> Student Code of Conduct at (3)(a)(iii)(d).

## Judicial Action Continued

At the initial meeting with Daniel Cummins, Director of the Office of University Judicial Affairs, survivors should expect to receive the following information. This guide will also assist survivors in determining what information they should bring with them to the initial meeting.

- ❖ The survivor will first be asked to recount the event briefly so that all violations of the Student Code of Conduct can be identified.
- ❖ The survivor will be informed of the ways in which the OUJA will attempt to keep the entire process private so that the survivor is protected.
- ❖ The survivor will receive a detailed description of how the judicial process works and what they can expect at each level of the process. The survivor is encouraged to and should ask as many questions about this process as they need to feel comfortable.
- ❖ The range of sanctions for an accused student found responsible for a violation will be described so that the survivor knows what to expect. The survivor should ask questions about the sanctions process and express their expectations.
- ❖ The survivor will be shown the layout and design of the Administrative Review Committee hearing room and introduced to the personnel so that they are more familiar with the process and to decrease anxiety over the actual hearing.
- ❖ For survivors who would rather not physically face an accused student during the hearing process, arrangements can be made by the OUJA. These options will be discussed. Survivors may choose to take advantage of these options at a later date even if they do not indicate their preference at the initial meeting.
- ❖ The appeals process for the accused student will also be discussed at this initial meeting so that the survivor understands the full range of the judicial process.
- ❖ If the survivor decides at this initial meeting to file a report, or if they think over their decision and later decide to report, they will be asked to complete a written statement detailing the incident. The survivor should be prepared to include the date, location, name of the accused student, and any potential witnesses in this statement.
- ❖ The OUJA understands that writing the details of the incident is a painful process. As such, the survivor will be given a private space and as much time as necessary to complete the statement.
- ❖ Once this statement is finished, the judicial process can begin.

# Campus Resources

## Path to Survivor's Empowerment and Recovery

All campus departments are dedicated to providing the best resources for survivors so that they may feel empowered to regain a sense of safety and achieve long term recovery. The Office of University Judicial Affairs, the Women's Center, University Ombuds, and Residence, Education and Development each offer different resources for survivors designed to address survivor's needs comprehensively. Navigating these resources may seem overwhelming, but each of these offices pledges to inform survivors of available resources in their own office, as well as in their partner offices. The most pertinent resources for survivors of sexual assault in these offices are detailed below. Information for other university offices and departments are also listed in less detail. Please consult respective websites for any additional information.

If a student survivor is unsure if an incident violates the law or the Student Code of Conduct, these students are encouraged to seek assistance and advice from any of the following campus resources.

### Office of University Judicial Affairs:

#### Quick Facts:

**Location:** Suite 745 of the Steger Student Life Center

**Phone:** (513) 556-6814.

**Contact Person:** Director, Daniel Cummins

**Website:** <http://www.uc.edu/conduct.html>

### Resources for Survivors:

The Office of University Judicial Affairs is committed to providing a safe environment where survivors can come alone or with an advocate to report an incident of sexual assault or explore the options for reporting. If a survivor chooses to report, the OUJA will support the survivor throughout the process by ensuring that the survivor is aware of all aspects of judicial process, receives information about the outcome, and is informed of the specific sanctions for the responsible perpetrator. Sanctions for students found responsible for violating the SCOC include, but are not limited to, cease and desist order, restriction from dining and residence halls, suspension, and dismissal.

OUJA may also provide educational assistance to survivors struggling with drug or alcohol dependence following the incident or while the incident occurred. One option that may be suggested by the OUJA is the Alcohol Skills Education Program, which educates students about the health risks of drug and alcohol dependence and provides information about where survivors can turn for assistance. Survivors who participate in this program will not be sanctioned for admitting the use of drugs or alcohol during an incident of sexual assault.

The office also works with other campus offices to develop a path toward recovery for survivors of sexual assault unique to the needs of each individual survivor.

**Women's Center:**

**Quick Facts:**

**Location:** Suite 571 of the Steger Student Life Center

**Phone:** (513) 556-4401

**Contact Person:** Assistant Director and Sexual Assault Response Coordinator, Amy Howton

**Website:** <http://www.uc.edu/ucwc.html>; see in particular

[http://www.uc.edu/ucwc/sexual\\_violence.html](http://www.uc.edu/ucwc/sexual_violence.html)

**Resources for Survivors:**

The Women's Center offers many resources for survivors throughout the healing process. All of the services provided by the Women's Center are available to survivors of both genders and any sexual orientation. These services range from an initial point of contact after the incident with Peer Advocates operating the Reclaim hotline to support groups designed to assist in recovery. The Women's Center may also refer students to seek further assistance with the Counseling Center and UC Health Services. The Women's Center's main goal is to support survivors throughout the recovery process. As such, they are dedicated to helping survivors make informed decisions about their options, supporting them in whatever decisions they make moving forward, and advocating for them as they pursue any and all actions on their path to recovery.

