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SECTION 1: INTRODUCTION

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Eastern Mennonite University (EMU) is committed to establishing and maintaining a community rich in equality and free from all forms of discrimination and harassment. As an institution rooted in the values of Christian discipleship, community, service, and peacebuilding, EMU commits itself to the highest standards of personal and professional conduct. Relationship violence and sexual misconduct are prohibited at EMU. Relationship violence and sexual misconduct are community challenges and can only be prevented through active community participation.

As a Christian institution of higher education, EMU affirms that relationship violence and sexual misconduct is harmful to the individuals involved as well as to the campus community. Furthermore, instances of relationship violence and sexual misconduct are often experienced as trauma and can thus have lasting impacts even many years after the originating event/incident. EMU recognizes that healing from sexual violence is a process that often takes time, resources, and empathic support. Many individuals in the university community are survivors of multiple forms of trauma, including historic trauma, repeated victimization, marginalization, discrimination, and other forms of violence. EMU seeks to ground this policy and procedures within this awareness and understanding.

The university will take prompt and equitable action to eliminate relationship violence and sexual misconduct, prevent its recurrence, and repair the harm that has been caused. When the conduct has a propensity to create a hostile, manipulative, or coercive environment on campus, the university obligates itself to respond in support of all parties involved, the campus community, and others who have been impacted. EMU commits itself to proactively build a campus community that prioritizes health and safety. The university strives to achieve this by ensuring the safety of those who have been harmed, holding accountable those who have done harm, and addressing the root causes of relationship violence and sexual misconduct.

EMU commits itself to the prevention of relationship violence and sexual misconduct, and commits itself to response efforts that are focused in the following ways: through policies that reflect EMU's values and meet federal and state guidelines; a response procedure that is clear and supportive; ongoing sexual violence prevention and healthy relationship education; and establishing and maintaining a community that is survivor-supportive.

The purpose of the Relationship Violence and Sexual Misconduct Policy is to define relationship violence and sexual misconduct, describe the process for reporting violations of the policy, outline the procedures used to investigate and resolve alleged violations of policy, and identify resources available to members of the EMU community who are involved in an incident of relationship violence and/or sexual misconduct.

In order to establish and maintain a campus community that values the dignity of all, this policy and resolution procedure commits the university to:

1. identify the forms of relationship violence and sexual misconduct that violate this policy;
2. disseminate clear policies and procedures for responding to relationship violence and sexual misconduct or other forms of conduct prohibited under this policy that are reported to the university;
3. develop an ongoing coordinated effort for delivering prevention and awareness programs and ongoing training and education programs to students, faculty, and staff so that they:
 - a. may identify what behavior constitutes relationship violence and sexual misconduct and other misconduct prohibited under the policy;
 - b. understand how to report such misconduct;
 - c. recognize warning signs of potentially abusive behavior and ways to reduce risks; and
 - d. learn about safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of relationship violence and sexual misconduct or other forms of conduct prohibited under this policy against a person;
1. engage in investigative inquiry and resolution of reports in an adequate, reliable, impartial, prompt, fair, and equitable way;
2. support those who have been harmed and hold persons accountable for established violations of this policy; and
3. provide a written explanation of the rights and options to every student or employee that has experienced relationship violence and/or sexual misconduct, both the reporting and the responding party, regardless of when or where the conduct occurred.

In addition, this policy identifies and describes the roles of the university's [Title IX coordinator](#), deputy Title IX coordinators, deputy Title IX investigators, and Title IX review board; identifies how students, faculty, and staff can report relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy to the university, confidentially; identifies on- and off-campus resources available to reporting and responding parties, including the right to notify local law enforcement, be assisted in that notification, and/or decline to notify such authorities; and provides the university with a means to take all reasonable steps to identify relationship violence and sexual misconduct, support prevention of its recurrence, and repair the harmful effects on the reporting party, as appropriate.

SECTION 2: DEFINITIONS

Information on this page

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ADMINISTRATORS
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DOUBT
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CAMPUS SAFETY
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FREEZING
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GENDER
NONCONFORMING
GROOMING
LICENSED MENTAL
HEALTH CLINICIAN

The following terms are used throughout the course of this policy. Definitions of specific acts and behaviors related to relationship violence, sexual misconduct, and other forms of conduct prohibited under this policy can be found in Section 4 of the policy.

ATIXA / ASSOCIATION OF TITLE IX ADMINISTRATORS

ATIXA is a professional association for Title IX Coordinators and administrators that provides guidance on how Title IX should be implemented on university campuses.

BEYOND A REASONABLE DOUBT

The standard of proof used in a court of law, which means that no other logical explanation can be derived from the facts except that a defendant committed a crime, thereby overcoming the presumption that a person is innocent until proven guilty. If a reporting party chooses to pursue legal action in a court of law, the beyond a reasonable doubt standard will be used, in contrast with the preponderance of evidence standard that is used by the university to determine responsibility in Title IX processes.

CAMPUS PASTOR

In the context of EMU's Relationship Violence and Sexual Misconduct Policy, pastors are considered those persons who are licensed and/or credentialed and whose official university responsibilities are to provide pastoral services to members of the university community.

Pastors working in their official capacity on EMU campus are considered confidential employees and therefore are not required under [Title IX](#) to report any information regarding an incident of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy. Those pastors who are licensed and/or credentialed but who are not serving in an official campus pastoral role at the time of a disclosure are not considered confidential employees and are required under [Title IX](#) to report any incidents of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy that are disclosed to them.

PERK KIT / PHYSICAL
EVIDENCE RECOVERY KIT
PREPONDERANCE OF
THE EVIDENCE
PRIVACY
RELATIONSHIP VIOLENCE
REPORTING PARTY
RESPONDING PARTY
RESPONSIBLE EMPLOYEE
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CAMPUS SAFETY AUTHORITY

A campus safety authority (CSA) is a [Clery Act](#)-specific role that includes any individual who works as a campus security officer or in the Office of Campus Safety and Security; any individual who has responsibility for aspects of campus security, even on an ad hoc basis (for example, those providing security at sporting events); any individual or department to whom EMU directs students and employees to report criminal offenses in addition to campus security officers or the Office of Campus Safety and Security; and any employee who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline, and campus judicial proceedings.

At EMU, the following groups or roles are defined as CSAs: Admiral Security officers; the Coordinator of Campus Safety and Security; members of President's Cabinet; the Director of Athletics, all coaches, assistant coaches, and graduate students in the Athletics department; all employees of the Student Life division, including all resident directors; and representatives from the graduate programs, Lancaster campus, and Washington Community Scholars' Center.

CLERY ACT

The [Clery Act](#) is a consumer protection law that aims to provide clarity around campus crime policy and statistics. The Clery Act requires all post-secondary institutions participating in the [Higher Education Act's \(HEA\) Title IV](#) student financial assistance programs to disclose campus crime statistics and security information. The Clery Act offers specific rights and options to students and employees who experience sexual assault, domestic violence, dating violence, and/or stalking.

CONFIDENTIAL EMPLOYEE

Confidential employees are those employees of EMU who are exempt from reporting incidents of relationship violence, sexual misconduct, or other conduct prohibited under this policy that is disclosed to them by students or employees while in particular confidential roles. Confidential employees include licensed mental health clinicians, licensed medical health professionals, and licensed/credentialed campus pastors. Disclosures must occur when confidential employees are in their roles as a licensed mental health clinician, licensed medical health professionals, or licensed /credentialed campus pastor in order for the disclosure to remain confidential. Disclosures that occur when the confidential employee is not acting in their official capacity must be reported.

Confidential employees are prohibited from breaching confidentiality unless there is an imminent threat of harm to self or others or the disclosure is otherwise legally required or is expressly permitted by the disclosing party. Non personally identifying, aggregate data will be shared with EMU by confidential employees for statistical purposes consistent with the [Clery Act](#).

CONFIDENTIALITY

Confidentiality means that information shared by an individual with designated confidential campus or community professionals cannot be revealed to any other individual without the express permission of the disclosing party. For more information about confidentiality, refer to Section 3.4.

DEPUTY TITLE IX COORDINATOR

On EMU's Harrisonburg campus, the deputy Title IX coordinator fulfills the duties of the Title IX coordinator when the Title IX coordinator is unavailable. At EMU's Lancaster campus and Washington Community Scholars' Center site, deputy Title IX coordinators serve as the point person for reports of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy, and coordinated with the Title IX coordinator to meet the needs of involved parties in the absence of the Title IX coordinator.

DEPUTY TITLE IX INVESTIGATOR

The deputy Title IX investigators serve as designees for the [Title IX coordinator](#) to carry out the investigation of each case and prepare a written preliminary investigation report and a final investigation report after the investigation is completed. The deputy Title IX investigators conduct thorough and impartial investigations into the facts of a case, including interviewing the reporting party(s), the responding party(s), witnesses, or others who may have relevant information, and collecting any other evidence deemed relevant to a case.

If the reporting party(s), responding party(s), or investigators cite any conflict of interest, an outside third party investigator will be brought in to investigate the report.

EMPLOYEE

An employee is any individual who receives compensation from EMU for the performance of their duties.

FERPA / FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 C.F.R. Part 99, or FERPA, is a federal law designed to protect the privacy of student education records. Under FERPA, universities must receive explicit consent from a student (or a student's guardian if the student is under age 18) in order to release a student's education records or the personally identifiable information contained therein. FERPA also allows a student (or their guardian, if under age 18) to report and have fixed any inaccuracies in the student's records.

FERPA protects all documentation related to a student's report, investigation, and resolution of cases of relationship violence, sexual misconduct, and/or other forms of misconduct prohibited under this policy, except as required by law.

FREEZING

A known response to trauma, evidenced by emotional and/or physical immobility (not speaking, not participating, lack of eye contact, confusion, etc.).

GENDER EXPRESSION

A person's outward expression of their gender through clothing, grooming, speech, hairstyle, body language, social interactions, and other behaviors. A person's gender expression may not conform with societal expectations of how a person of a perceived gender should present.

GENDER IDENTITY

A person's internal sense of being male, female, neither, both, or another gender. The internal sense of a person's gender may be different than the sex assigned to the person at birth.

GENDER IDENTITY BIAS / GENDER BIAS

A pre-formed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals.

GENDER NONCONFORMING

The act of not conforming to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup.

GROOMING

A technique used by an individual to coerce another person. Grooming is a patterned behavior designed to increase opportunities for sexual assault, minimize resistance or withdrawal, and reduce disclosure or belief. The goal of grooming is to affiliate in the social circle of the individual being groomed, generate acceptance of the abusive behavior, and assure that the individual being groomed stays in the relationship. Grooming can target both the intended individual and others in the individual's life.

LICENSED MENTAL HEALTH CLINICIAN

EMU considers mental health clinicians licensed with the Commonwealth of Virginia and those clinicians in training whose official university responsibilities include providing mental health counseling to members of the campus community to be licensed mental health clinicians.

Licensed mental health clinicians available to students on EMU campus include counselors and interns in the Counseling Services center and the campus psychiatrist, located in EMU Health Services. The director of Counseling Services can provide employees with referrals to outside licensed mental health clinicians in EMU's Employee Assistance Program (EAP) or in the community.

Licensed mental health clinicians working on EMU campus are considered confidential employees and therefore are not required under [Title IX](#) to report any information regarding an incident of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy.

PERK KIT / PHYSICAL EVIDENCE RECOVERY KIT

A Physical Evidence Recovery Kit (PERK kit) is collected during a sexual assault forensic exam at a local hospital. Individuals who experience an incident of sexual assault, domestic violence, dating violence, intimate partner violence, or any other instance of sexual or physical abuse may opt to have a PERK kit collected at [RMH Sentara](#) (or may be transported to [Augusta Health](#) if no nurses are available at RMH Sentara).

PERK kits may be collected even if the individual from whom the PERK kit is collected does not wish to notify local law enforcement or file a report with them. These “anonymous PERK kits” are stored for two years and can be used to prosecute a case if an individual decides to file charges at a later date.

The cost of a PERK kit, the related exam, and any related medication is paid for by the state of Virginia. More information about PERK kits can be found in Section 7.4.

PREPONDERANCE OF THE EVIDENCE

A standard of proof in which the totality of the evidence offered in support of a fact is greater or more convincing than the evidence which is offered in opposition to it, given the totality of information the version of events that is more likely than not. Preponderance of the evidence is understood to require more than 50 percent certainty to determine responsibility for violating university policy (51% or greater). Preponderance of the evidence is the standard of proof used in university Title IX processes, in contrast with the beyond a reasonable doubt standard used in the legal system.

PRIVACY

Privacy means that information related to a report of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy will be shared with a limited circle of university employees who have a legitimate need to assist in the assessment, investigation, and resolution of the report. All employees who are involved in the university’s response to reports of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy receive specific training and guidance about sharing and safeguarding private information in accordance with federal and state law.

The university will privately maintain any accommodations or protective measures provided to the reporting or responding party(s) to the extent that maintaining such privacy would not impair the university’s ability to provide the accommodations or protective measures. For more information about privacy, refer to Section 3.4.

RELATIONSHIP VIOLENCE

Relationship violence is a broad term used by EMU to categorize types of violence other than sexual violence that occur in the context of an intimate relationship, often including emotional, psychological, physical, or fiscal abuse. Relationship violence encompasses domestic violence, dating violence, and intimate partner violence. An incident of relationship violence can consist of a single act of violence or a pattern of violent acts. Incidents of relationship violence can occur separate from or in tandem with incidents of sexual misconduct.

