

RIGHTS AND OPTIONS FOR
VICTIMS OF DATING VIOLENCE,
DOMESTIC VIOLENCE, SEXUAL
ASSAULT OR STALKING




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Rights and Options for Victims of Dating Violence, Domestic Violence, Sexual Assault, or Stalking

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About this Informational Pamphlet:

Federal law* requires all institutions of higher education participating in federal financial aid programs to provide students and employees who report to the institution that they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, a written explanation of rights and options. This informational pamphlet serves as George Mason University's written explanation of rights and options for victims of dating violence, domestic violence, sexual assault, or stalking.

*34 CFR Part 668 – Final Regulations – Amends Student Assistance General Provisions regulations issued under the Higher Education Act of 1965, as amended (HEA), to implement the changes made to the Clery Act by the Violence Against Women Reauthorization Act of 2013 (VAWA) (<https://www.federalregister.gov/documents/2014/10/20/2014-24284/violence-against-women-act>)

1. How and to whom dating violence, domestic violence, sexual assault, or stalking should be reported

You can speak with anyone any time. Reporting is always an option. Choosing one route does not exclude other options. You should pursue whatever routes will be most helpful to recovery.

Reporting to Law Enforcement:

Students and Employees are encouraged to report dating violence, domestic violence, sexual assault, or stalking to local law enforcement (“Police”) as soon as possible. Police have unique legal authority to seek and execute search warrants, to collect forensic evidence that may have been left at the scene or at other relevant locations and to make an arrest when supported by probable cause to believe a crime has been committed. Police are also able to assist Students and Employees in seeking Emergency Protective Orders.

Police can be reached by calling 9-1-1 (or one of the other numbers listed below). Incidents that occur on-campus fall within the jurisdiction of Mason Police; incidents that occur off-campus fall within those Police jurisdictions, respectively. Students and Employees will be directed to the appropriate Police Department when they call 9-1-1.

- 911 (for emergencies in Virginia)
- 119 (for emergencies at Mason Korea)
- Mason Police (703-993-2810) (for non-emergencies)
 - Anonymous “Crime Solvers Tips” can be submitted online at <http://police.gmu.edu/contact-us/crime-solvers-tips/> or by calling 703-993-4111
- Fairfax County Police (703-691-2131) (for non-emergencies)
- Fairfax City Police (703-385-7924) (for non-emergencies)
- Manassas Police (703-257-8000) (for non-emergencies)
- Arlington County Police (703-558-2222) (for non-emergencies)

Note: Filing a Police report does not obligate a Student or employee to participate in any subsequent criminal proceedings. Although a Police report may be made at any time, Students and Employees should be aware that a one-year statute of limitations may apply to certain misdemeanors in Virginia.

Option Not to Report to Police

Not all victims want to report crimes to a law enforcement agency. This is an individual decision. Without an official report, however, the law enforcement agency will not know that a sexual assault has occurred. Law enforcement agencies can only help the community when they are aware of crimes being committed. If the assailant was a stranger, the prospect of identifying the suspect greatly decreases over time, and crucial physical evidence will be lost as well. Even if you choose not to report, it is important for your own well-being that you receive medical attention immediately after the assault.

Reporting to the University:

Mason strongly encourages Students and Employees who have experienced, have knowledge of, or have witnessed dating violence, domestic violence, sexual assault, or stalking (“Prohibited Conduct” defined in University Policy #1202) to make a report to the University. Under Title IX, once an institution has notice of an act of Prohibited Conduct, it is required to (1) take immediate and appropriate steps to investigate or otherwise determine what occurred; and (2) take prompt and effective action to end any misconduct that occurred; remedy its effects; and prevent its recurrence.

Making a report to the University does not require participation in any subsequent University proceedings, nor is a report required in order for a Student or Employee to receive support or remedial measures.

Students and Employees are encouraged to report Prohibited Conduct by contacting the University Title IX Coordinator, Dr. Jennifer R. Hammat at jhammat@gmu.edu or by calling 703.993.8730.