The Sexual Assault Response Coordinator, Amy Howton, coordinates the sexual assault survivor support group, which offers survivors the opportunity to process their experience with peers who understand and have lived through similar experiences. Additional resource information, including off-campus support services, is available to students either by visiting the Women's Center in person, searching their website under the Sexual Violence tab, or through a Peer Advocate. Peer Advocates are trained to respond to the needs of survivors by offering information, support, and a peer point of contact for navigating the reporting process and options. Peer advocates may also accompany the survivor to report the incident with the Office of University Judicial Affairs or UC Police. Peer advocates are also able to address and offer solutions to meet the specific needs of survivors of same-sex intimate partner violence as well. Additional information about the role of the peer advocate and the services provided should be directed to the program's supervisor, Amy Howton at (513) 556-0173. Survivors may also contact Reclaim Peer Advocates directly 24 hours a day at (513) 218-9531 or by email at [ucpeeradvocate@gmail.com](mailto:ucpeeradvocate@gmail.com).

## **University Ombuds:**

### **Quick Facts:**

**Location:** 607 Swift Hall

**Phone:** (513) 556-5956

**Contact People:** Lillian Santa Maria and Jean Griffin

**Website:** <http://www.uc.edu/ombuds.html>

### **Resources for Survivors:**

The University Ombuds offers confidential assistance to survivors attempting to navigate “red tape” issues post-assault, including identifying professors and informing them about the potential for increased absences. Ombuds does not actively take a stand on whether survivors should report the incident. Rather, Ombuds focuses on how survivors can begin the healing process while juggling school and life concerns. There are four prongs to the approach Ombuds uses with survivors. First, the process is informal and does not involve University officials, the Student Code of Conduct, or confronting the accused. Second, the process is entirely confidential. Survivors do not have to report the incident through any of the mechanisms available on or off campus. This confidentiality prong means that Ombuds is a great resource for survivors uncertain of how to proceed and whether to report. Third, the staff at Ombuds are neutral and are more interested in achieving a fair process for students than a particular outcome. Finally, while Ombuds works closely with other offices on campus to develop a network of resources, the office is independent and can operate in the best interest of the survivor.

In the past, University Ombuds worked with survivors to notify professors about the incident and potential consequences of the incident, including missed classes and assignments, withdrawal from the class, or an incomplete. Faculty response is supportive and survivors are encouraged to meet with professors personally after the initial contact from Ombuds. Ombuds utilizes the students own language about the incident and only divulges the necessary amount of information to apprise faculty of the situation while respecting the privacy of survivors. Ombuds also assists with understanding the implications of dropping or withdrawing from classes on a survivor’s access to financial aid. Often after survivors learn of their options at Ombuds they choose to seek additional resources and recourse at the Office of University Judicial Affairs and the Women’s Center.

Although this document is primarily provided by the OUJA, and as such primarily addresses student violations, the University realizes that unfortunately faculty and staff may also be perpetrators. In this scenario, survivors should seek assistance with University Ombuds or the Office of Equal Opportunity. Please see additional information under “Sexual Harassment” above.<sup>6</sup>

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<sup>6</sup> The University Policy on Sexual Harassment is addressed in Administrative Memo #60 and is detailed in the UC Right to Know *available at* <http://www.uc.edu/content/dam/common/docs/ucrighttoknow.pdf>.

## **Residence, Education and Development:**

### **Quick Facts:**

**Location:** 203 Scioto Hall

**Phone:** (513) 556-6476

**Contact Person:** Dawn Wilson

**Website:** <http://www.uc.edu/resed.html>

### **Resources for Survivors:**

Residence, Education, and Development (RED) can assist survivors who request a change in their residence hall location or meal plan. RED plays a particularly important role in assisting survivors who have been assaulted by another student living in the same residence hall.

### **Other campus resources:**

**UC College of Law Domestic Violence and Civil Protection Order Clinic** (513) 362-2866  
Clinic Director, Kenyatta Mickles (513) 556-0180

**Website:** <http://law.uc.edu/institutes-centers/rgsj/dvcpoc/about>

The Clinic provides counseling regarding the legal options that survivors may pursue to prevent further abuse, as well as representation should the survivor choose to obtain a civil protection order or stalking restraining order.

**University Health Services** (513) 556-2564

3<sup>rd</sup> Floor Lindner Center; Walk-in appointments available

For urgent physician consultation after hours: (513) 584-7777

**Website:** <http://www.uc.edu/uhs.html> - appointments may be scheduled online.

\* Appointments are accepted for students with University Student Health Insurance. You may be seen if you have alternative insurance, but your insurance may not cover the cost of the visit.