REPORTING PARTY

Any member of the university community who reports relationship violence, sexual misconduct, and /or any other conduct prohibited under the Relationship Violence and Sexual Misconduct Policy. A reporting party does not have to seek formal disciplinary action to receive the support services outlined for reporting parties in this policy. Rights of a reporting party can be found in Appendix C.

RESPONDING PARTY

Any member of the university community who has been alleged to have carried out an incident of relationship violence, sexual misconduct, or any other conduct prohibited under the Relationship Violence and Sexual Misconduct Policy. Rights of a responding party can be found in Appendix D.

RESPONSIBLE EMPLOYEE

A responsible employee is every faculty, staff, and volunteer on campus who works with students or minors (with the exception of confidential employees, defined above). All responsible employees and every person identified as a campus security authority (defined above) under the [Clery Act](#) must immediately report to the [Title IX coordinator](#) any relationship violence, sexual misconduct, or other form of conduct prohibited under this policy reported to them or observed by them, including the name of the reporting and the responding party(s), if known, and all known details. This

reporting can be done by emailing titleixcoordinator@emu.edu, calling (540) 432-4302, or completing a campus incident form at <https://emu.edu/safecampus/>. The university requires everyone in the campus community, including confidential employees, to report the suspected abuse of those under the age of 18.

SANE NURSE

A Sexual Assault Nurse Examiner (SANE nurse) administers PERK kits and related exams in a hospital setting. Local hospitals Sentara RMH and Augusta Health have SANE nurses on call to respond when someone presents at the hospital following an incident of sexual assault, domestic violence, dating violence, intimate partner violence, or any other instance of sexual or physical abuse. SANE nurses may also serve as expert witnesses in cases where charges are filed and a case goes to court.

SEXUAL MISCONDUCT

Sexual misconduct is a broad term used by EMU to refer to violence of a sexual nature. Sexual misconduct encompasses sexual harassment, sexual violence, sexual exploitation, and nonconsensual sexual contact. Sexual misconduct may occur through physical violence, the threat of violence, and/or coercion. An incident of sexual misconduct can consist of a single act or a pattern of acts. Incidents of sexual misconduct can occur separate from or in tandem with incidents of relationship violence.

STUDENT

A student will be considered enrolled if the student is pre-registered for courses in any term (fall, spring, or summer) and the student's attendance in at least one class has been verified. After classes begin, students need to be attending classes to continue their enrollment status. Students are considered continuously enrolled when they are registered for consecutive fall and spring terms. Please note that those who arrive to campus prior to the start of classes for official university functions, including but not limited to student employment, trainings, athletics, orientation, etc., are considered Eastern Mennonite University students.

SUPPORT PERSON

A person chosen by the reporting and/or responding party(s) who serves as an emotional support person through the Title IX process. An advocate cannot be a participant or witness in the investigation.

THIRD PARTY

A third party is any person on campus that is not directly employed by the university but is contracted to provide services to the university community. For example, employees of Pioneer Catering, EMU's bookstore, and construction workers are third parties on campus.

TIMELY WARNING

A timely warning is a warning required by the [Clery Act](#) that alerts the campus community to potentially dangerous circumstances. The need for a timely warning is determined by considering the nature of the act reported and the likelihood that continuing danger exists for the campus community. If warranted, a timely warning will be issued by the Coordinator of Campus Safety and Security, who has the final authority to make the determination according to [Virginia law](#).

TITLE IX

Title IX is a federal regulation that prohibits sex discrimination in educational institutions that receive federal funding. Under 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.

TITLE IX ADVOCATE

Title IX advocates are EMU faculty and staff members whose role is to be a process support person for any party involved in any part of a Title IX process (reporting, investigating, adjudicating, etc.). Title IX advocates are trained and are aware of the Relationship Violence and Sexual Misconduct Policy, including the procedures. The advocate cannot be a witness in the proceedings. At the discretion of the reporting or responding party(s), the advocate may accompany the responding or reporting party(s) to any meeting/hearing related to these procedures.

TITLE IX ASSESSMENT TEAM

The Title IX assessment team consists of the [Title IX coordinator](#), the [coordinator of campus safety and security](#), the [associate dean of student engagement](#), and the [associate dean of residence life, student accountability, and restorative justice](#). The Title IX assessment team receives reports submitted through the [campus safety incident form](#) and assesses individual and campus-wide immediate safety needs stemming from the reported behavior or incident(s). The Title IX assessment team also conducts the staff review to determine disciplinary outcomes for the responding party(s) in an informal Title IX resolution process. See Appendix A, Section A.3.3.2. for more information.

TITLE IX COORDINATOR

The [Title IX coordinator](#) is responsible for overseeing and resolving all Title IX complaints and identifying and addressing any patterns or systemic concerns that arise during the review of such reports. The coordinator's responsibilities include oversight of a prompt, fair, equitable investigation and resolution process for reports of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy. The [Title IX coordinator](#) also evaluates trends on campus by using information reported to them and makes recommendations for campus-wide training and education programs and other remedial actions designed to eliminate relationship violence and sexual misconduct, prevent its recurrence, and address its effects.

In addition to the Title IX coordinator's core responsibilities, additional services to the university community include working with campus resources to provide ongoing training to new and current students, faculty, and staff on Title IX issues and procedures. The university will ensure that responsible employees with the authority to address sexual violence, including sexual harassment, know how to respond appropriately to reports of prohibited conduct, that they are obligated to report relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy to the [Title IX coordinator](#), and that all employees understand how to respond to such reports.

Title IX Coordinator: Irene Kniss; 540-432-4302; titleixcoordinator@emu.edu

TITLE IX REVIEW PANEL

The Title IX review panel reviews the final report written by the deputy Title IX investigator and makes a finding to determine whether or not a violation of the Relationship Violence and Sexual Misconduct Policy has occurred. The Title IX review panel is composed of three EMU employees appointed by the Title IX coordinator. For more information on the role of the Title IX review panel, see Appendix A Section A.4.

TITLE VII

[Title VII of the Civil Rights Act of 1964](#) is a federal law that prohibits employers from discriminating against employees on the basis of sex, race, color, national origin, and religion. Particularly of relevance to EMU's Relationship Violence and Sexual Misconduct Policy are the prohibitions that Title VII establishes towards sex-based discrimination, including discrimination on the basis of pregnancy, childbirth, related medical conditions, or sexual harassment in the workplace carried out by either the institution or other coworkers.

In addition to bringing a case under EMU's Relationship Violence and Sexual Misconduct Policy, employees may also file a complaint directly with the [Equal Employment Opportunity Commission \(EEOC\)](#). Complaints must be [filed with the EEOC](#) within 180 days of the discriminatory act in order to preserve the rights of the reporting party in a court of law.

SECTION 3: SCOPE OF POLICY

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- [3.2. BIAS](#)
- [3.3. CONFLICT OF INTEREST](#)
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 - [3.4.1. PRIVACY](#)
 - [3.4.2. CONFIDENTIALITY](#)
- [3.5. EMPLOYEE REPORTING RESPONSIBILITIES](#)

Eastern Mennonite University prohibits harassment of, and discrimination against, any and all community members. This policy applies to students who are registered or enrolled for credit- or non-credit-bearing coursework (students); all university employees, consisting of full-time and part-time faculty and staff, including temporary and adjunct (employees); and contractors, vendors, visitors, volunteers, guests, or other third parties (third parties).

This policy pertains to acts of relationship violence and sexual misconduct or other forms of prohibited conduct that may be based on sex or gender and are committed by or against students, employees, and third parties. This policy applies when:

- a. the conduct occurs on university property or other property owned or controlled by the university;
- b. the conduct occurs in the context of a university employment or educational program or activity including, but not limited to, university-sponsored cross-cultural, research, online, or internship programs;

- **3.6. REQUEST FOR ANONYMITY BY A REPORTING PARTY**

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- c. the conduct occurs off-campus but is likely to have a substantial adverse effect on any member of the EMU community; or
- d. the conduct occurs outside the context of a university employment or educational program or activity but has continuing adverse effects on, or has the propensity to create a hostile environment for, students, employees, or third parties while on university property, other property owned or controlled by the university, or in any university employment or education program/activity.

Some conduct prohibited under the Relationship Violence and Sexual Misconduct Policy, if not of a sexual nature (e.g., stalking or hazing) or not done in retaliation for acts of or reports of relationship violence or sexual misconduct (e.g., bullying and intimidation) will be adjudicated under EMU's student conduct policy.

3.1. NOTICE OF NON-DISCRIMINATION

The university is committed to maintaining an environment free from harassment and discrimination for everyone. EMU does not discriminate on the basis of race, sex, national origin, religion, sexual orientation, gender identity or expression, or any other protected status in any of its education or employment programs and activities. This policy prohibits specific forms of behavior that may violate [Title IX of the Education Amendments of 1972 \(Title IX\)](#); relevant provisions of the [Violence Against Women Reauthorization Act of 2013 \(VAWA\)](#); [Title VII of the Civil Rights Act of 1964 \(Title VII\)](#); the [Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery Act\)](#); and the [Virginia Human Rights Act](#).

The university recognizes that it is important to coordinate this policy with other existing policies related to harassment and discrimination, knowing that harassment related to an individual's sex, sexual orientation, gender identity, or gender expression can occur in conjunction with misconduct and harassment related to a person's race, ethnicity, national origin, religion, age, pregnancy or parenting status, disability, and/or other protected status. Therefore, when a report is made of harassment or discrimination based on sex as well as harassment or discrimination based on some other protected status, the university's response will be governed by the procedures referenced in this policy. Questions about which policy applies in a specific instance should be directed to the [Title IX coordinator](#).

This policy covers relationship violence and sexual misconduct. Employees should seek further information regarding equal opportunity, disability, harassment, discrimination, and retaliation that is not based on sex or gender with the director of human resources, Marcy Engle, at (540) 432-4148 or marcy.engele@emu.edu.

3.2. BIAS

Bias is prejudice in favor of or against one thing, person, or group compared with another, usually in a way considered to be unfair. Due to the identity of EMU as a small, historically denominationally affiliated university, as well as human nature, the university recognizes that biases exist. EMU makes every effort to recognize and mitigate the impacts of bias. The university strongly encourages all parties involved to identify, name, and work to address the various forms of bias that may impact the campus community.

3.3. CONFLICT OF INTEREST

Conflict of interest means that a person may have the potential to undermine the impartiality of a process due to the possibility of a conflict between the person's self-interest and professional interest or public interest. The university makes every effort to identify and prevent conflicts of interest at any and every level. Should a conflict of interest be identified, the university will identify and utilize alternative (up to and including external) resources.

3.4. PRIVACY AND CONFIDENTIALITY

The university is committed to protecting the privacy of all individuals involved in the investigation and resolution of a report under this policy. The university will provide assistance to help students, employees, and third parties make informed choices. With respect to any report under this policy, the university will make reasonable efforts to protect the privacy of participants, in accordance with applicable state and federal law, while balancing the need to gather information to assess the report and to take steps to eliminate relationship violence, sexual misconduct, and other forms of conduct prohibited under this policy; prevent its recurrence; and remedy its effects. Privacy and confidentiality have distinct meanings under this policy.

3.4.1. PRIVACY

Privacy means that information related to a report of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy will be shared with a limited circle of university employees who have legitimate need to assist in the assessment, investigation, and resolution of the report. All employees who are involved in the university's response to reports of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy receive specific training and guidance about sharing and safeguarding private information in accordance with federal and state law.

Further, the university will privately maintain any accommodations or protective measures provided to the reporting or responding party(s) to the extent that maintaining such privacy would not impair the university's ability to provide the accommodations or protective measures.

The privacy of student education records will be protected in accordance with the [Family Educational Rights and Privacy Act \(FERPA\)](#). All documentation related to a student's report, investigation, and resolution are protected by [FERPA](#) and will not be released, except as required by law. Non-identifying information about a report may be shared with Campus Safety and Security to comply with the [Clery Act](#). A reporting party's name will never be published in connection with the university's obligations under the [Clery Act](#). In addition, any person involved in a case of relationship violence, sexual misconduct, and/or any other form of conduct prohibited under this policy may request that their directory information on file be removed from public sources by contacting the Title IX coordinator at titleixcoordinator@emu.edu or by calling 540-432-4302.

The privacy of an individual's medical and related records is generally protected by the [Health Insurance Portability and Accountability Act \(HIPAA\)](#), except health records protected by [FERPA](#) and by Virginia's [Health Records Privacy Act, Va. Code § 32.1-127.1:03](#). Access to an employee's personnel records may be restricted in accordance with the [Virginia Freedom of Information Act \(FOIA\)](#).

3.4.2. CONFIDENTIALITY

Confidentiality means that information shared by an individual with designated confidential campus or community professionals cannot be revealed to any other individual without the express permission of the disclosing party. The university has designated groups of individuals who can have privileged communications as confidential employees and are therefore exempt from reporting incidents of relationship violence, sexual misconduct, and/or other forms of conduct prohibited under this policy that are disclosed to them while they are serving in particular confidential roles.

Disclosures must occur when confidential employees are in their role as a confidential employee in order for the disclosure to remain confidential. Disclosures that occur when the confidential employee is not acting in this official capacity must be reported.

Confidential employees are prohibited from breaching confidentiality unless there is an imminent threat of harm to self or others or the disclosure is otherwise legally required or is expressly permitted by the disclosing party. Non personally identifying, aggregate data will be shared with EMU by confidential employees for statistical purposes consistent with the [Clery Act](#).

