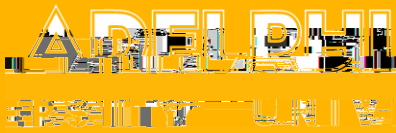


Written Notification

This notification explains the rights, options, and resources for those involved in a sexual assault, domestic violence, dating violence, and/or stalking incident.



Written Notification

If you or someone you know has experienced dating violence, domestic violence, sexual assault, and/or stalking, Adelphi University is here to help. You have the right to live, learn, and/or work in a safe and welcoming environment. Violence is unacceptable, and University policy prohibits acts of violence including (but not limited to) sexual assault, domestic violence, dating violence, and stalking. This document outlines steps to take depending on what services you want or need.

Unsure of where to start?

You may want more information or to talk to someone confidentially as you decide what you would like to do moving forward. You can access crisis counseling, information, and support by connecting with the resources listed below

First Steps: Things to Consider

Are you in Danger?

If yes, Call 911

Adelphi University Department of Public Safety can also provide support. You can contact the Department of Public Safety and 7 U D Q V S R I P W D C W L D S C L O O L Q B H [W R U from any in-house telephone, utilize any blue light emergency call box, pick up any red phone, contact any public safety officer, or respond to the public safety command center located in Levermore Hall. To contact Public Safety via a cell phone, please call 516.877.3511. If off campus, the local Garden City Police Department is located at 349 Stewart Ave, Garden City, NY, 11530, please call (p)-3.22280 Tw (l).43 0 Td8 (p)-3.Tw 5.04e



Making a Report

You may choose to report to law enforcement, you may choose to report to Public Safety, you may choose to report to a CSA, you may choose to report to Title IX, you may choose to report through our campus disciplinary process, you may report to all, or may choose to access none of these options. Adelphi University will protect your identity in publicly available information, such as within our annual security report or in warnings sent to the campus community. You can access the accommodations listed below regardless of where you choose to report and we will keep these accommodations confidential, as long as it does not limit our ability to provide them to you. If we would need to share information in order to provide an accommodation, we would notify you of what information needs to be shared, why, & with whom prior to sharing the information.

On Campus

There are people on and off campus who can support you in reporting to law enforcement if you choose to do so.

You can contact Adelphi University De cnforc1emens@adh.edu



Order of Protection for Family, Criminal, & Supreme Court

You can also access orders of protection within our state as well as within the institution. Depending on the nature of the incident, Adelphi University may be able to issue a no contact order to prevent contact between two individuals.

To request a no-contact order, please contact the Title IX Coordinator, Allison Vernace, Levermore Hall-Rm 207 at 516.877.4819.

A Family Court Order of Protection, Criminal Court Order of Protection, or Supreme Court Order of Protection may also be available. Adelphi University complies with all Court Order of Protections.

Adelphi University Department of Public Safety & Transportation can assist you in obtaining an order of protection.

To obtain a Family Court order of protection petitioner to list the reasons for the order, which can include: disorderly conduct, harassment, aggravated harassment, criminal mischief, sexual abuse, strangulation, menacing, reckless endangerment, sexual misconduct, stalking, and forcible touching.

A criminal court order of protection can only be issued against a person who has been charged with a crime. The judge decides whether to issue the order of protection for the victim or complaining witness and what terms and conditions will be included in the order.

A Supreme Court order of protection can be issued as part of an ongoing divorce proceeding. During an ongoing divorce case you can submit a written or make an oral request at a court appearance. The judge decides whether to issue the order of protection and what terms and conditions will be included in the order.

Adelphi University Main Campus [Garden City- Nassau County]		
Court	Location	Contact
Family	<i>Nassau County Family Court</i> 1200 Old Country Road, Westbury, NY 11590	(516) 493-4000
Criminal	<i>Nassau County Courthouse</i> 262 Old Country Road, Mineola, NY 11501	(516) 493-3600
	<i>Nassau County District Court, 1st District</i> 252 Old Country Road, Mineola, NY 11501	(516) 493-4200

Adelphi University Hauppauge Center [Hauppauge- Suffolk County]		
Court	Location	Contact
Family	<i>Suffolk County Family Court</i> John P. Cohalan Jr., Courthouse 400 Carleton Avenue, Central Islip, NY 11722	(631) 740-3800
Criminal	<i>Suffolk County Court</i> Arthur Cromarty Court Complex	



Step 2: Assessment

Dependent on who you report the incident to, a case can be created by Title IX or Student Conduct. If you report to Public Safety, Public Safety will refer the incident to the appropriate party if you wish for disciplinary action.