**UC Counseling Center** (513) 556-0648

316 Dyer Hall

**Website:** <http://www.uc.edu/counseling/>

**UC Campus Police** (513) 556-1111

Edwards Center Lobby #3

**Website:** <http://www.uc.edu/publicsafety/police.html>

**NightWalk** (513) 558-WALK

**Website:** <http://www.ucnightwalk.org/what-is-nightwalk-mainmenu-41.html>

Following an incident of sexual assault, survivors may feel more comfortable contacting NightWalk for transportation to and from various locations on and off campus. The NightWalk shuttle service is available seven nights a week and operates Sunday – Wednesday 8pm – 12 am and Thursday – Saturday 8pm – 2am.

## Community Resources

In addition to the many great resources available to survivors on campus, there are several community based and national resources that survivors may find helpful. The following is a selection of such resources.

### **Women Helping Women:**<sup>7</sup>

Business Line (513) 977-5541  
Hotline (513) 381-5610  
Address: 215 E. 9<sup>th</sup> St.  
Cincinnati, OH 45202

### **YWCA of Cincinnati:**

Business line (513) 241-7090  
Hotline (513) 872-9259  
Address: 898 Walnut Street  
Cincinnati, OH 45202

### **University Hospital Sexual Assault Nurse Examiner**

\*Available 24-Hours a Day

(513) 584-8108

### **Centerpoint Health Crisis Hotline:**

(513) 281-CARE

### **Women's Crisis Center, Northern Kentucky**

<http://www.wccky.org>

1-800-928-3335

### **National Domestic Violence Hotline:**

<http://www.thehotline.org>

1-800-899-SAFE

### **Ohio Domestic Violence Network:**

<http://www.odvn.org>

1-800-934-9840

### **Talbert House Victim Service Center**

(513) 241-4484

### **National Stalking Resource Center**

<http://www.ncvc.org/SRC/>

202-467-8700

### **National Sexual Assault Hotline**

<http://www.rainn.org>

1-800-656-HOPE

### **BRAVO**

<http://www.bravo-ohio.org>

1-866-86-BRAVO

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<sup>7</sup> Use the business line for administrative issues; use the HOTLINE number to set up an appointment.

**Local Police:**

Cincinnati Police Department  
\*Non-Emergency Police Dispatch

(513) 765-1212

Kentucky State Police

1-800-222-5555

**Local Hospitals:**

Bethesda North

(513) 865-1111  
10500 Montgomery Rd.  
Cincinnati, OH 45242

Good Samaritan

(513) 862-1400  
375 Dixmyth Ave.  
Cincinnati, OH 45219

The Christ Hospital

(513) 585-2000  
2139 Auburn Ave.  
Cincinnati, OH 45220

University Hospital

(513) 584-1000  
234 Goodman Street  
Cincinnati, OH 45219

**\*Sexual Assault Nurse Examiner – 24 Hours**

**(513) 584-8018**

Deaconess

(513) 559-2236  
311 Straight St.  
Cincinnati, OH 45219

Jewish Hospital

(513) 686-3000  
4777 E. Galbraith Rd.  
Cincinnati, OH 45236

St. Elizabeth Hospital – Covington

(859) 655-4353  
1500 James Simpson Jr. Way  
Covington, KY 41011

**\*Domestic Options for Violent Emergencies (DOVE)**

Forensic Exams: 7am – 3pm Monday – Friday

**(859) 301-9266**

## Long-Term Resources

The University and campus offices recognize that there is no one path to survivor recovery. Further, recovering and regaining a sense of normalcy is a process that may take months or years and is unique to each individual survivor.

**Women’s Center:** The Women’s Center, in particular, is dedicated to ensuring that survivors are able to access long-term resources on campus to facilitate recovery. The Women’s Center offers ongoing support groups and may encourage survivors to seek additional assistance from UC Counseling. All of the services provided by the Women’s Center are available to survivors of both genders and any sexual orientation.

**Counseling Center:** The UC Counseling Center is an invaluable resource for survivors recovering from sexual assault, stalking, and harassment. The Counseling Center provides confidential assistance to survivors with one-on-one sessions. An initial appointment with the Counseling Center is free and available to all students even if they do not have university health insurance; however, survivors should bring an insurance card with them. This first appointment lasts approximately an hour and a half and involves an exchange of information about the survivor’s situation and concerns and how the Counseling Center operates. The Counseling Center offers walk-in urgent care hours in 316 Dyer Hall during the following times: Monday: 9am – 6pm; Tuesdays: 9am – 7pm; Wednesday – Friday: 8am – 5pm.