The following classifications of individuals are confidential employees under university policy when serving in these official capacities:

Licensed mental health clinicians with the Commonwealth of Virginia and those clinicians in training whose official university responsibilities include providing mental health counseling to members of the campus community are not required by [Title IX](#) to report any information regarding an incident of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy to the [Title IX coordinator](#) or other university officials. Mental health service providers are required to hold a state license in order to qualify as a confidential employee at EMU.

Medical health professionals who are registered with the Commonwealth of Virginia and whose official university responsibilities include providing health services to members of the campus community are not required by [Title IX](#) to report any information regarding an incident of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy to the [Title IX coordinator](#) or other university officials.

Pastors who are licensed and/or credentialed and whose official university responsibilities are to provide pastoral services to members of the university community are not required by [Title IX](#) to report any information regarding an incident of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy to the [Title IX coordinator](#) or other university officials when the pastor is acting in the official capacity of campus pastor. For example, students may disclose sexual abuse to a pastor who is their faculty member for purposes of getting help, receiving an academic extension or accommodation, or the like. If this disclosure is received in the context of the pastor's role as a faculty member, the incident must be reported.

If any of the above confidential employees receive a report when operating outside of their official capacities as a licensed mental health clinician, a medical health professional, or a campus pastor, the incident must be reported on the [Campus Safety Incident Form](#) or directly to the [Title IX coordinator](#).

3.5. EMPLOYEE REPORTING RESPONSIBILITIES

Title IX uses the concept of notice, and imposes obligations for a “prompt and effective remedy” on colleges and universities when notice of sex and/or gender discrimination or harassment is given to a responsible employee. A school has notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the harassment. A responsible employee is every faculty, staff, and volunteer on campus who works with students or minors, (with the exception of the confidential employees named above).

All responsible employees and every person identified as a campus security authority (CSA) under the [Clery Act](#) must immediately report to the [Title IX coordinator](#) any relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy reported to them or observed by them, including the name of the reporting and the responding party(s), if known, and all known details. This reporting can be done by calling (540) 432-4302, emailing titleixcoordinator@emu.edu, or completing a campus safety form at <https://emu.edu/safecampus/>. The university requires everyone in the campus community, including confidential employees, to report the suspected abuse of children (individuals under the age of 18).

Public awareness events or other open forums such as “Take Back the Night,” candlelight vigils, protests, and “survivor speak outs” in which students or employees disclose incidents of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy are not considered a report or notice to the university for purposes of initiating the university’s obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the university will provide information about [Title IX](#), [Clery Act](#), and [Violence Against Women Act](#) rights at these events.

Similarly, information disclosed during a student’s participation as a subject in an Institutional Review Board-approved human subjects research protocol (IRB Research) is not considered a report of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy for purposes of initiating the university’s obligation to investigate any particular incident(s). Institutional Review Boards may, in appropriate cases, require researchers to provide information regarding rights and resources to all student subjects of IRB Research.

3.6. REQUEST FOR ANONYMITY BY A REPORTING PARTY

Reporting parties who experience relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy may request anonymity, including that their name not be shared with the responding party(s), that the responding party(s) not be notified of the report, and /or that no investigation occur. Where the reporting party(s) requests that their identity not be shared with the responding party(s) or that the university not pursue an investigation, the university will balance this request with the university’s responsibility to provide a safe and non-discriminatory environment for all university community members as required under the [Clery Act](#).

The university, through the [Title IX coordinator](#), will take all reasonable steps to investigate and respond to the report consistent with the request not to share identifying information or pursue an investigation, but its ability to do so may be limited. If the reporting party wants to tell the responsible employee what happened, but also wants to maintain anonymity, the employee should tell the reporting party that the university will consider the request but cannot guarantee anonymity. Requests for anonymity are balanced against the following factors:

- a. the respective ages and roles of the reporting and the responding parties;
- b. whether there have been other reports of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy involving the responding party(s);
- c. whether the circumstances suggest there is a risk of the responding party(s) committing additional acts of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy;
- d. whether the responding party(s) has a history of arrests or records indicating a history of violence;
- e. whether the report indicates the responding party(s) threatened further sexual violence or other violence against the reporting party(s) and other individuals involved;
- f. whether the reported conduct was committed by multiple individuals;
- g. whether the circumstances suggest there is a risk of future acts of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy under similar circumstances;
- h. whether the reported conduct was perpetrated with a weapon;
- i. whether the university possesses other means to obtain relevant evidence (e.g., security cameras or security personnel, physical evidence).

Where the university is unable to act consistent with the request of the reporting party(s), the [Title IX coordinator](#) will inform the reporting party(s) about the chosen course of action, which may include the university seeking disciplinary action against the responding party(s). Alternatively, the course of action may also include steps to eliminate the effects of the relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy and prevent its recurrence that do not involve formal disciplinary action against a responding party(s) or revealing the identity of the reporting party(s).

Where the university determines that it must move forward with an investigation despite a reporting party's request for anonymity, the university will notify the reporting party(s) and will make reasonable efforts to protect the privacy of the reporting party(s) to the extent possible. However, certain actions that may be required as part of the university's response, including an investigation and disciplinary resolution, will involve speaking with the responding party(s) and others who may have relevant information, in which case the responding party's identity may have to be disclosed only to those individuals who need to know in order to protect the safety of the campus community. In such cases, the university will notify the reporting party(s) that it intends to move forward with an investigation, but in no event will the reporting party(s) be required to participate in any such actions undertaken by the university.

SECTION 4: CONDUCT PROHIBITED UNDER THIS POLICY

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The University prohibits the following forms of conduct under this policy:

Relationship Violence, which includes domestic violence and dating violence.

Sexual Misconduct and Sexual Violence, which includes sexual assault, sexual exploitation, indecent exposure, and sexual harassment.

Other Prohibited Conduct, which includes stalking, hazing, and gender-based harassment.

Retaliation, which includes bullying and intimidation.

Conduct under this policy is prohibited regardless of the sex, sexual orientation, and/or gender identity/expression of the reporting party(s) and the responding party(s). Retaliation for reports of relationship violence or sexual misconduct, including bullying and intimidation, are prohibited under this policy. Other forms of conduct such as stalking and hazing, when done in a sexual nature, are prohibited under this policy. Forms of complicity to any of these behaviors are also prohibited and will be adjudicated under this policy.

Stalking and hazing, when not of a sexual nature, and bullying and intimidation, when not done in retaliation for an act of or a report of relationship violence or sexual misconduct, will be adjudicated under EMU's student conduct policy.

4.1. RELATIONSHIP VIOLENCE

Relationship violence is a broad term used by EMU to categorize types of violence other than sexual violence that occur in the context of an intimate relationship, often including emotional, psychological, physical, or fiscal abuse. Relationship violence encompasses domestic violence and dating violence (definitions provided below).

An incident of relationship violence can consist of a single act of violence or a pattern of violent acts. Incidents of relationship violence can occur separate from or in tandem with incidents of sexual misconduct.

4.1.1. DOMESTIC VIOLENCE

Domestic violence is a misdemeanor crime of violence, force, or threats that results in physical injury or places a family or household member in fear of injury or harm. Family or household members may include spouses, former spouses, parents, children, grandparents, siblings, in-laws who live in the same house, people who have children together, and people who live together or have lived together in the past year. Domestic violence is committed by a current/former spouse or sexual/intimate partner of the reporting party, by a person who is living with or has lived with the reporting party as a spouse or intimate partner, or by a person with whom the reporting party shares a child in common. Under the criminal laws of Virginia, certain offenses, including but not limited to rape, aggravated assault, and stalking, can be deemed domestic violence depending on the relationship of the parties involved.

4.1.2. DATING VIOLENCE

Dating violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the reporting party. The existence of such a relationship will be determined based on the reporting party's statement, taking into consideration the following factors: a) the length of the relationship; b) the type of relationship; and c) the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include any acts covered under the definition of domestic violence.

4.2. SEXUAL MISCONDUCT

Sexual misconduct is a broad term used by EMU to refer to violence of a sexual nature. Sexual misconduct encompasses sexual assault, sexual exploitation, indecent exposure, and sexual harassment (definitions provided below). Sexual misconduct may occur through physical violence, the threat of violence, and/or coercion.

An incident of sexual misconduct can consist of a single act or a pattern of acts. Incidents of sexual misconduct can occur separate from or in tandem with incidents of relationship violence.

4.2.1. SEXUAL ASSAULT

Sexual assault is an offense that meets the definition of rape, fondling, incest, or statutory rape.

4.2.1.1. Rape

Rape is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of the responding party, without the consent of the reporting party (s).

4.2.1.2. Fondling

Fondling is the touching of the private body parts of the reporting party(s) by the responding party (s) for the purpose of sexual gratification, without the consent of the reporting party(s), including instances where the reporting party(s) is incapable of giving consent because of age or because of temporary or permanent mental incapacity.

4.2.1.3. Incest

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

4.2.1.4. Statutory Rape

Statutory rape is sexual intercourse with a person who is under the statutory age of consent.

4.2.1.5. Examples of Sexual Assault

Examples of behavior that may constitute sexual assault include, but are not limited to, the following:

- a. engaging in sexual activity with an unconscious or semi-conscious person;
- b. engaging in sexual activity with someone who is asleep or passed out;
- c. engaging in sexual activity with someone who has said "no" or has otherwise indicated through non-verbal communication that they do not consent to sexual activity;
- d. engaging in sexual activity with someone who is vomiting, unable to stand without assistance, or has to be carried to bed;
- e. allowing another person to engage in sexual activity with your sexual partner without the partner's consent;
- f. requiring any person to perform any sexual activity as a condition of acceptance into any organization affiliated with the university;
- g. telling someone you will "out" them if they don't engage in sexual activity (e.g., threatening to disclose the person's sexual orientation without their consent);
- h. telling someone you will fail them or give them a grade different from what they deserve if they don't agree to engage in sexual activity; or
- i. facilitating or assisting in a sexual assault, including purchasing or providing alcohol or drugs to further a sexual assault.

4.2.2. SEXUAL EXPLOITATION

Sexual exploitation is purposely or knowingly doing any of the following:

- a. causing the impairment or incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give affirmative consent to sexual activity;
- b. allowing third parties to observe sexual activity from a hidden location (e.g., a closet) or through electronic means (e.g., Skype or live-streaming of images);
- c. engaging in voyeurism (e.g., watching private sexual activity without the consent of the participants or viewing another person's intimate parts [including genitalia, groin, breasts, or buttocks] in a place where that person would have a reasonable expectation of privacy);
- d. recording or photographing sexual activity and/or a person's intimate parts (including genitalia, groin, breasts, or buttocks) without affirmative consent;
- e. disseminating or posting images of private sexual activity and/or a person's intimate parts (including genitalia, groin, breasts, or buttocks) without affirmative consent;
- f. prostituting another person; or
- g. exposing another person to a sexually transmitted infection or virus without the other's knowledge.

4.2.3. INDECENT EXPOSURE

A person commits indecent exposure if that person exposes their genitals, buttocks, or breasts in any public place or in any place where there are other persons present and under circumstances in which one knows or should know that this conduct is likely to offend, affront, or alarm.

Indecent exposure, unless it is repeated and/or interferes with a student's ability to receive an education, will be resolved under EMU's student conduct policy.

4.2.4. SEXUAL HARASSMENT

Sexual harassment is a form of unlawful gender discrimination. Sexual harassment means unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome behavior of a sexual nature. Sexual harassment violates university policy when:

1. submission to, or rejection of, such conduct is made, either explicitly or implicitly, a term or condition of a person's employment, academic standing, or participation in any university programs and/or activities; or
2. submission to or rejection of such conduct is used as the basis for university decisions affecting the individual (often referred to as "quid pro quo" harassment); or
3. such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from the university's education or employment programs and/or activities.
 - a. Conduct must be deemed severe, persistent, or pervasive from both a subjective and an objective perspective. In evaluating whether a hostile environment exists, the university will consider the totality of known circumstances, including, but not limited to:
 - i. the frequency, nature and severity of the conduct;
 - ii. whether the conduct was physically threatening;
 - iii. the effect of the conduct on the reporting party's mental or emotional state;
 - iv. whether the conduct was directed at more than one person;
 - v. whether the conduct arose in the context of other discriminatory conduct;
 - vi. whether the conduct unreasonably interfered with the reporting party's educational or work performance and/or university programs or activities; and
 - vii. whether the conduct implicates concerns related to academic freedom or protected speech.
 - b. A hostile environment can be created by persistent or pervasive conduct or by a single or isolated incident, if sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the conduct is physical. A single incident of sexual assault, for example, may be sufficiently severe to constitute a hostile environment. In contrast, the perceived offensiveness of a single verbal or written expression, standing alone, is typically not sufficient to constitute a hostile environment. The conduct does not have to be directed at a specific person or persons to constitute harassment.

Examples of behavior that may constitute sexual harassment, if sufficiently severe, persistent, or pervasive, include the following:

- a. calling someone by a sexually oriented or demeaning name;
- b. giving someone unwanted gifts of a sexual nature;
- c. displaying sexually suggestive materials or sending notes, email, or jokes to a person that are sexually explicit;
- d. touching someone sexually without their consent;
- e. massaging someone without permission;
- f. brushing up against someone repeatedly;
- g. continuing to ask out a person who has already said no; or
- h. exposing your private parts to another person.

[Title VII of the Civil Rights Act of 1964](#) explicitly prohibits sexual harassment against employees, including when an employee or application is exposed to unwelcome physical or verbal advances where the advances are made a condition of employment or the basis of employment decisions. Sexual harassment also occurs when the work environment interferes with job performance because of the extent of the sex-based offensive conduct and/or the hostile work environment the sex-based conduct creates.