If you report or are referred to Title IX, a case is created by Title IX Staff or Conduct Staff (Dependent on who is the first point of contact). After the case is created, the Title IX coordinator does an initial assessment within 5-7 business days to determine whether the scope of the allegations fall within the jurisdiction of the Title IX sexual harassment and its applicable grievance process. During this time the Title IX coordinator will:

Contact the complainant to provide them with a written explanation of their rights and options with respect to a report of a Title IX Sexual harassment;

Provide a written explanation of the Formal Complaint Process [A]; and

Promptly make supportive measures available supportive measures



Advisor of Choice

The parties may have an advisor present during the course of any grievance process, including the opportunity to be accompanied to any related meeting, interview, or hearing by the advisor of their choice who may advise

choice may be, but is not required to be, an attorney. Each party is permitted one advisor. If a party does not have an advisor present for a Process A hearing, Adelphi will appoint an advisor to conduct cross-examination on behalf of that party.

Throughout the process, the role of the advisor is narrow: they may attend and help the Party prepare for all proceedings, such as meetings, interviews, and hearings, that the Party is entitled to attend, but the Parties themselves must ask and answer any questions other than asking cross-examination questions during a Process A hearing; those questions will be asked by an Advisor because Parties are not permitted to personally do so. Except for cross-examination during a hearing, as described below, advisors cannot actively participate or speak on behalf of the parties, or act as a proxy for

any party. However, as reasonably needed, they may confer privately with the Party during the proceedings.

Accommodations, including scheduling of the process, generally will not be made for any advisors if they unduly delay the process, as determined by the Title IX Coordinator. The University reserves the right to take appropriate action regarding any advisor who disrupts the process, or who does not abide by the restrictions on their participation as determined in the sole discretion of the Title IX Coordinator.

Formal Grievance Process

Once the formal grievance process is initiated, through a formal complaint, the Title IX Coordinator will provide an initial notice of allegations, which will include:

- Notice of the formal grievance process, including any informal grievance process that may be available;
- Notice of the allegations of sexual harassment potentially constituting Title IX sexual harassment, as well as sufficient details known at the time and with sufficient time to prepare a response before any initial interview;
- Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Title IX sexual harassment under 34 C.F.R. § 106.30, and the date, location, and factual allegations of the alleged incident, if known;
- The specific section(s) of this Policy alleged to have been violated;

- A description of the range of possible disciplinary sanctions and remedies or a list the possible disciplinary sanctions and remedies that the University may implement following any determination of responsibility;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the formal grievance process;
- A statement that informs the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney;
- A statement informing the parties that they may inspect and review the evidence collected in an investigation; and
- A statement informing the parties that this Policy prohibits knowingly making false statements or knowingly submitting false information during the formal grievance process.

This is followed promptly by an investigation of the Formal Complaint through an appointed trained investigator. Should parties choose, they have three (3) business days after receiving the investigators name to object the investigator with reasoning. If no objections, the Trained investigator has up to thirty (30) business days from the formal complaint to conduct interviews, discuss allegations, and inspect and review any evidence obtained*. By the end of the thirty (30) business days, the Trained Investigator will send the final investigative report to both parties and advisors. The parties will then have ten (10) business days to submit a written response. The Trained investigator will then Finalize and Send the Case File and Investigative report to both parties ten (10) business days prior to hearing [Step 5].

Informal Grievance Process

Informal Grievance Process Initiated

At any time prior to reaching a determination of responsibility, the University may offer the parties the option to resolve the formal complaint through the voluntary informal grievance process without completing a full investigation and hearing. The informal grievance process may not be used: (1) to resolve an allegation of Title IX sexual harassment unless a formal complaint is filed, or (2) to resolve an allegation of Title IX sexual harassment against a University employee where the complainant is a student.

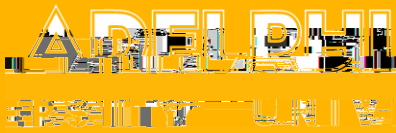
Unless there is good cause for temporary delay(s) or limited extension(s), the University will promptly resolve an informal grievance process within thirty (30) business days of the filing of a formal complaint of Title IX sexual harassment with the Title IX Coordinator.