**Office of University Judicial Affairs:** Survivors may also feel free to consult OUJA with questions or concerns that arise during and after the judicial process.

## Tips for Faculty and Staff

Many survivors may feel more comfortable approaching a trusted faculty or staff member to discuss the incident and potential avenues of recourse. The OUJA and the Women's Center want faculty and staff to have all of the necessary resources at their disposal to recognize behavior in violation of the SCOC and/or the law, address survivor concerns and needs, and direct survivors to the appropriate on campus offices for additional assistance. Faculty and staff should treat all survivors who approach them with concerns with respect, compassion, and an unbiased attitude. If faculty or staff do not feel comfortable addressing the survivor's concerns, then they should direct the survivor to immediately seek assistance from the Women's Center.

The following are a list of general tips for faculty and staff who are approached by survivors. Faculty and staff should recognize that each survivor is unique and not all of these tips will be appropriate in each scenario.

Please keep in mind that faculty and staff are obligated to report a sexual assault that has been disclosed to them to the appropriate office. Inquiries about the appropriate office or whether the duty is triggered in a particular situation can be directed to Amy Howton, the Sexual Assault Response Coordinator in the Women's Center at (513) 556-0173, Daniel Cummins in the OUJA at (513) 556-6814, the college sexual harassment designee, or University Ombuds at (513) 556-5956. All reporting can be done anonymously so that no personal information about the survivor need be revealed.

Staff/faculty responsibility (**this might fit best under "Tips for Faculty and Staff"**, pg 17):

- ❖ Faculty and staff are legally obligated to report to police a rape that has been disclosed to him/her.
- ❖ In addition, faculty and staff are legally obligated to report all incidences of sexual assault *and sexual harassment* to university officials.
  - When the incident involves another UC student, report that to the Office of Judicial Affairs at 556-6812.
  - To report an incident that involves a staff member, contact the Office of Equal Opportunity at 556-5503.
  - To report an incident involving a faculty member, contact the college dean who can refer you to the appropriate person.
- ❖ For more information about responding to reports of sexual violence, faculty and staff are encouraged to consult with the Sexual Assault Response Coordinator; such consultation and support is confidential.
- ❖ Survivors should be treated with courtesy, sensitivity, dignity, understanding and professionalism.

- ❖ Survivors should be supported without judgment, subjection to biased attitudes, or blame for the incident.
- ❖ Faculty and staff should remind the survivor that the emotions he/she is experiencing are understandable without attempting to reassure them that everything is “okay.” Expressing that everything is “okay” may minimize the survivor’s feelings or have the effect of downplaying the situation.
- ❖ Faculty and staff should not include others in the discussion without the permission of and advance notification to the survivor.
- ❖ Faculty and staff should take notes if necessary, but these notes should be kept confidential unless the survivor consents to having them shared.
- ❖ Responding to and asking questions of a survivor is often a difficult task. Faculty and staff should let the survivor tell their story and share details of the incident without much interference. Once the survivor has completed the story, questions may be appropriate and necessary in order to direct the survivor to the best resources.
- ❖ Do not attempt to provide an explanation for the incident or fix the problem, just be supportive.
- ❖ Survivors may be exhibiting intense emotions which can be unsettling or intimidating. Faculty and staff do not always have to verbally respond to these emotions – sometimes saying nothing is more supportive. When in doubt, refer the survivor to on-campus resources, including the Counseling Center. There is no shame in telling the survivor that other people on-campus are better able to support their recovery process.
- ❖ Each survivor must follow their own path to recovery and not all resources are appropriate for all survivors. While faculty and staff should share information about resources with survivors and offer to accompany survivors to these resources, they should not take over the process by insisting that survivors follow one course of action.
- ❖ This resource guide provides a list of on-campus and off-campus resources. Faculty and staff should familiarize themselves with these resources and refer survivors to these resources as necessary and appropriate.
- ❖ Please contact Amy Howton in the Women’s Center at (513) 556-0173 or Daniel Cummins in OUJA at (513) 556-6814 for more information on addressing the concerns of the survivor,

identifying appropriate resources, and ensuring that survivors receive the necessary assistance.

- ❖ Faculty and staff should contact the college sexual harassment designee, University Ombuds, or the Office of Equal Opportunity for further assistance in sexual harassment incidents, particularly if the incident involved a faculty or staff member and a student. This designee can also assist with fulfilling any reporting obligation. Faculty and staff should inform the survivor of the intention to contact the designee before doing so.
- ❖ **The most important role for faculty and staff is to support the survivor, act as a contact person, and refer to the appropriate on and off campus resources.**

**December 28, 2011**