Title IX Coordinator — Title IX protects any person from sex-based discrimination, including sexual assault. Call 703-993-8730, email cde@gmu.edu, or complete the intake form online at <https://diversity.gmu.edu/intake-form>.

2. Existing services available within the institution and in the community

Victim Advocacy

ON-CAMPUS CONFIDENTIAL

Student Support and Advocacy Center (SSAC)—Provides students impacted by sexual assault, interpersonal violence, dating violence, domestic violence, and stalking with a confidential space to discuss their reporting options and get support. SSAC Office Phone: 703-993-3686. Website: ssac.gmu.edu. SSAC 24-Hour Sexual and Intimate Partner Violence Crisis Line: 703-380-1434

OFF-CAMPUS CONFIDENTIAL RESOURCES AND SERVICES

Fairfax County Office for Women and Domestic and Sexual Violence Services—Provides counseling services for survivors of domestic and sexual violence, shelter and support services for people leaving violent situations, and more. 24-hour hotline/helpline: 703-360-7273

Virginia Family Violence & Sexual Assault Hotline—Provides safety and support to those who have been hurt in the past or are hurting now. Also offers advice to friends, family members, and professionals, and provides information and resources about sexual assault, stalking, controlling behavior, and intimate partner violence. Free. Confidential. 24 hours a day. Phone: 1-800-838-8238 Text: 1-804-793-9999. Chat (confidential instant messaging) Mon–Fri., 8 a.m. to 8 p.m.

LGBTQ Partner Abuse and Sexual Assault Helpline—Provides a free and confidential telephone service for lesbian, gay, bisexual, transgender, queer, or questioning callers looking for information or help regarding intimate partner abuse, sexual assault, and stalking. Phone: 1-866-356-6998 (Monday-Friday, 8 a.m. to 8 p.m.)

Rape, Abuse, and Incest National Network (RAINN)—Operates the National Sexual Assault Hotline that provides victims of sexual violence with free, confidential services 24 hours a day. 24-hour hotline/helpline: 1-800-656-HOPE (4673) Website: www.rainn.org

National Domestic Violence Hotline—Operating around the clock, seven days a week, confidential and free of cost, the National Domestic Violence Hotline provides lifesaving tools and immediate support to enable victims to find safety and live lives free of abuse. Callers to the Hotline at 1-800-799-SAFE (7233) can expect highly trained experienced advocates to offer compassionate support, crisis intervention information, and referral services in more than 170 languages

Domestic Violence Action Center - A comprehensive co-located service center, providing information and support to victims of domestic violence, stalking, and sexual violence. **Phone:** 703-246-4573, TTY 711

Mental Health Counseling

ON-CAMPUS CONFIDENTIAL

Student Counseling and Psychological Services (CAPS)—Provides confidential counseling services to students in crisis and non-emergency situations. Crisis intervention assistance is provided to members of the university community who are experiencing crises that affect their ability to function in the community. Website: caps.gmu.edu

- Consultation or emergency assistance during office hours: 703-993-2380
- Assistance during non-office hours, call University Police: 703-993-2810
- For life-threatening emergencies: 9-1-1

Center for Psychological Services – offers a range of evidence-based treatment services and has a sliding scale fee so that all people have the opportunity for assessment and treatment regardless of their income. We offer a variety of assessment options, primarily psychoeducational testing and mental health evaluations (many of which are court-ordered) as well as therapy for children, adolescents, and adults. We provide individual therapy, family therapy, group therapy, and couples counseling. Website: psyclinic.gmu.edu

- Phone: 703-993-1370
- Intake Office via email: psycclin@gmu.edu
- Center service hours: Monday-Thursday 9am-8:30pm and Friday/Saturday 9am-4pm

Student Health Services—Provides confidential health care to enrolled students in emergency and non-emergency circumstances on the Fairfax, Arlington, and Science and Technology Campuses. If there is a medical emergency and Student Health Services is closed, please contact the free after-hours nurse (703-993-2831), a hospital emergency room, an urgent care facility, or call 9-1-1. NOTE: Student Health Services does not provide sexual assault evidence collection.