In addition to bringing a case under EMU's Relationship Violence and Sexual Misconduct Policy, employees may also file a complaint directly with the [Equal Employment Opportunity Commission \(EEOC\)](#). Complaints must be [filed with the EEOC](#) within 180 days of the discriminatory act in order to preserve the rights of the reporting party in a court of law.

4.3. OTHER PROHIBITED CONDUCT

4.3.1. STALKING

Stalking occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress.

Course of conduct means two or more acts, including but not limited to acts in which a responding party directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about the reporting party, or interferes with the reporting party's property.

A reasonable person means a person under similar circumstances and with similar identities to the reporting party.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking includes cyber-stalking, a particular form of stalking in which a responding party uses electronic media, such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact.

Stalking of a sexual nature and/or stalking that interferes with a student's ability to receive an education will be resolved under the Relationship Violence and Sexual Misconduct Policy.

4.3.2. HAZING

Hazing is defined as actions which are initiated against someone's will by harassing through force, banter, ridicule, or criticism. In some cases conduct may implicate both the student disciplinary procedures and the Relationship Violence and Sexual Misconduct Policy. Hazing is an act that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group organization, could be seen by a reasonable person as endangering the physical health of an individual or as causing mental distress to an individual.

Hazing may include:

- a. humiliating, intimidating, or demeaning treatment;
- b. destruction or removal of public or private property;
- c. the consumption of alcohol, other drugs, or other substances;
- d. violations of university policy(s).

Hazing that involves sexual misconduct will be resolved under the Relationship Violence and Sexual Misconduct Policy. Hazing that does not involve sexual misconduct will be adjudicated under EMU's student conduct policy.

4.3.3. GENDER-BASED HARASSMENT

Gender-based harassment includes harassment based on gender, sexual orientation, gender identity, or gender expression which may include acts of aggression, intimidation, or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature, when the conditions outlined below are present:

- a. submission to, or rejection of, such conduct is made, either explicitly or implicitly, a term or condition of a person's employment, academic standing, or participation in any university programs and/or activities; or
- b. submission to or rejection of such conduct is used as the basis for university decisions affecting the individual (often referred to as quid pro quo harassment); or
- c. such conduct creates a hostile environment. A hostile environment exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in, or benefitting from, the university's education or employment programs and/or activities.

[Title VII of the Civil Rights Act of 1964](#) explicitly prohibits gender-based discrimination against employees on the basis of pregnancy, childbirth, or related medical conditions. In addition to bringing a case under EMU's Relationship Violence and Sexual Misconduct Policy, employees may also file a complaint directly with the [Equal Employment Opportunity Commission \(EEOC\)](#). Complaints must be [filed with the EEOC](#) within 180 days of the discriminatory act in order to preserve the rights of the reporting party in a court of law.

4.4. RETALIATION

Retaliation is any act or attempt to retaliate against or seek retribution from any individual or group of individuals, including bullying and intimidation (defined below). Retaliation can take many forms, including continued abuse or violence, threats, and attempts at coercion. Retaliation can occur in many venues, including face-to-face or group-to-group, in content on public bulletin boards, in classroom discussions, or on social media.

Retaliation in response to the filing of a report of relationship violence and/or sexual misconduct is prohibited, including retaliation against reporting party(s), responding party(s), witnesses, advocates, or others involved in reporting, investigation, and/or adjudication procedures. Retaliation against those reporting incidents or participating in investigation or adjudication processes under the Relationship Violence and Sexual Misconduct policy will be adjudicated under this policy.

4.4.1. BULLYING

Bullying includes any intentional electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that cause physical or emotional harm to another student or group of students. Bullying conduct may not only cause a negative effect on individuals targeted but also on others who observe the conduct. Bullying conduct is severe, persistent, or pervasive and has the effect of doing any of the following:

- a. substantially interfering with a community member's education, employment, or full enjoyment of the university;
- b. creating a threatening or intimidating environment; or
- c. substantially disrupting the orderly operation of the university.

Anyone who attempts to use bullying to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation in an attempt to influence the Title IX conduct process will be in violation of retaliation as described within this policy and will be subject to disciplinary action.

When acts of bullying occur in the context of any of the forms of conduct prohibited under this policy or when the behavior is perpetrated on the basis of sex or gender, the conduct will be resolved under the Relationship Violence and Sexual Misconduct Policy. Any other acts of bullying will be adjudicated under EMU's student conduct policy.

4.4.2. INTIMIDATION

Intimidation is any verbal, written, or electronic threat of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) or the group to fear for their physical well-being. Intimidation is prohibited and will result in disciplinary action.

Anyone who attempts to use intimidation to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation in an attempt to influence the Title IX conduct process will be in violation of retaliation as described within this policy and will be subject to disciplinary action.

When acts of intimidation occur in the context of any form of conduct prohibited under this policy or when the behavior is perpetrated on the basis of sex or gender, the conduct will be resolved under the Relationship Violence and Sexual Misconduct Policy. Any other acts of intimidation will be adjudicated under EMU's student conduct policy.

4.5. COMPLICITY

Complicity is any act taken with the purpose of aiding, facilitating, protecting, promoting, or encouraging the commission of an act of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy by another person.

Anyone who is complicit in any of the prohibited acts outlined in this policy will be in violation of this policy and will be subject to disciplinary action.

4.6. VIOLATIONS OF LAW

Behavior that violates this policy may also constitute a crime under the laws of the jurisdiction in which the incident occurred. For example, the Commonwealth of Virginia criminalizes and punishes some forms of sexual assault, intimate partner violence, sexual exploitation, stalking, and physical assault. The criminal statutes that may apply in cases of physical assault and intimate partner violence are found in various sections of [Chapter 4, Articles 1 \(Homicide\) and 4 \(Assaults and Bodily Woundings\)](#), of [Title 18.2 of the Code of Virginia](#). The criminal statutes relating to sexual assault are found in [Sections 18.2-61 to 18.2-67.10 of the Code of Virginia](#). [Section 18.2-60.3 of the Code of Virginia](#) defines and identifies the penalty for criminal stalking. Finally, [Sections 18.2-386.1 and 18.2-386.2 of the Code of Virginia](#) provide for criminal penalties in some cases of sexual exploitation. This compilation of criminal statutes is not exhaustive, but is offered to notify the university community that some forms of conduct prohibited under this policy may also constitute crimes under Virginia law, which may subject a person to criminal prosecution and punishment in addition to any sanctions under this policy.

SECTION 5: AFFIRMATIVE CONSENT

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5.1 AFFIRMATIVE CONSENT

Affirmative consent is the standard to which EMU holds its students and employees. Affirmative consent refers to consent to engage in sexual activity that is:

- a. informed, meaning knowingly given by both parties;
- b. voluntary, meaning freely given, not forced or coerced; and
- c. active, meaning that through the demonstration of clear words or actions, a person has indicated permission to engage in mutually agreed-upon sexual activity.

In the context of this definition, sexual activity is defined as sexual intercourse and/or sexual contact.

Sexual intercourse is any intentional penetration, however slight, with any object or body part (as described below), performed by a person upon another person. Sexual intercourse includes:

- a. vaginal penetration by a penis, object, tongue, or finger;
- b. anal penetration by a penis, object, tongue, or finger; and
- c. any contact, no matter how slight, between the mouth of one person and the genitalia of another person.

Sexual contact is any intentional sexual touching, however slight with any object or body part (as described below), performed by a person upon another person. Sexual contact includes:

- a. intentional touching of the breasts, buttocks, groin, or genitals, whether clothed or unclothed, or intentionally touching another with any of these body parts; or
- b. making another touch you or themselves with or on any of these body parts.

Nonconsensual sexual contact refers to sexual contact that is enacted upon one party by another party without the person(s) committing the act having obtained affirmative consent.

A person who wants to engage in a specific sexual activity is responsible for obtaining affirmative consent for that activity. Lack of protest does not constitute affirmative consent. Lack of resistance does not constitute affirmative consent. Silence and/or passivity also do not constitute affirmative consent. Relying solely on non-verbal communication before or during sexual activity can lead to misunderstanding and may result in a violation of this policy.

It is important not to make assumptions about whether a potential partner is consenting. In order to avoid confusion or ambiguity, participants are encouraged to talk with one another before engaging in sexual activity. If confusion or ambiguity (including emotional and/or physical freezing) arises during sexual activity, participants are encouraged to stop and clarify a mutual willingness to continue that activity.

5.1.1. FORCE

Affirmative consent cannot be obtained by force. Force includes the use of physical violence, threats, intimidation, and/or coercion.

Physical violence means that a person is exerting control over another person through the use of physical force. Examples of physical violence include but are not limited to hitting, punching, slapping, kicking, restraining, choking, and brandishing or using any weapon.

Threats are words or actions that would compel a reasonable person to engage in unwanted sexual activity. Examples include threats to harm a person physically, to reveal private information to harm a person's reputation, or to cause a person academic or economic harm.

Intimidation is an implied threat that menaces or causes reasonable fear in another person. A person's size alone does not constitute intimidation; however, a person's size may be used in a way that constitutes intimidation (e.g., blocking access to an exit).

Coercion is the use of pressure to compel another individual to initiate or continue sexual activity against that individual's will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include, but are not limited to:

- a. threatening to "out" someone based on sexual orientation, gender identity, or gender expression
- b. threatening to harm oneself if the other party does not engage in the sexual activity
- c. grooming an individual for the purposes of relationship violence and/or sexual misconduct.

In evaluating whether coercion was used, the university will consider the frequency of the application of the pressure, the intensity of the pressure, the degree of isolation of the person being pressured, the duration of the pressure, and the power differential between parties.

5.1.2. INCAPACITATION

Affirmative consent cannot be gained by taking advantage of the incapacitation of another, where the person initiating sexual activity knew or reasonably should have known that the other was incapacitated.

Incapacitation describes an individual who lacks the ability to make informed, rational judgments about whether or not to engage in sexual activity and therefore cannot consent to sexual activity. A person who is incapacitated is unable, temporarily or permanently, to give affirmative consent because of mental or physical helplessness, sleep, unconsciousness, or lack of awareness that sexual activity is taking place. A person may be incapacitated as a result of the consumption of alcohol or other drugs, or due to a temporary or permanent physical or mental health condition.

5.1.2.1. Incapacitation and the Use of Drugs or Alcohol

Incapacitation may result from the use of alcohol and/or drugs. Incapacitation is a state beyond drunkenness or intoxication. Warning signs that a person may be approaching incapacitation may include:

- a. slurred speech
- b. vomiting
- c. unsteady gait
- d. odor of alcohol
- e. combativeness
- f. emotional volatility

Incapacitation as a result of the consumption of alcohol and/or drugs impairs decision-making abilities, diminishes awareness of consequences, compromises one's ability to make informed judgments, and limits one's capacity to understand the implications and consequences of an act. It is not possible for a party to obtain affirmative consent from someone who is incapacitated. It is not possible for someone who is incapacitated to give affirmative consent. If there is any doubt as to the level or extent of an individual's intoxication or impairment, sexual contact or activity should not be initiated or should be immediately stopped.

In evaluating affirmative consent and in cases of alleged incapacitation, the university asks two questions: (1) did the person initiating sexual activity know that the other party was incapacitated? and if not, (2) should a sober, reasonable person in the same situation have known that the other party was incapacitated? If the answer to either of these questions is "yes," affirmative consent was absent, and the conduct a violation of this policy.

5.1.3. OBTAINING AFFIRMATIVE CONSENT

Affirmative consent to one form of sexual activity does not, by itself, constitute affirmative consent to another form of sexual activity. For example, one should not presume that affirmative consent to oral-genital contact constitutes affirmative consent to vaginal or anal penetration. Affirmative consent to sexual activity on a prior occasion does not, by itself, constitute affirmative consent to future sexual activity. In cases of prior relationships, the manner and nature of prior communications between the parties and the context of the relationship may have a bearing on the presence of affirmative consent.

Affirmative consent may be withdrawn at any time. An individual who seeks to withdraw affirmative consent must communicate, through clear words or actions, a decision to cease the sexual activity. Once affirmative consent is withdrawn, the sexual activity must cease immediately.

SECTION 6: CONSENSUAL RELATIONSHIPS

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6.1. EMPLOYEE-TO-EMPLOYEE

Eastern Mennonite University strongly discourages romantic or sexual relationships between an employee and manager or between junior and senior faculty members. In these circumstances, even when both parties have consented, the relationship can give rise to problems that compromise the professional integrity of staff and faculty and may generate charges of unfair treatment or of sexual harassment.

The university views romantic or sexual relationships between employees and their managers and between administrators and students in the same light; these relationships are also characterized by significant power differentials and are subject to the same liabilities.

If you are engaged in a romantic or sexual relationship with another employee whom you instruct, supervise, evaluate, or advise, it is your professional responsibility to inform the director of human resources so that the director of human resources can discuss and assess the situation with you to determine whether it is appropriate to make changes to the instructional, advisory, evaluative, or supervisory relationship. Information disclosed in these discussions shall be treated as confidential, and disclosure to others shall be made only on a need-to-know basis.

Please note: In the event that you are the subject of a report of sexual harassment and if the facts show that you were engaged in a romantic or sexual relationship with someone whom you instructed, supervised, evaluated, or advised, and you did not advise the director of human resources of the existence of that relationship so that steps could have been taken to change, if appropriate or necessary, the instructional, advisory, evaluative, or supervisory relationship, the University may decline to assist you in your legal defense against the allegation(s), and you, not the University, may bear any litigation costs or fees associated with your legal defense. In addition, you may face disciplinary action, up to and including termination, for any substantiated misconduct resulting from such relationship.