Note: Any party may withdraw from the informal grievance process at any time and resume the formal grievance process with respect to the formal complaint.

Written Notice and Consent

If a complaint or formal complaint is eligible for informal resolution, an informal resolution may begin at any time prior to a determination regarding responsibility being reached if the University:

- Provides to the parties a written notice disclosing:
 - the allegations;
 - the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared; and



Step 5: Hearing & Resolution

Formal Grievance Process

At the time of release of the Investigative Report and Case File, the hearing Panel is chosen from the Anti-Discrimination Panel [this occurs 10 business days prior to hearing]. Five (5) business days before the hearing, both parties and advisors will receive a Written Notice, which includes, at the minimum:

- The date, time, and place of the hearing [which has to occur 10 business days after the release of Investigative Report]
- The name and contact information of the Hearing Panel.
- The participants in the hearing (including but not limited to the parties, witnesses, etc.)
- Any technology expected to be utilized at the hearing.
- The purpose of the hearing

A party wishing to challenge the participation of the Hearing Panel must notify the Title IX Coordinator, in writing, within three (3) business days of receipt of the notice





Step 3: Investigation

An information gathering investigation is conducted, including interviewing witnesses, and review of evidence* to determine which type of disciplinary proceeding is most appropriate for the case and if resolution without a hearing board is possible. The determination is made based on the outlined criteria below and varies based on the circumstances of the allegation.

The University will conduct an investigation and make all efforts to provide a resolution of the investigation ideally within sixty (60) to ninety (90) days from the time the University receives notice. However, the resolution of a complaint may vary depending on the complexity of the investigation and/or extent of the alleged harassment or discrimination. The sixty (60) to ninety (90) day time period does not include the time period for the appeal process.

***The standard of evidence used throughout the University disciplinary proceedings (student or employee) is the preponderance of the evidence. The preponderance of the evidence means such evidence (testimonials; documents (emails/screenshots/etc.); photos; physical evidence; etc) that, when considered and compared with that opposed to it, is more convincing, creating the belief that what is sought to be shown is more likely than not to have occurred.**

Step 4: Disciplinary Proceeding/Action and Appeal Process

Student Disciplinary Proceedings

The following Disciplinary Proceedings apply only to Student Complaints against a Student Respondent Incidents.

Informal Resolutions:

- X Investigator meets with complainant, respondent, and witnesses
- X An outcome letter, which includes document agreements, discussion, referrals, etc., is distributed to relevant parties
- X Once a mutually satisfactory resolution is met between the complainant and respondent, the Investigator will consider the matter final.
- X Referrals for Disciplinary Action or follow ups are made and the case is completed

Resolution Conference:

- X Meetings with complainant, respondent, and witnesses
- X Investigator will investigate the incident further and make determination and document the outcome
- X Conduct Staff will send out an outcome letter, with implemented sanctions (if applicable) to relevant parties
- X The investigator will track sanctions, if applicable, or follow-up with referrals made. The incident is resolved and is pending sanctions
- X Case completed

Disciplinary Hearing (Hearing Board):

- X Notice of Complaint provided by complainant
- X Answer to Complaint provided by respondent
- X Hearing Scheduled
- X Hearing Board makes determination and documents outcome
- X Hearing board writes Outcome Letter which is delivered by a Conduct Officer to relevant parties
- X There is an opportunity to appeal the outcome. If the appeal is valid, a new hearing is scheduled with the review board
- X The Conduct Officer will track sanctions, if applicable, or follow-up with referrals made. The incident is resolved and is pending sanctions
- X Case Completed

Employee Disciplinary Action

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Student Bill of Rights: What You Are Entitled To

For sexual assault, dating violence, domestic violence and stalking.

Complainants of the above offenses are entitled to:

1. The right to make a report to the local law enforcement and/or the state police;
2. The right to have disclosures of sexual assault, dating violence, domestic violence and stalking treated seriously;
3. The right to make a decision about whether or not to disclose a crime or violation and participate in the University disciplinary process and/or criminal justice process free from pressure from the University;
4. The right to participate in a process that is fair, impartial and provides adequate notice and meaningful opportunity to be heard;
- 5.