- Fairfax Campus: SUB I, Suite 2300, 703-993-2831, fax: 703-993-4365
- Arlington Campus: Founders Hall, B102, 703-993-4863, fax: 703-993-9425
- Science and Technology Campus: Occoquan Building, Room 229, 703-993-8374, fax: 703-993-1948
- Website: shs.gmu.edu

LOCAL AREA HOSPITALS

Medical Exam Following Sexual Assault:

If you go to a hospital as a result of a sexual assault, you are entitled to a free evidence collection examination performed by a sexual assault nurse examiner. For assistance in this process, contact the Student Support and Advocacy Center at the 24-hour Sexual and Intimate Partner Violence Crisis Line: 703-380-1434.

- Inova Fairfax Hospital, 3300 Gallows Road, Falls Church, VA 22042 (703-698-1110)
- Inova Fair Oaks Hospital, 3600 Joseph Siewick Drive, Fairfax, VA 22033 (703-391-3600)
- Inova Alexandria Hospital, 4320 Seminary Road, Alexandria, VA 22304 (703-504-3000)
- Loudoun Hospital Center, 44045 Riverside Parkway, Leesburg, VA 20176 (703-858-6000)
- Mount Vernon Hospital, 2501 Parker’s Lane, Alexandria, VA 22306 (703-664-7000)
- Northern Virginia Community Hospital, 601 S. Carlin Springs Road, Arlington, VA 22204 (703-671-1200)
- Sentara Northern Virginia Medical Center, 2300 Opitz Boulevard, Woodbridge, VA 22191 (703-670-1313)
- Prince William Hospital, 8700 Sudley Road, Manassas, VA 20110 (703-369-8000)
- Reston Hospital Center, 1850 Town Center Parkway, Reston, VA 20190 (703-689-9000)
- Virginia Hospital Center, 1701 N. George Mason Drive, Arlington, VA 22205 (703-558-5000)

Legal Assistance

WomensLaw.org: <http://www.womenslaw.org/> (a project of the National Network to End Domestic Violence, providing legal information and support to victims of domestic violence and sexual assault)

Virginia Lawyer Referral Service (Virginia State Bar) Phone:(800) 552-7977

Virginia Legal Aid Society Phone: (866) 534-5243

Legal Services of Northern Virginia Phone: (703) 778-6800
Email: help@lsnv.org (866) 534-5243

Arlington County Bar Association Lawyer Referral Phone: (703) 228-3390

Fairfax Bar Association Lawyer Referral and Information Service Phone: (703) 246-3780

Student Financial Aid

Mason’s Office of Student Financial Aid: Undergraduate Email: finaid@gmu.edu
Graduate/Law Email: glfinaid@gmu.edu Phone: (703) 993-2353 Fax: (703) 993-2350

Find your Financial Aid Counselor online at <https://www2.gmu.edu/admissions-aid/contact-us>

Mailing Address:

Office of Student Financial Aid
George Mason University
4400 University Drive
MS 3B5
Fairfax, VA 22030-4444

Financial Student Aid Student Loan Ombudsman Group Contact Information

Web: <http://studentaid.gov/repay-loans/disputes/prepare>

Phone: 877-557-2575

Fax: 606-396-4821

Mail: FSA Ombudsman Group

P.O. Box 1843

Monticello, KY 42633

Federal Student Aid Complaint Website: <https://feedback.studentaid.ed.gov/>

Visa and Immigration Assistance

The Office of International Programs and Services (OIPS): OIPS has a helpful checklist for international students who have just arrived in the U.S. OIPS also has brochures and other information that you may find useful. If you have not done so yet, we encourage you to stop at their office (phone: 703 993-2970, location: SUB I Room 310).