6.2. EMPLOYEE-TO-STUDENT

Sexual or romantic relationships between employees and students are prohibited at EMU and are particularly problematic. The university agrees with the [American Association of University Professors statement on consensual relations between faculty and students](#):

“Sexual relations between students and faculty members with whom they also have an academic or evaluative relationship are fraught with the potential for exploitation. The respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect. Even when both parties initially have consented, the development of a sexual relationship renders both the faculty member and the institution vulnerable to possible later allegations of sexual harassment in light of the significant power differential that exists between faculty members and students.”

Employees are prohibited from engaging in romantic or sexual relationships with students. Consequently, should the university discover that an employee is engaged in this conduct, this will be deemed a policy violation and will be grounds for immediate dismissal from EMU.

SECTION 7: REPORTING

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- [7.1. EMPLOYEE REPORTING OBLIGATIONS](#)
- [7.2. CAMPUS INCIDENT REPORTS](#)
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- [7.3. REPORTING TO LAW ENFORCEMENT](#)
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- [7.5. REPORTING CONSIDERATIONS](#)
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The university encourages all community members to report relationship violence and/or sexual misconduct in order to obtain assistance and maintain a safe campus environment. The university encourages all individuals to immediately seek assistance from campus security, law enforcement, a medical provider, and/or a victim advocate. Though the university encourages immediate reporting, delayed reporting will not be considered as a factor when assessing the preponderance of the evidence.

In addition, an individual does not have to be a member of the university community to file a report under this policy. The university will also take action to respond to allegations of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy when the university knows or reasonably should know based on any available information that relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy have occurred. To the best of its ability, the university will respond to every report it receives. Anonymous or third-party reports may limit the response the university can provide.

The [Title IX coordinator](#) is charged with responding to allegations of relationship violence, sexual misconduct, and other forms of conduct prohibited under this policy to stop the behavior, prevent its recurrence, and remedy its effects. Specifically, the [Title IX coordinator](#), or their deputy designee, will coordinate the initial assessment, offer resources and support, and initiate an investigation when appropriate and/or requested.

7.1. EMPLOYEE REPORTING OBLIGATIONS

With the exception of those employees who have recognized confidentiality, called confidential employees (see Section 3.4, Privacy and Confidentiality), all university employees, including faculty, staff, administrators, and student employees or volunteers who have responsibility for the welfare of other students are required to share with the [Title IX coordinator](#) any report of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy about which they become aware.

As outlined in the Privacy and Confidentiality section (Section 3.4) of this policy, the university respects the privacy interests of students and employees. Information reported to the [Title IX coordinator](#) will only be shared with the university officials who will assist in responding, investigating, and/or resolving a report. The university will document non-identifying information in the campus incident log as required by the [Clery Act](#). Should the university determine there is a serious or imminent threat, a timely warning notice will be shared with the community.

The [Title IX coordinator](#) will ensure that the university responds to all reports in a timely, fair, effective, and consistent manner. To accomplish this, the [Title IX coordinator](#) may consult with members of the Title IX assessment team and others, as applicable.

The university will approach each report with the intent to understand the perspective and experiences of each individual involved to ensure fair and impartial evaluation and resolution. The university will also take every effort to ensure the safety of the campus community when evaluating and assessing any reported relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy.

7.2. CAMPUS INCIDENT REPORTS

A report is a notification of an incident of relationship violence, sexual misconduct, or other form of conduct prohibited under this policy to the [Title IX coordinator](#) by any reporting person. Reports

should be filed on EMU's [campus safety incident report form](#). A report may be accompanied by a request for resources or information, a request for no further action, or a request to initiate an investigation.

To the extent of the reporting party's cooperation and consent, university offices will work cooperatively to ensure that the reporting party's health, physical safety, work, and academic status are protected, including taking interim safety measures before the final outcome of an investigation.

The university will provide resources to any person who has experienced relationship violence, sexual misconduct, and/or any other form of conduct prohibited under this policy, no matter where that conduct is reported to have occurred, and will apply disciplinary procedures to those who violate this policy, if the violation occurred on EMU campus, and EMU event, or any other place where EMU has jurisdiction as defined by the [Clery Act](#).

The procedures set forth below afford a prompt and equitable response to reports of relationship violence, sexual misconduct, and/or any other forms of conduct prohibited under this policy, maintain privacy and fairness consistent with applicable legal requirements, and impose appropriate sanctions on violators of this policy.

The university will complete an adequate, reliable, equitable, and impartial investigation of reports that are made in good faith and will uphold the rights of all parties. In instances of conflicts of interest between deputy Title IX investigators and reporting or responding parties, an outside third party investigator will be contracted to conduct the investigation.

Anonymous reports are also accepted and should be directed to the [Title IX coordinator](#). The university will respond promptly and equitably to anonymous reports, but the response may be limited if the report does not include identifying information and/or a description of the facts and circumstances. Anonymous reports that provide enough information to constitute certain criminal offenses will be reported to Campus Safety and Security for purposes of inclusion in the university's annual security report and to assess whether the university should send a timely warning notice as required by the [Clery Act](#).

7.2.1. CAMPUS REPORTING OPTIONS

The university recognizes that any member of the community may choose to report relationship violence or sexual misconduct to any university employee (see definitions for responsible employee and confidential employee in Section 2). Under this policy, any employee, other than those deemed a confidential employee, who receives a report of relationship violence, sexual misconduct, or any other forms of conduct prohibited under this policy is required to file a report with the [Title IX coordinator](#) using EMU's [campus safety incident report](#). All members of the university community are encouraged to contact the [Title IX coordinator](#) with questions regarding reports of or concerns about relationship violence and/or sexual misconduct.

Campus reporting options include:

1. Title IX Coordinator: Irene Kniss, 540-432-4302, titleixcoordinator@emu.edu
2. Campus Safety Incident Report: <https://emu.edu/safecampus/>
3. Campus Security (Harrisonburg campus): 540-432-4911
4. Title IX Deputies:
 - a. EMU Harrisonburg campus: Marcy Engle, Director of Human Resources, 540-432-4148, marcy.engle@emu.edu
 - b. EMU athletics: Katie Russo, Women's Lacrosse Coach, (540)-432-4368, katie.russo@emu.edu
 - c. EMU Lancaster campus: Mary Jensen, Associate Provost, (717) 690-8600, mary.jensen@emu.edu
 - d. EMU WCSC site: Kimberly Schmidt, Washington Community Scholars' Center Department Chair, (202) 529-5378, kimberly.schmidt@emu.edu

7.3. REPORTING TO LAW ENFORCEMENT

In addition to a university response, EMU supports the reporting party's right to pursue criminal action for incidents of relationship violence and/or sexual misconduct that may also be crimes under Virginia criminal statutes, as well as the reporting party's right to decline to file criminal charges against the responding party(s).

Reporting parties may simultaneously pursue criminal and university disciplinary action. The university will support reporting parties in understanding and assessing their reporting options. Upon receipt of a report, the university will inform individuals of their right to file (or decline to file) criminal charges as well as the availability of medical, counseling, and support services. The university will inform the reporting party(s) of any additional interim measures available to prevent

contact between the reporting party(s) and the responding party(s), such as housing, academic, transportation, and working accommodations, if reasonably available. Making a report to the university does not require participation in any subsequent university proceedings, nor is a report required for a reporting party to receive support or remedial measures.

Although the university strongly encourages all members of its community to report violations of this policy to law enforcement, it is the reporting party's choice whether to make such a report, and reporting parties have the right to decline involvement with the police. The university's [Title IX coordinator](#) will assist any reporting party with notifying local or state police if they desire.

Note that definitions used within Virginia criminal laws may differ from those used in this policy, which adheres to [Clery Act definitions](#) as required by the US Department of Education. Also note that, in compliance with the [Clery Act](#), the university adjudicates cases under this policy according to the standard of proof known as preponderance of the evidence; law enforcement uses the beyond a reasonable doubt standard of proof (see Section 2 for definitions). These differing standards of proof may result in different outcomes for the same case when adjudicated under EMU's Relationship Violence and Sexual Misconduct policy and under Virginia criminal laws.

Reporting parties should call 911 immediately following an assault and may choose to file (or not to file) charges at that time. In an instance of delayed reporting, the reporting party may reach the Harrisonburg Police Department at 540-434-4436.

7.4. PRESERVATION OF EVIDENCE

Preserving evidence to support the claims filed in a report is particularly helpful when the reporting party(s) desire a protection order, in order to assist in achieving the preponderance of evidence standard in a case of stalking, or when the reporting party(s) wishes to or believes they may wish to bring legal action, now or in the future.

In instances of sexual assault, domestic violence, dating violence, intimate partner violence, or any other instances of sexual or physical abuse, the reporting party(s) may opt to have a Physical Evidence Recovery Kit (PERK kit) collected (see Section 2 for a definition). A PERK kit can be collected by a Sexual Assault Nurse Examiner (SANE nurse) at [Sentara RMH Medical Center](#). If a SANE nurse is not available, Sentara will coordinate expedited transport to [Augusta Health](#) or another nearby facility with a SANE nurse on duty. The cost of a PERK exam and any related medication is paid for by the state of Virginia.

A reporting party may choose not to notify law enforcement or file a police report but may still have a PERK kit collected. PERK kits from reporting parties who elect not to file a report with law enforcement are known as anonymous physical evidence recovery kits and will be stored at the [Division of Consolidated Laboratory Services \(DCLS\)](#) for two years, although the DCLS, the reporting party, or the law enforcement agency may elect for the kit to be retained for a longer period. If the reporting party later elects to report the sexual assault to the police and file criminal charges, the reporting party's kit will be released to law enforcement and the evidence preserved therein used in the case.

7.5. REPORTING CONSIDERATIONS

7.5.1. TIMELINESS OF REPORT, LOCATION OF INCIDENT

The university encourages prompt reporting of relationship violence, sexual misconduct, and/or other forms of conduct prohibited under this policy so that the university can respond promptly and equitably. However, the university does not limit the timeframe for reporting. Delayed reporting will not be considered as a factor when assessing the preponderance of the evidence. If the responding party(s) is no longer affiliated with the university at the time the report is made, the university will provide reasonably appropriate remedial measures, assist the reporting party(s) in identifying external reporting options, and take other reasonable steps to respond under [Title IX](#). The university may continue to investigate for purposes of complying with [Title IX](#) and take steps to prevent the recurrence of such conduct and remedy the effects, if appropriate.

An incident does not have to occur on campus to be reported to the university. Off-campus conduct is covered under this policy.

7.5.2. PERSONAL USE OF ALCOHOL AND/OR DRUGS

The university seeks to remove any barriers to reporting. The university will generally offer a student, reporting party(s), third party, and/or witness who reports relationship violence, sexual misconduct, and/or other forms of conduct prohibited under this policy limited immunity from being charged for violations related to the university's alcohol or other drugs policy, provided that such violations did not and do not place the health and safety of any person at risk. The university may choose, however, to recommend educational or therapeutic remedies in certain situations.

This policy does not grant immunity for criminal, civil, or legal consequences for violations of federal, state, and/or local laws.

7.5.3. STATEMENT AGAINST RETALIATION

As stated in Section 4.4, retaliation is a violation of this policy. Retaliation can take many forms, may be committed by or against an individual or group, and may be committed toward the reporting party(s) by the responding party(s) and vice versa. An individual reporting relationship violence, sexual misconduct, or any other forms of conduct prohibited under this policy is entitled to protection from any form of retaliation following a report made in good faith, even if the report is not later substantiated.

7.5.4. FALSE REPORTING

The allegation of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy may have severe consequences and therefore the university takes very seriously the validity of reported information. An individual who makes a report that is later found to have been intentionally false or made maliciously without regard for the truth may be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report are not substantiated by an investigation. Similarly, a party or witness who is later proven to have intentionally given false information during the course of an investigation or resolution may be subject to university disciplinary action.

7.6. REPORTS INVOLVING MINORS

Reporting parties under the age of 18 that file a report with police may be deemed a child in need of services and the appropriate authorities will decide whether to pursue charges. Please see [Virginia Code § 16.1-278.4](#) or applicable local code for further information. If a parent or guardian of a minor refuses to consent to a physical evidence recovery kit (PERK) examination of the minor, the minor may consent on their own behalf. Any person, even those listed as confidential employees (see Section 3.4.2), is required by law to report any incident of relationship violence or sexual misconduct known to have occurred against anyone under the age of 18.

7.7. TIMEFRAME FOR PROCEDURES

The university seeks to resolve all complaints of relationship violence, sexual misconduct, or other forms of conduct prohibited under this policy within sixty days. All time frames expressed in this policy are meant to be guidelines rather than rigid requirements. Circumstances may arise that require the shortening or lengthening of time frames, including extension beyond sixty days. In general, a reporting party(s) and a responding party(s) can expect that the process will proceed according to the time frames provided in this policy. In the event that the investigation and resolution exceed this time frame, the [Title IX coordinator](#) will notify all parties of the reason for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

7.8. RESOLUTION PROCEDURES

The specific procedures for reporting, investigating, and resolving prohibited conduct are based upon the nature of the responding party's relationship to the university (student, employee, or third party). Each set of procedures referenced below is guided by the same principles of fairness and respect for reporting parties and responding parties.