Useful numbers and Links:

- GMU OIPS (703) 993-2970 (SSN and ITIN)
- GMU International Tax Coordinator (703) 993-2952 (ITIN)
- Social Security Administration (<http://www.ssa.gov/>)

3. The importance of preserving evidence

PRESERVING PHYSICAL EVIDENCE

If an incident of sexual assault, domestic violence, dating violence, or stalking occurs, it is important to preserve evidence to aid in the possibility of a successful criminal prosecution. The victim of a sexual assault should try not to wash, douche, use the toilet, or change clothing prior to a medical exam. Any clothing removed should be placed in a paper bag. Evidence of violence, such as bruising or other visible injuries following an incident of domestic or dating violence should be documented including through the preservation of photographic evidence. Evidence of stalking including any communication, such as written notes, voicemail, or other electronic communications should be saved and not altered in any way. For more information about how to preserve evidence, contact Student Support and Advocacy Center at Mason's 24-hour Sexual and Intimate Partner Violence Crisis Line: 703-380-1434.

4. Court-ordered protective orders and university-issued no-contact orders

NO-CONTACT ORDERS ISSUED BY MASON

No-contact orders are designed so that students involved in a campus conduct process do not have any communication with each other to help minimize further altercations between those involved. Students who have no-contact orders are not to contact each other using ANY means. This includes, but is not limited to: comments, words, or gestures in person, through postal mail, email, social networking sites, or through others (friends, acquaintances, family members, etc.) acting on the student's behalf. An order of no contact will remain in place until both parties agree, in writing, to cancel the order, pending final approval by the Office of Student Conduct or the Title IX Coordinator.

For assistance, contact the **Title IX Coordinator** by phone at 703-993-8730, email cde@gmu.edu, complete the intake form online at <https://diversity.gmu.edu/intake-form>, or come to 373 Aquia Building (Fairfax Campus).

PROTECTIVE ORDERS ISSUED BY A COMMONWEALTH OF VIRGINIA CRIMINAL COURT

Protective orders (i.e., no-contact orders) are free, legal documents issued by a judge or magistrate to protect the health and safety of a person who is alleged to be a victim of any act involving violence, force, or threat that results in bodily injury or places that person in fear of death, sexual assault, or bodily injury. Contact Mason Police at 703-993-2810; the Student Support and Advocacy Center (SSAC) at 703-993-3686; or the 24-Hour Sexual and Intimate Partner Violence Crisis Line at 703-380-1434 for assistance in filing a protective order.

5. How the institution will protect the confidentiality of victims and other necessary parties

CONFIDENTIALITY AND RETALIATION

The University takes any allegation of discrimination, harassment, and/or retaliation seriously and is committed to protecting the integrity of the investigation process including confidentiality and the due process rights of all individuals. Note that all those involved (the respondent, the complainant, and the witnesses) have privacy interests. Therefore, outside the scope of the investigation, all parties are cautioned not to publicize or divulge the nature of the proceedings, or the identity of those involved. Additionally, university policy strictly prohibits any form of retaliation, and if this provision is not adhered to, an additional investigation may ensue separate and distinct from the original investigation.

The university will maintain the privacy of any remedial and protective measures provided under this policy to the extent practicable and will promptly address any violation of the protective measures.

Employee Responsibility to Report Disclosures or Information about Prohibited Conduct:

A **“Confidential Employee”** is (1) any Employee who is a licensed medical, clinical or mental-health professional (e.g., physicians, nurses, physicians’ assistants, psychologists, psychiatrists, professional counselors and social workers, and those performing services under their supervision), when acting in that professional role in the provision of services to a patient who is a Student (“health care providers”); and (2) any Employee providing administrative, operational and/or related support for such health care providers in their performance of such services. A Confidential Employee will not disclose information about Prohibited Conduct to the University’s Title IX Coordinator without the Student’s permission.

A **“Responsible Employee”** is any University Employee who is not a Confidential Employee. A Responsible Employee is required to report to the University’s Title IX Coordinator all relevant details (obtained directly or indirectly) about an incident of Prohibited Conduct that involves any Student as a Complainant, Respondent, and/or witness, including dates, times, locations, and names of parties and witnesses. Responsible Employees include Resident Assistants, Graduate Teaching Assistants, and all other student-employees, when disclosures are made to any of them in their capacities as employees.

“Campus Security Authorities” (CSAs): All University faculty, staff, and contractors who are not Pastoral Counselors or Professional Counselors, and all students with significant responsibility for student and campus activities are designated as Campus Security Authorities (CSAs), and shall, as soon as possible, notify Mason Police of all reports of sexual assault, dating violence, domestic violence, and stalking they witness, learn of, or hear about in accordance with federal law (the Clery Act). In an effort to preserve confidentiality, at the request of the victim(s) or survivor(s), identifying information such as names, initials, and contact information shall not be reported or disclosed to Mason Police and/or the Clery Compliance Coordinator.

The Clery Act:

Pursuant to the Clery Act, the University includes statistics about certain offenses in its annual security report and provides those statistics to the United States Department of Education in a manner that does not include any personally identifying information about individuals involved in an incident. The Clery Act also requires the University to issue timely warnings to the University community about certain crimes that have been reported and may continue to pose a serious or continuing threat to the campus community. Consistent with the Clery Act, the University withholds the

names and other personally identifying information of Complainants when issuing timely warnings to the University community. See University Policy Number 1412: Reporting of Clery Act Crimes and/or Prohibited Sexual Conduct for more information about Clery Act Reporting (<http://universitypolicy.gmu.edu/policies/reporting-of-clery-act-crimes-and-or-prohibited-sexual-conduct/>).

6. Changes to academic, living, transportation, and working situations

Remedial and Protective Measures

The university offers a wide range of resources for students and employees, whether as complainants or respondents, to provide support and guidance throughout the initiation, investigation, and resolution of a report of prohibited conduct. Remedial measures are available regardless of whether a complainant pursues a complaint or investigation under this policy.

Remedial and protective measures, which may be temporary or permanent, may include:

- no-contact directives
- residence modifications
- academic modifications and support
- work schedule modifications
- interim disciplinary suspension
- suspension from employment
- pre-disciplinary leave (with or without pay)

For assistance, contact the **Title IX Coordinator** by phone at 703-993-8730, email cde@gmu.edu, complete the intake form online at <https://diversity.gmu.edu/intake-form>, or come to 373 Aquia Building (Fairfax Campus).

7. University disciplinary procedures when committed by STUDENTS

COMPLAINT PROCESS

The university encourages anyone who experiences or becomes aware of an incident of prohibited conduct involving a student to immediately report the incident to the **University's Title IX Coordinator**, Dr. Jennifer Hammat.

Title IX protects any person from sex-based discrimination, including sexual assault. Call 703-993-8730, email cde@gmu.edu, or complete the intake form online at <https://diversity.gmu.edu/intake-form>.

RIGHTS AND OPTIONS

Complainants are entitled to receive information, assistance, and a broad range of support and remedial measures regardless of whether they choose to pursue criminal and/or university disciplinary resolution of Prohibited Conduct. According to these procedures, Complainants and Respondents can expect the following from Compliance, Diversity, and Ethics (CDE) and the Office of Student Conduct:

1. Prompt and equitable resolution of allegations of Prohibited Conduct;
2. Privacy in accordance with the Policy and any legal requirements;
3. Reasonably available interim remedial measures as described in these procedures as determined by the Title IX Review Committee;
4. Freedom from Retaliation for making a good faith report of Prohibited Conduct or participating in any proceeding under the policy;
5. The responsibility to refrain from Retaliation directed against any person for making a good faith report of Prohibited Conduct or participating in any proceeding under the policy;
6. The responsibility to provide truthful information in connection with any report, investigation, or resolution of Prohibited Conduct under the policy or these procedures;
7. The opportunity to articulate concerns or issues about proceedings under the policy and these procedures;
8. Timely notice of any meeting or proceeding at which the party's presence is contemplated by these procedures;

9. The opportunity to choose an advisor, including the right to have that advisor attend any meeting or proceeding at which the student's presence is requested by these procedures;
10. Written notice of an investigation;
11. The opportunity to challenge the Investigator, or appeal authority for bias or conflict of interest;
12. The opportunity to offer information, present evidence, and identify witnesses during an investigation;
13. The opportunity to be heard, orally and/or in writing, as to the determination of a policy violation and the recommendation of any sanction(s);
14. Timely and equal access to any information that will be used during investigation and hearing proceedings and related meetings;
15. Reasonable time to prepare any response contemplated by these procedures;
16. Written notice of any extension of timeframes for good cause; and
17. Written notice of the outcome of any investigative or hearing proceedings, including the determination of a policy violation, recommendation of any sanction(s), and the rationale for each.