A student or employee determined by the university to have committed an act of prohibited conduct is subject to disciplinary action, up to and including separation from the university. Third parties who commit prohibited conduct may have their relationships with the university terminated and/or their privileges of being on university premises withdrawn.

Each set of procedures provide for prompt and equitable response to reports of relationship violence, sexual misconduct, and/or other forms of conduct prohibited under this policy. The procedures designate specific timeframes for major stages of the process. They also provide for thorough and impartial investigations that afford all parties notice and an opportunity to present witnesses and evidence and to view the information that will be used in determining whether a policy violation has occurred. The university applies the preponderance of the evidence standard when determining whether this policy has been violated.

Please see Appendix A for student resolution procedures and Appendix B for employee resolution procedures.

SECTION 8: RESOURCES AND ACCOMMODATIONS

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8.1. RESOURCES

Resources are available to all EMU students and employees, including those who have not filed a Title IX report and those who are not involved in a Title IX adjudication process.

8.1.1. EMU COUNSELING SERVICES

EMU Counseling Services center is available for direct services free of charge to all EMU students at the main campus. Off campus or online program faculty, staff, or students are able to consult with an EMU counselor via email or phone to locate resources or assistance in their own geographic area.

In collaboration with EMU's Health Services, a licensed psychiatrist is available once a month on campus for additional mental health services.

EMU Counseling Services is able to provide recommendations for off-campus counseling, therapy, and mental health services for EMU staff and for EMU students who do not wish to use on-campus counseling services. Please contact EMU Counseling Services at 540-432-4317 or counselingservices@emu.edu for information.

8.1.2. HEALTH SERVICES

8.1.2.1. EMU Health Services

EMU's Health Services is available to all current students, faculty and staff.

EMU's Health Services can provide referrals to local health specialists in the Harrisonburg area, including: Orthopedics, GI, dermatologists, etc.

To contact EMU's Health Services please call (540) 432-4308, email healthservices@emu.edu, or stop by their office in the University Commons, Room 240 (upstairs) through the Student Life Suite.

8.1.2.2. Sentara RMH Medical Center

Harrisonburg's main hospital, Sentara RMH Medical Center, is located at 2010 Health Campus Dr. Harrisonburg, VA 22801. In an emergency, please dial 911. To contact the hospital in a non-emergency situation, call 540-689-1000. The Sentara RMH emergency room is open 24 hours a day, 7 days a week. PERK kits (see Section 2 and Section 7.4) are collected in the Sentara RMH Medical Center.

8.1.3. SEXUAL ASSAULT, DOMESTIC VIOLENCE, & CRISIS SERVICES

8.1.3.1. Collins Center

The Collins Center provides sexual assault and crisis services to the Harrisonburg community. Located at 217 S. Liberty St. Harrisonburg, the Collins Center provides a trained sexual assault crisis advocate who offers support and information at the hospital and assistance when reporting a sexual assault to the police (if reporting to the police is desired).

The Collins Center also provides short-term crisis support sessions, support groups, court advocacy and accompaniment, child advocacy, professional therapists with trauma-specific training, and information and referrals for other support services.

In a non-emergency situation, contact the Collins Center at 540-432-6430. In a crisis situation, contact the Collins Center's 24-hour sexual assault crisis hotline at 540-434-2272. The crisis hotline is staffed 24/7 by a trained Collins Center employee.

8.1.3.2. First Step

First Step provides domestic and dating violence survivor services to the Harrisonburg community, including a 24/7 crisis hotline, safety planning, emergency shelter, support groups, court accompaniment, legal advocacy, financial empowerment, children's support and advocacy, and referrals.

Contact First Step at any time at 540-434-0295. If you are in immediate danger, dial 911 and local law enforcement can assist you in accessing First Step services after addressing your immediate safety needs.

8.1.4. SECURITY AND LAW ENFORCEMENT SERVICES

8.1.4.1. EMU Office of Campus Safety & Security

EMU provides 24-hour security services to the Harrisonburg campus. From 8am-4pm Monday-Friday, EMU coordinator of campus safety and security, Dave Emswiler, or his designee, responds to safety and security incidents. EMU contracts with [Admiral Security](#) to provide non-sworn security officers from 4pm-8am on weekdays and 24 hours a day on Saturdays and Sundays.

In an emergency situation, please dial 911. In a non-emergency situation, EMU safety personnel can be reached 24/7 at 540-432-4911.

8.1.4.2. Harrisonburg Police Department

The Harrisonburg Police Department has jurisdiction for the investigation and enforcement of all state and local criminal laws on EMU's Harrisonburg campus. The Harrisonburg Police Department can investigate any reported sexual assault or other forcible sexual offense on EMU's Harrisonburg campus, in or on a non-campus building or property of EMU Harrisonburg, or on public property near EMU Harrisonburg.

Those who experience an incident of sexual violence can choose to:

- a. Allow the Harrisonburg Police Department to investigate the allegation of sexual assault or other violation of this policy;
- b. Press civil or criminal charges if an instance of unlawful activity has occurred;
- c. Provide details of the incident even in cases where the act being reported is not unlawful under federal or state law;
- d. Decline to have the Harrisonburg Police Department investigate the incident; or
- e. Determine at a later date to press charges, if permission for an investigation was granted at the time of the incident.

In an emergency situation, please dial 911. In a non-emergency situation, contact Violent Crimes Against Women Detective Aaron Dove, major crimes unit, 540-437-2646, or the Harrisonburg Police Department switchboard at 540-434-4436.

8.2. ACCOMMODATIONS

EMU will provide the following accommodations to all student and employee reporting parties, regardless of whether the reported incident rose to the level of initiating a disciplinary process for the responding party(s).

EMU will take every measure to protect the privacy of those seeking accommodations. Personal information will only be shared with those essential to making decisions about and enacting accommodations. Those who are requesting accommodations will always be notified before personally identifying information is shared for the purpose of arranging requested accommodations.

8.2.1. ACADEMIC ACCOMMODATIONS

As part of resolution processes, the [Title IX coordinator](#) in instances of Title IX reports, or the director of human resources in instances of Title VII reports, will work with the EMU registrar and individual faculty members to change or make accommodations to the course schedule of the reporting party(s) if the request is made in writing and if the accommodation requests are reasonably available.

In situations where the incident has not been reported to campus security or local law enforcement, student requests for academic accommodations can be sent to Title IX coordinator Irene Kniss (irene.kniss@emu.edu) and employee requests for academic accommodations can be sent to director of human resources Marcy Engle (marcy.Engle@emu.edu).

8.2.2. LIVING ACCOMMODATIONS

As part of resolution processes, the [Title IX coordinator](#) will work with residence life staff to change or make accommodations to the living arrangements of the reporting party(s) if the request is made in writing and if the accommodation requests are reasonably available.

In situations where the incident has not been reported to campus security or local law enforcement, requests for living accommodations can be sent to Title IX coordinator Irene Kniss (irene.kniss@emu.edu).

8.2.3. TRANSPORTATION ACCOMMODATIONS

As part of resolution processes, the [Title IX coordinator](#) in instances of Title IX reports, or the director of human resources in instances of Title VII reports, will work with appropriate authorities to change or make accommodations to the transportation arrangements of the reporting party(s) if the request is made in writing and if the accommodation requests are reasonably available.

In situations where the incident has not been reported to campus security or local law enforcement, student requests for transportation accommodations can be sent to Title IX coordinator Irene Kniss (irene.kniss@emu.edu) and employee requests for transportation accommodations can be sent to director of human resources Marcy Engle (marcy.engle@emu.edu).

8.2.4. WORKING ACCOMMODATIONS

As part of resolution processes, the [Title IX coordinator](#) in instances of Title IX reports, or the director of human resources in instances of Title VII reports, will work with the reporting party's supervisor to change or make accommodations to the work arrangement of the reporting party(s) if the request is made in writing and if the accommodation requests are reasonably available.

In situations where the incident has not been reported to campus security or local law enforcement, student requests for working accommodations can be sent to Title IX coordinator Irene Kniss (irene.kniss@emu.edu) and employee requests for working accommodations can be sent to director of human resources Marcy Engle (marcy.engle@emu.edu).

8.2.5. PROTECTIVE ORDERS

8.2.5.1. EMU No Contact Orders

Reporting and responding parties have the right to request a no contact order that restricts contact between reporting and responding parties on EMU's campus. Students should initiate the request for a no contact order with Title IX coordinator Irene Kniss (irene.kniss@emu.edu; 540-432-4302). Employees should initiate the request for a no contact order with director of human resources Marcy Engle (marcy.engle@emu.edu; 540-432-4148).

The [Title IX coordinator](#) or the director of human resources, respectively, will work with the coordinator of campus safety and security to issue a no contact order from EMU's campus safety office. No contact orders will be enforced by campus safety officials.

8.2.5.2. Court Order of Protection

Protective orders may be requested from a local judge or magistrate at [Harrisonburg Court House](#). (53 Court Square, Harrisonburg). The following protective orders are available:

1. Emergency protective order: Emergency protective orders can be put in place for up to 72 hours
2. Preliminary protective order: Preliminary protective orders are put in place for 15 days
3. Full protective order: Full protective orders extend up to two years

Persons who wish to have a court-ordered protective order put in place must go before either the local magistrate or a local judge and make a case that they are fearful of harm, violence, or the threat of violence. More information is available from the [Virginia Court System](#).

8.3. WRITTEN NOTIFICATION OF AVAILABLE RESOURCES

Written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available, both within the institution and in the community, are available at any time for any EMU student or employee from the [Title IX coordinator](#). Written notification of these resources will be provided to all reporting parties upon receipt of a report by the [Title IX coordinator](#).

Written notification about available options for, assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures is available to anyone on campus who experiences an incident of relationship violence and/or sexual misconduct, whether or not the incident is reported. Written notification of these accommodations will be provided to all reporting parties upon receipt of a report by the [Title IX coordinator](#).

SECTION 9: PREVENTION AND TRAINING

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The university is committed to the prevention of prohibited conduct through regular and ongoing education and awareness programs. Incoming students and new employees receive primary prevention and awareness programming as part of their orientation, and returning students and current employees receive ongoing training and related education. For a description of the university's prohibited conduct prevention and awareness programs, including programs on minimizing the risk of incidents of prohibited conduct and bystander intervention, see [Appendix E](#).

SECTION 10: MONITORING AND EVALUATION

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The [Title IX coordinator](#) will be responsible for convening an ongoing monitoring and evaluation (M&E) of this policy and these procedures. Monitoring and evaluation provides a process for understanding trends in policy and practices, and provides the capacity for preemptive planning towards a preventative future. This M&E process will intentionally monitor university changes across time, examine how the broader landscape is shifting its requirements, and explore how the university is responding to various stakeholders.

SECTION 11: REFERENCES

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Appendix A: Procedures for Students

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SECTION A.1: INTRODUCTION

The care and welfare of students is of utmost importance. While policies and procedures can often feel cold and impersonal, we understand the stress and emotional trauma involved in such situations. Procedures are carried out by people who care about and are committed to work with all involved.

The following procedures function in conjunction with the Relationship Violence and Sexual Misconduct Policy, and will be activated when a report of an alleged occurrence of relationship violence and/or sexual misconduct is received. The intent of these procedures is to provide a prompt, fair, and impartial process from the initial contact to the final result. This process is not designed to take the place of making a criminal report to law enforcement, or of a criminal investigation. The procedure as outlined below may take place whether or not a criminal report is made, and is a separate and independent process.

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SECTION A.2: REPORTING

A.2.1. MAKING A REPORT

Reports can be made by filling out a [Campus Safety Incident Report \(https://emu.edu/safecampus/\)](https://emu.edu/safecampus/) or by contacting the Title IX coordinator in person or via phone at 540-432-4302.

All Campus Safety Incident Reports are received by the [Title IX coordinator](#), the [coordinator of campus safety and security](#), the [vice president of student life and enrollment](#), the [associate dean of student engagement](#), and the [associate dean of residence life, student accountability, and restorative justice](#). When a Campus Safety Incident Report that alleges an instance of relationship violence, sexual misconduct, or any other form of conduct prohibited under the Relationship Violence and Sexual Misconduct Policy is received, the Title IX coordinator will take the lead on responding to the report. Parties other than those listed above may be informed if deemed necessary for the student's well being and educational needs. The Title IX coordinator will inform the reporting party(s) beforehand, if other parties are being informed.

A record of the report is automatically recorded in Maxient, EMU's online reporting software, with an identifying case number. All additional information collected regarding the specific incident will be kept under the assigned case number. If the Title IX coordinator receives a report in another manner outside of an incident form, the Title IX coordinator will ensure that the appropriate persons are notified and that the report is properly accounted for in Maxient.

A.2.2. SAFETY ASSESSMENT

The [Title IX coordinator](#), the [coordinator of campus safety and security](#), the [associate dean of student engagement](#), and the [associate dean of residence life, student accountability, and restorative justice](#) (The Title IX Assessment Team) will determine the need for a timely warning. A timely warning is a warning required by the [Clery Act](#) that alerts the campus community to potentially dangerous circumstances. The need for a timely warning is determined by considering the nature of the act reported and the likelihood that continuing danger exists for the campus community. If warranted, a timely warning will be issued by the coordinator of campus safety and security, who has the final authority to make the determination according to [Virginia law](#).

The Title IX assessment team will also assess whether there is an immediate threat of danger to the reporting party(s), based on the content of the report. If the safety of the reporting party(s) and/or the safety of the responding party(s) are determined to be in danger, interim safety measures may be implemented to maintain the safety. Interim safety measures may include removal from campus housing, the issuance of a no contact order (see Section 8.2.5.1 of the Relationship Violence and Sexual Misconduct Policy), or adjustment of class schedule.