INITIAL ASSESSMENT

Upon receipt of a report of Prohibited Conduct committed by a student, the Title IX Coordinator will make an initial assessment of the reported information and respond to any immediate health or safety concerns raised by the report.

TITLE IX REVIEW COMMITTEE HEALTH AND SAFETY ASSESSMENT

Following the initial assessment, the Title IX Coordinator will promptly forward to the Title IX Review Committee all information then known about the reported incident of Prohibited Conduct. Such information includes, if known, the names and/or any other information that personally identifies the Complainant, the Respondent, any witnesses, and/or any other third parties with knowledge of the reported incident.

Title IX Review Committee

The Title IX Review Committee will evaluate every report of sexual assault, dating violence, domestic violence, and stalking in compliance with Virginia Code §23.1-806. The Title IX Review Committee will convene (in person, by telephone, or by email) at least twice per week, and within 72 hours after receiving information from the Title IX Coordinator. The Title IX Review Committee shall include, at a minimum: (1) the Title IX Coordinator, (2) a representative of the university's Police and Public Safety Department, and (3) a representative from the Office of Student Conduct.

Health and Safety Assessment

The Title IX Review Committee will determine whether the reported information and any other available information provides a rational basis for concluding that there is a threat to the health or safety of the Complainant or to any other member of the university community. The Title IX Review Committee will make this determination based upon a review of the totality of the known circumstances, and will be guided by a consideration of various risk factors (e.g., criminal history, no-contact order violations, threats of violence, etc.). The Title IX Review committee is authorized to disclose information, including personally identifiable information, to the law-enforcement agency that would be responsible for investigating the alleged act of sexual violence, if necessary to protect the health or safety of the student or other individuals as set forth in 34 C.F.R. § 99.36. Such disclosure shall be for the purposes of investigation and other actions by law enforcement. Upon such disclosure, the Title IX coordinator or their designee shall notify the victim that such disclosure is being made. In cases in which the alleged act of sexual violence would constitute a felony violation of Article 7 (§ [18.2-61](#) et seq.) of Chapter 4 of Title 18.2, the representative of law enforcement on the review committee shall inform the other members of the review committee and shall within 24 hours consult with the attorney for the Commonwealth or other prosecutor responsible for prosecuting the alleged act of sexual violence and provide to him the information received by the review committee without disclosing personally identifiable information, unless such information was disclosed to law enforcement due to significant safety concerns.

UNIVERSITY ACTIONS FOLLOWING HEALTH AND SAFETY ASSESSMENT

Upon completion of the health and safety threat assessment, the Title IX Coordinator, in consultation with the Title IX Review Committee, will determine the course of action under these Procedures, which may include, without limitation, formal resolution and/or alternative resolution (if available). Where the Complainant requests that personally identifying information not be shared with the Respondent, that no investigation be pursued, and/or that no further

action be taken, the Title IX Coordinator will seek to honor the preferences of the Complainant wherever possible. In all cases, the initial report, the health and safety threat assessment, and the determinations of the Title IX Review Committee will be documented and retained by the university in accordance with applicable law.

Where the Complainant Wishes to Pursue Formal Resolution

Upon receipt of a report of sexual misconduct, the Title IX Coordinator or designee will notify the other members of the Title IX Review Committee, which shall meet within 72 hours in the case of a reported act of sexual violence and as soon as practicable in all other cases, to:

- determine whether an investigation is warranted,
- implement interim measures, if appropriate, and
- make internal referrals as appropriate.

The review team may need to meet multiple times to make a decision, particularly to obtain (or try to obtain) additional information.

ADMINISTRATIVE INVESTIGATIONS OF COMPLAINTS OF STUDENT SEXUAL MISCONDUCT

The Office of Compliance, Diversity, and Ethics (CDE) will investigate all complaints of student sexual misconduct. The investigation will include interviews with the student parties involved, witnesses, an examination of documents provided, and any additional information considered by the investigator. The final investigative report will be forwarded to the Office of Student Conduct (OSC) for a review of policy violations, and subsequent disciplinary action as deemed appropriate.

POTENTIAL SANCTIONS FOR STUDENTS FOUND RESPONSIBLE OF VIOLATING UNIVERSITY POLICY

1. Warning
2. Educational Sanction
3. Disciplinary Probation
4. Restitution
5. Loss of Privileges
6. Termination of Recognition
7. No Contact Order
8. Suspension
9. Deferred Suspension
10. Dismissal

The full description of procedures used by the Office of Student Conduct to resolve and adjudicate cases of sexual misconduct can be found at <http://studentconduct.gmu.edu/sexual-misconduct-procedures/> (effective as of August 25, 2016) and <http://studentconduct.gmu.edu/university-policies/code-of-student-conduct/>.

A full description of the procedures used by Compliance, Diversity, and Ethics (CDE) to investigate complaints of violations of University Policy 1202: Sexual Harassment and Misconduct can be found at <http://universitypolicy.gmu.edu/policies/sexual-harassment-policy/>.

8. University disciplinary procedures when committed by EMPLOYEES

COMPLAINT PROCESS

The university encourages anyone who experiences or becomes aware of an incident of prohibited conduct involving an employee to immediately report the incident to the **University's Title IX Coordinator**, Dr. Jennifer Hammat. Title IX protects any person from sex-based discrimination, including sexual assault. Call 703-993-8730, email cde@gmu.edu, or complete the intake form online at <https://diversity.gmu.edu/intake-form>.

COMPLAINT OPTIONS

Informal: Discuss allegations and concerns with respondent (the accused) and attempt to resolve the situation. The respondent is reminded that Mason expects all to adhere to our equal opportunity policies. Respondent is put on notice that his or her behavior has been questioned, and an informal resolution sought, if possible. CDE reserves the right to

investigate any allegation brought forward if it finds sufficient information to indicate a serious or continuing violation of university policy.

Formal: A full investigation is conducted by CDE in which all relevant parties are interviewed and pertinent documentation is reviewed. At the conclusion of the investigation, a final determination is made on whether or not, based on a preponderance of the evidence, a violation of policy has occurred. If a violation is found, CDE will recommend corrective actions.

Appeal: A finding may be appealed in writing to the vice president of CDE by either party within 10 working days of receipt of CDE's determination. A party may appeal a decision based on discovery of new evidence previously unavailable or a significant irregularity in the procedural process that could affect the outcome of finding.

TIMELINE FOR INVESTIGATION PROCESS

Compliance, Diversity, and Ethics (CDE) will complete its investigations as expeditiously as possible. The investigation shall normally be completed within 45 working days from the filing of a formal complaint, including notification of the parties of the outcome of the investigation. In extraordinary circumstances, CDE reserves the right to extend this time to a reasonable period. All parties will be notified if such an extension is necessary.

RIGHT TO ADVISOR

The complainant and respondent each have the right to bring an advisor to the investigative meeting. If either party chooses to exercise this option, he or she shall submit the name of the advisor in writing to Compliance, Diversity, and Ethics (CDE) at least 72 hours prior to the meeting. If either the complainant or respondent's advisor is a person degreed or qualified in law, CDE must be notified.

POTENTIAL SANCTIONS FOR EMPLOYEES FOUND RESPONSIBLE OF VIOLATING UNIVERSITY POLICY

1. Formal or informal counseling discussions documented in a written memorandum
2. Issuance of written notices
3. Suspensions
4. Demotions
5. Transfers
6. Disciplinary salary actions
7. Terminations
8. Pre-disciplinary leave with pay
9. Mandated training
10. Reassignments

A full description of the procedures used by Compliance, Diversity, and Ethics (CDE) to investigate complaints of violations of University Policy 1202: Sexual Harassment and Misconduct can be found at university.policy.gmu.edu/policies/sexual-harassment-policy.