A.2.3. UNIVERSITY RESPONSE TO REPORTING PARTY(S)

After receiving a report, the Title IX coordinator will make contact with the reporting party(s) by phone call or email to ensure that the reporting party(s) has access to available resources and that the reporting party's safety needs are met and will also set up an in-person meeting.

During the initial meeting with the reporting party(s), the Title IX coordinator will provide and review copies of the rights of the reporting party(s), this procedure document, and a list of on- and off-campus resources.

During this initial meeting, the Title IX coordinator will provide the reporting party(s) with the following options for moving forward:

1. No further inquiry or investigation: the reporting party(s) can specify that the Title IX coordinator and the deputy Title IX investigator(s) take no further action to pursue an investigation into the reported incident.
2. Further investigation: the reporting party(s) can specify that the Title IX coordinator and the deputy Title IX investigator(s) proceed with an investigation of the reported incident.
3. Assist in making a Police Report if requested.

It is the reporting party's right to choose which of the above options they want the university to take. However, in certain cases, if the conduct reported rises to the level of a criminal offense or if the campus may be negatively impacted, the university may still undertake an investigation even if the reporting party(s) have requested that no further inquiry or investigation be made into the incident (for example, if the reported party has previously been reported for violating the Relationship Violence and Sexual Misconduct policy). In these instances, the reporting party(s) does not have to be involved in the investigation.

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A.2.4. UNIVERSITY OUTREACH TO RESPONDING PARTY(S)

After receiving a report and speaking with the reporting party(s), the Title IX coordinator will make contact with the responding party(s) by phone call or email to ensure that the responding party(s) has access to available resources and that the responding party's safety needs are met. During this initial contact, the Title IX coordinator will set up an in-person meeting.

During the initial meeting with the responding party(s), the Title IX coordinator will provide and review copies of the rights of the responding party(s), this procedure document, and a list of on- and off-campus resources.

SECTION A.3: INVESTIGATION

A.3.1. INTERVIEWS WITH INVOLVED PARTIES

The first step of an investigation is to interview all involved parties, including the reporting party(s), the responding party(s), and any witnesses. The reporting party(s) will always be the first party interviewed and will not come into contact with the responding party(s) during the interview process.

Deputy Title IX investigator(s), who are trained in trauma-informed interview techniques, will conduct the interviews.

The reporting party(s) and the responding party(s) always have the right to have an advocate of their choosing present during all stages of the reporting, investigating, and adjudicating process.

All interviews will be audio recorded. The only person outside of the deputy Title IX investigator(s) and Title IX Coordinator who may listen to the recording is the party that has been recorded. The recording must be listened to in the presence of the investigator. Verbal permission to record the interview will be obtained at the start of the interview process. Recordings will be stored by the Title IX Coordinator in a secure location and will be destroyed upon completion of the case, after the deadline for and/or completion of an appeals process has passed.

The completion of the investigation process will be within sixty days from the initial receipt of the report or as soon thereafter as feasible. If the report is made just prior to a scheduled school break, the time of the school break will not be included within those sixty days.

A.3.1.1. INTERVIEW WITH THE REPORTING PARTY

If a reporting party has chosen, during the initial meeting with the Title IX coordinator and the deputy Title IX investigator(s), not to pursue any further action related to the reported incident, no interview will be required. The reporting party will be asked to sign a statement noting this choice, with the option of opening the case at any time by notifying the Title IX coordinator.

If the reporting party has chosen to pursue further action, the reporting party(s) will sit for an interview with the deputy Title IX investigator(s). This interview can take place immediately following the initial meeting between the reporting party, the Title IX coordinator, and the deputy Title IX investigator in order to limit the number of times a reporting party has to recount the incident, or can be scheduled for a separate date and time, according to the wishes of the reporting party.

The reporting party may also choose whether or not they would like to file a report with the local police department. If the reporting party chooses this course of action, they have the option to have a local Harrisonburg Police Department officer present during the interview with the deputy Title IX investigator(s). They may also choose to make a separate report to the Harrisonburg Police Department at a later time, or to not make a report to the Harrisonburg Police Department.

A.3.1.2. INTERVIEW WITH THE RESPONDING PARTY

If a reporting party has chosen, during the initial meeting with the Title IX coordinator not to pursue any further action related to the reported incident, no interview will be required.

If the reporting party has chosen to pursue further action, the responding party(s) will sit for an interview with the deputy Title IX investigator(s). This interview can take place immediately following the initial meeting between the responding party and the Title IX coordinator.

A.3.2. INFORMAL RESOLUTION

Following the interviews with all reporting parties, responding parties, and named witnesses, the deputy Title IX investigator will write an investigative report. The investigative report will be reviewed with all parties and if all parties agree with the investigative report that there are no disputed facts, the case will move to an informal resolution process, described below.

If, following the interviews with the reporting and the responding parties, there are discrepancies or disagreements between the incidents recounted by the reporting and the responding party, the investigation will continue with the formal resolution process, described in Section A.3.4 and following.

A.3.2.1. DETERMINATION OF RESPONSIBILITY

In an informal resolution process, the Title IX coordinator will make the final determination, based on the investigative report and in consultation with the deputy Title IX investigator, as to whether or not a violation of the Relationship Violence and Sexual Misconduct policy has risen to the level of a Title IX infraction. This finding will be based on the standard of proof known as the preponderance of evidence (see Section 2 of the Relationship Violence and Sexual Misconduct policy for a definition). The finding will also be based on the rubrics created by ATIXA in the ATIXA Playbook issued in 2017.

If the Title IX coordinator determines that there is sufficient evidence, based on the preponderance of the evidence, to support a finding of responsibility under the policy, any one or more outcomes may be imposed. A staff review will be conducted by the Title IX assessment team to determine the appropriate outcome(s) to impose.

A.3.2.2. STAFF REVIEW TO DETERMINE OUTCOMES

The staff review will be conducted by the Title IX assessment team, which includes the Title IX coordinator, the coordinator of campus safety and security, the associate dean of student engagement, and the associate dean of residence life, student accountability, and restorative justice. The Title IX assessment team will review the case and determine outcomes for the responding party(s) guided by a number of considerations, including:

- A. the severity, persistence or pervasiveness of the prohibited conduct;
- B. the nature or violence (if applicable) of the prohibited conduct;
- C. the impact of the prohibited conduct on the reporting party;
- D. the impact or implications of the prohibited conduct within the university community;
- E. prior misconduct by the responding party, including the responding party's relevant prior disciplinary history, at the university or elsewhere, and any criminal convictions;
- F. whether the responding party has accepted responsibility for the prohibited conduct;
- G. the maintenance of a safe, nondiscriminatory and respectful environment conducive to learning; and
- H. any other mitigating, aggravating, or compelling factors.

A case may result in the following possible outcomes, based on the facts of the case and the considerations listed above. The following outcomes are effective immediately, unless otherwise specified:

- A. in-school, temporary, or indefinite suspension/disciplinary withdrawal
- B. dismissal
- C. probation, with specific lengths being determined during the staff review
- D. loss of university employment or volunteer position
- E. loss of university resources or services
- F. no contact orders
- G. removal from dorm or other campus buildings
- H. community services
 - I. application of a behavioral contract
- J. alcohol and/or drug assessment and recommendations
- K. exclusion from co-curricular or leadership activities
- L. completion of issue-relevant education activities
- M. fines
- N. monetary or other restitution
- O. referral to counseling
- P. transcript notation

A prominent notation will be placed on the responding party's academic transcript if the responding party is suspended from, permanently dismissed from, or withdraws from the university while under investigation for an offense involving sexual violence, as required by [Virginia state law](#).

A.3.2.3. INFORMING REPORTING & RESPONDING PARTIES OF OUTCOMES

The Title IX Assessment Team will meet first with the reporting party(s) and then with the responding party(s), at separate times but as close in time as feasible, to share the outcomes determination. This will allow opportunity for clarification, if desired, as the outcomes determination in an informal process is final.

A.3.3. INVESTIGATIVE REPORTS

A.3.3.1. PRELIMINARY INVESTIGATIVE REPORT

After the interviews with the reporting party(s), responding party(s), and witnesses are completed and other information gathered, the deputy Title IX investigator(s) will complete a preliminary investigative report that sets out all the known facts of the case, the disputed facts of the case, and a list of all parties interviewed. The deputy Title IX investigator(s) will provide a copy of the preliminary report to the Title IX coordinator.

The deputy Title IX investigator(s) and the Title IX coordinator will meet with the reporting party(s) to review the preliminary report. Following this meeting, the deputy Title IX investigator(s) and the Title IX coordinator will meet with the responding party(s) to review the report.

The reporting party(s) and the responding party(s) may suggest additional witnesses and provide additional information after they review the preliminary investigative report. If additional witnesses or additional information is provided at this time, the deputy Title IX investigator(s) will interview the additional witnesses and review the additional information.

If changes are made to the preliminary report based on the additional witnesses or information provided, these changes will be reviewed with both the reporting and the responding parties. If no additional witnesses or additional information is provided by the reporting and/or the responding parties, the deputy Title IX investigator(s) will prepare the final investigative report.

A.3.3.2. FINAL INVESTIGATIVE REPORT

The final investigative report includes all known facts of the case, disputed facts of the case, and a list of all parties interviewed. The deputy Title IX investigator(s) will provide the final report to the Title IX coordinator, who then convenes the Title IX Review Panel.

SECTION A.4: REVIEW PANEL

Following the submission of the final investigative report, the Title IX coordinator will convene the Title IX Review Panel. The review panel consists of the review panel chair and two additional EMU employees (one faculty member and one staff member) who have received Title IX training and training specifically related to the Relationship Violence and Sexual Misconduct Policy and its procedures. The Title IX coordinator and the deputy Title IX investigator(s) will also attend the review panel meeting in order to answer questions and provide clarifications.

The reporting party(s) and the responding party(s) will be separately notified of the composition of the review panel by the Title IX coordinator and have the right to raise any conflicts of interest.

A.4.1. REVIEW PANEL PROCEEDINGS

The review panel will meet separately with the reporting and the responding parties. An advocate may attend the review panel but may not participate in the panel process. Either the reporting and/or the responding parties may choose not to attend the review panel. The review panel will proceed regardless.

The review panel proceedings will be recorded. The chair of the review panel will inform all persons present that the proceedings are being recorded for reference purposes only. The recording will be destroyed at the conclusion of the case, after the deadline for and/or completion of an appeal process.

If the chair of the review panel determines that clarifying questions are required, the panel may ask questions of the reporting and/or the responding party(s) during their separate review panel proceedings. The reporting and/or the responding party(s) may also request to give a testimony to the review panel during their separate review panel hearings.

The review panel will make a finding to determine whether or not a violation of the Relationship Violence and Sexual Misconduct Policy has occurred. This finding will be based on the standard of proof known as the preponderance of evidence, in accordance with Title IX regulations (see Section 2 for definition). The review panel will make this determination based on the factual findings outlined in the final investigative report and the testimony heard.

If the review panel has determined that there is sufficient evidence, by a preponderance of the evidence, to support a finding of responsibility under the policy, the review panel will decide between a number of different outcomes for the responding party(s).

At the conclusion of the review panel, the review panel chair will prepare a summary of the proceedings. Included in this panel summary will be documentation of determination by of preponderance of evidence, documentation of outcomes determined, and a description of the appeal process.

The review panel chair will deliver the panel summary to the Title IX coordinator, who will prepare a letter reflecting the panel's findings and outcomes as well as appeal process information. The Title IX coordinator will then meet separately with the reporting and the responding parties (as close in time to proximity as possible) to share the determination of the review panel.

In the case of dismissal, suspension or withdrawal while under investigation, notification will be sent to the parent/legal guardian(s) (per FERPA release), to the Director of Retention, and to any other departments on campus that will be impacted by the consequences.

If the reporting or responding party does not agree with the findings and/or the outcomes, they may appeal the result to the appeal board.

A.4.2. REVIEW PANEL OUTCOMES

The review panel has jurisdiction to determine outcomes for responding parties. In determining the appropriate outcome(s), the review panel will be guided by a number of considerations, including:

- A. the severity, persistence or pervasiveness of the prohibited conduct;
- B. the nature or violence (if applicable) of the prohibited conduct;
- C. the impact of the prohibited conduct on the reporting party;
- D. the impact or implications of the prohibited conduct within the university community;
- E. prior misconduct by the responding party, including the responding party's relevant prior disciplinary history, at the university or elsewhere, and known criminal convictions;
- F. whether the responding party has accepted responsibility for the prohibited conduct;
- G. the maintenance of a safe, nondiscriminatory and respectful environment conducive to learning, and
- H. any other mitigating, aggravating, or compelling factors.

A case may result in the following possible outcomes, based on the facts of the case and the considerations listed above. The following outcomes are effective immediately, unless otherwise specified:

- A. in-school, temporary, or indefinite suspension/disciplinary withdrawal
- B. dismissal
- C. probation, with specific lengths being determined during the staff review
- D. loss of university employment or volunteer position
- E. loss of university resources or services
- F. no contact orders
- G. removal from dorm or other campus buildings
- H. community services
 - I. application of a behavioral contract
- J. alcohol and/or drug assessment and recommendations
- K. exclusion from co-curricular or leadership activities
- L. completion of issue-relevant education activities
- M. fines
- N. monetary or other restitution
- O. referral to counseling
- P. transcript notation

A prominent notation will be placed on the responding party's academic transcript if the responding party is suspended from, permanently dismissed from, or withdraws from the university while under investigation for an offense involving sexual violence, as required by [Virginia state law](#).

If the reporting or responding party does not agree with the findings and/or the outcomes, they may appeal the result to the appeal board.

SECTION A.5: APPEALS PROCESS

The Title IX appeals board is a standing board consisting of three EMU employees appointed by EMU's president. The EMU president will name one of the three designated EMU employees to be the appeals board chair. Both the reporting and the responding parties may appeal the outcomes of the review panel by submitting an appeal in writing within three business days following notification of the review panel findings to the chair of the appeals board. The appeal form is located at <https://files.acrobat.com/a/preview/322cf35d-c215-4e4b-a868-96894038ce94>. The appeals board meeting will usually be scheduled within five calendar days from the date of the request for an appeal, subject to extension for good cause.

Reasons for an appeal must be clearly stated and based on one of the following:

- A. relevant new evidence that was previously unavailable and could significantly affect the outcome;
- B. alleged procedural error, which may have materially affected the outcome; or
- C. the outcome is substantially disproportionate to the findings.

The appeals board chair will review the reason for appeal to determine if it meets the above criteria. If the determination is made that it does not meet one of the above criteria, the request for appeal will be rejected and the chair of the appeals board will notify the requesting party that no appeal may be made. If the request for appeal does meet one of the above criteria, the appeals board chair will notify the parties in writing of the date, time, and location of the appeals board meeting, the names of the appeals board members, and how to challenge participation by any member of the appeals board for bias or conflict of interest.

The appeals board chair will also supply the responding and the reporting parties with the grounds for the appeal request, including any new evidence provided. The reporting and the responding parties have 48 hours to respond to this disclosure of information by contacting the appeals board chair. The parties will be informed how and who to respond to when they receive the grounds for the appeal request and any new evidence provided.

Following this 48 hour response period, the appeals board will review the appeal and make a decision to either uphold or modify the outcome of the review panel. The appeals board will have access to the final investigative report and any new evidence from the reporting and/or responding parties. The appeals board will also have access to the written summary of the review panel as well as the appeal letter.

The findings will be communicated to the Title IX coordinator by the appeals board chair, who will prepare a letter reflecting the appeals board's findings and outcomes. The Title IX coordinator will provide the reporting and responding parties a copy of the letter of appeals board determination. The decision of the appeals board is final.

SECTION A.6: CONFLICTS OF INTEREST

At any time during the reporting, investigation, review, or appeals process, the reporting party(s), responding party(s), witness(es), Title IX coordinator, deputy Title IX investigator(s), review panel members, or appeals board members may raise conflict of interest concerns.

In cases where the reporting party(s), responding party(s), and/or witness(es) are related to or in close relationship with faculty, staff, or other employees of the university, or in cases where there is reason to believe that the investigation may not be impartial if completed internally, and outside investigator will always be brought in.

If there is a conflict of interest between the reporting and/or reporting parties and the deputy Title IX investigator(s), an outside investigator will be brought in to conduct the investigation. The process will run the same as that listed in Section A.3, with the external investigator taking on the role of the deputy Title IX investigator(s).

Appendix B: Procedures for Employees- Coming Soon

Appendix C: Rights of the Reporting Party

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- Appendix D: Rights of the Responding Party

At all times during the Title IX process, the reporting party has the following rights:

1. The right to investigation and appropriate resolution of all credible complaints of relationship violence and/or sexual misconduct made in good faith to university administrators;
2. The right to have all personally identifiable information kept private and only revealed as required by law;
3. The right to be treated with respect by university officials;
4. The right not to be discouraged by university officials from reporting an incident of relationship violence or sexual misconduct to both on-campus and off-campus authorities;
5. The right to be informed by university officials of options to notify proper law enforcement authorities, including local police, and the option to be assisted by campus authorities in notifying such authorities, if the reporting party chooses. This also includes the right not to report, if this is the reporting party's desire, unless required by law;
6. The right to seek medical intervention and care;
7. The right to have reports of relationship violence and/or sexual misconduct responded to quickly, and with sensitivity, by all parties;
8. The right to preservation of privacy, to the extent possible and allowed by law;
9. The right to be informed of, and have, university policies and procedures followed without material deviation, and the right to have a support person to guide and support them in the process.
10. The right to notification of, options for, and available assistance in, changing academic and living situations after an incident of relationship violence and/or sexual misconduct, if requested by the reporting party and if the accommodations are reasonably available. No formal report or investigation, either campus or criminal, need occur before this option is available. For a list of available accommodations, see section 8.2;
11. The right to a no contact order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other retaliatory behavior that presents a danger to the welfare of the reporting party or others;
12. The right to bring a support person to all phases of the Title IX process;
13. The right to be informed of available counseling, mental health, or student services for victims of relationship violence and/or sexual misconduct, both on-campus and in the community;
14. The right to be fully informed of the nature, rules, and procedures of the process and to a timely written notice of all alleged violations within the report, including the nature of the violation and possible outcomes;
15. The right to review the preliminary investigative report and offer additional relevant materials and relevant witnesses to be interviewed and considered before the final investigative report is created;
16. The right to review the final investigative report, subject to the privacy limitations imposed by state and federal law, at least two working days prior to a review panel;
17. The right to be informed of the names of all witnesses, except in cases where a witness' identity will not be revealed for compelling safety reasons;
18. The right to have reports heard by persons who have received annual Title IX and trauma informed training;
19. The right to a review panel comprised of representatives of sex, ethnicity, and culture;
20. The right to identify and petition that any party be removed on the basis of bias and/or conflict of interest;
21. The right to have a support person during an investigation and/or hearing;
22. The right not to have any prior unrelated sexual history admitted as evidence;
23. The right to a finding based on the preponderance of the evidence presented during the investigation process. Such evidence should be credible, relevant, based on fact, and without prejudice. For a definition of preponderance of evidence, see Section 2;
24. The right to be informed in writing of the findings and outcomes of any alleged relationship violence and/or sexual misconduct process, usually within five working days of the determination; and
25. The right to appeal the findings and/or outcomes, in accordance with the standards for appeal established in section A.5 of the Relationship Violence and Sexual Misconduct policy.

Appendix D: Rights of the Responding Party

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At all times during the Title IX process, the responding party has the following rights:

- SECTION 1: INTRODUCTION
- SECTION 2: DEFINITIONS
- SECTION 3: SCOPE OF POLICY

1. The right to investigation and appropriate resolution of all credible complaints of relationship violence and/or sexual misconduct made in good faith to university administrators;
2. The right to have all personally identifiable information kept private and only revealed as required by the Relationship Violence and Sexual Misconduct (RSVM) policy and law;
3. The right to be treated with respect by university officials;

- SECTION 4: CONDUCT PROHIBITED UNDER THIS POLICY
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4. The right to be informed of, and have, university policies and procedures followed without material deviation; and the right to have a support person to guide and support them in the process;
 5. The right to bring a support person to all phases of the investigation proceeding;
 6. The right to be informed of and have access to campus resources for medical, counseling, and advisory services, both on-campus and in the community;
 7. The right to be fully informed of the nature, rules, and procedures of the process and to timely written notice of all alleged violations within the report, including the nature of the violation and possible outcomes;
 8. The right to review the preliminary investigative report and offer additional relevant materials and relevant witnesses to be interviewed and considered before the final investigative report is created;
 9. The right to review the preliminary and final report, subject to the privacy limitations imposed by state and federal law, at least two working days prior to a requested appeals hearing;
 10. The right to be informed of the names of all witnesses, except in cases where a witness' identity will not be revealed for compelling safety reasons;
 11. The right to have reports heard by persons who have received annual Title IX and trauma informed training;
 12. The right to a review panel comprised of representatives of sex, ethnicity, and culture;
 13. The right to identify and petition that any party be removed on the basis of bias and/or conflict of interest;
 14. The right to have a support person during an investigation and/or hearing;
 15. The right not to have any prior unrelated sexual history admitted as evidence;
 16. The right to a finding based on the preponderance of evidence presented during the investigation process. Such evidence shall be credible, relevant, based on fact, and without prejudice. For a definition of preponderance of evidence, see Section 2;
 17. The right to be informed in writing of the findings and outcomes of any alleged relationship violence and/or sexual misconduct process, usually within five working days of the determination; and
 18. The right to appeal the findings and/or outcomes, in accordance with the standards for appeal established in section A.5 of the Relationship Violence and Sexual Misconduct policy.

Appendix E: Training and Prevention Education

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SECTION E.1: INTRODUCTION

Eastern Mennonite University is committed to providing a safe and non-discriminatory environment for all members of the university community. The university prohibits relationship violence (including domestic violence, dating violence, and intimate partner violence), sexual misconduct (including sexual assault, sexual exploitation, indecent exposure, and sexual harassment), other forms of conduct of a sexual nature (including stalking, hazing, and gender-based harassment), and forms or retaliation for acts of or reports of this conduct (including bullying and intimidation). These forms of prohibited conduct are defined in the [Relationship Violence and Sexual Misconduct policy](#) (RVSM). This appendix identifies the university's training, education, and prevention programs related to the policy.

SECTION E.2: TRAINING

EMU provides training to students and employees to ensure they understand the policy and the topics and issues related to maintaining an educational and employment environment free from relationship violence, sexual misconduct, and all other forms of conduct prohibited by the RVSM.

E.2.1. CAMPUS-WIDE TRAINING

EMU requires all students and employees on all of its campuses to complete the online training program Campus Answers at the start of each academic year or, in the case of a new student or employee, at the time they begin study or work at the university.

In this training, incoming students and employees learn about EMU's RVSM policy, including what constitutes relationship violence and sexual misconduct, the definition of and how to obtain affirmative consent, and support services available to those who experience an incident of relationship violence, sexual misconduct, or other forms of conduct prohibited under the policy. Additional topics include how to report incidents of conduct prohibited under this policy and how to access confidential sources following an incident of prohibited conduct.

Returning students and employees receive a refresher version of Campus Answers at the start of each academic year that includes a review of the RVSM, any updates in policy or procedure, and a

reminder of the resources available to them following an incident of relationship violence, sexual misconduct, or other form of conduct prohibited under this policy.

E.2.2. TRAINING FOR EMPLOYEES INVOLVED IN TITLE IX AND TITLE VII PROCESSES

EMU offers training to all employees involved in investigating and adjudicating Title IX and Title VII procedures. This training is initiated by and the responsibility of the Title IX Coordinator and the director of human resources. Title IX deputies, Title IX investigators, and all faculty and staff who volunteer to be a part of the Title IX process are expected to attend these annual trainings.

An in-person training is offered at the start of every academic year. The training varies by role and includes topics such as working with and interviewing reporting and responding parties; the proper standard of review for reports under the policy (preponderance of the evidence); affirmative consent and the role alcohol or drugs can play with respect to affirmative consent; the importance of accountability for respondents found to have violated the policy; how to determine credibility; how to evaluate evidence and weigh it in an impartial manner; how to conduct prompt, fair, impartial, and thorough investigations and hearings that ensure due process, protect community and individual safety, and promote accountability; confidentiality and privacy; the effects of trauma, including neurobiological change; and cultural awareness regarding how prohibited conduct may impact persons differently depending on their cultural backgrounds.

E.2.3. TRAINING FOR RESPONSIBLE EMPLOYEES

In addition to Campus Answers, EMU requires an annual in-person training for all responsible employees on campus. A responsible employee is every faculty, staff, and volunteer on campus who works with students or minors with the exception of confidential employees. All responsible employees are required to immediately report to the [Title IX coordinator](#) any relationship violence, sexual misconduct, or other form of conduct prohibited under this policy reported to them or observed by them, including the name of the reporting and the responding party(s), if known, and all known details.

This annual in-person training includes information on how to prevent and identify prohibited conduct; the behaviors that may lead to and result in prohibited conduct; the attitudes of bystanders that may allow prohibited conduct to continue; appropriate methods for responding to persons who may have experienced prohibited conduct, including the use of nonjudgmental language; and the impact of trauma. This training also includes an explanation of the responsible employee's reporting obligations, including how, what, and where to report; the consequences for failing to report; the procedures EMU uses for confidentiality; how to inform reporting parties of their options for support and assistance following an incident of prohibited conduct; and the contact information for EMU's Title IX coordinator.

E.2.4. BYSTANDER INTERVENTION TRAINING

Bystander intervention consists of safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is risk of an occurrence of conduct that violates this policy. It also includes recognizing situations of potential harm, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

First-year and transfer students receive bystander training during their orientation. Additional bystander intervention trainings and workshops are held periodically for both students and employees.

SECTION E.3: PREVENTION EDUCATION

EMU is committed to the prevention of relationship violence, sexual misconduct, and other forms of conduct prohibited under this policy through regular and ongoing education and awareness programs. Incoming students and new employees receive primary prevention and awareness programming as part of their orientation, and returning students and current employees receive ongoing training and related programs.

Awareness programs consist of community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration. In addition to Campus Answers (see Section 2.1), EMU provides the following specific annual awareness programs:

Take Back the Night: EMU holds a week of programming to raise awareness about sexual assault and sexual violence. The week with a public program speak out for survivors of sexual violence.

Stall Stories: Stall stories use social norms theory to educate and create behavior change around health behaviors. Monthly posters are placed in stalls of bathrooms on campus. Posters consist of data on healthy behaviors, beliefs, and bystander intentions, as well as general education and resources related to college health issues such as substance abuse, sexual assault, bystander theory/intervention, healthy relationships, disordered eating, and sexual health.