Guidelines and Implementing Procedures for
The Rockefeller University Policy for the Prevention of and Response to Sex Discrimination, Sexual Harassment, and Sexual Violence against Students

The Rockefeller University is committed to maintaining a safe and nondiscriminatory educational environment for all students. The University’s Policy for the Prevention of and Response to Sex Discrimination, Sexual Harassment, and Sexual Violence against Students sets forth the University’s policies and procedures governing any occurrence of such conduct. These guidelines and implementing procedures provide additional information concerning the University’s procedure for responding to reports of sexual violence, relationship violence (including domestic or dating violence), and/or stalking. It also offers information about available resources for victims of such illegal conduct.

Response to Reports of Sexual Violence, Relationship Violence, and/or Stalking

In addition to the rights set forth the in the University’s Policy for the Prevention of and Response to Sex Discrimination, Sexual Harassment, and Sexual Violence against Students, a student who has been a victim of sexual violence, relationship violence, and/or stalking has the right to:

- Notify University security and/or local law enforcement about the incident;
- Have emergency access to the Title IX Coordinator (Virginia Huffman) and/or the Director of Security (James K. Rogers). Contact information for these individuals is as follows:

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<tr>
<th>Name</th>
<th>Address</th>
<th>Tel:</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Virginia Huffman</td>
<td>Founders Hall, Rm 103</td>
<td>212-327-7261</td>
<td><a href="mailto:huffman@rockefeller.edu">huffman@rockefeller.edu</a></td>
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<tr>
<td>Title IX Coordinator</td>
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<tr>
<td>Vice President, Human Resources</td>
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<tr>
<td>James K. Rogers</td>
<td>Nurses Residence, 1st Floor</td>
<td>212-327-7339</td>
<td><a href="mailto:jrogers@rockefeller.edu">jrogers@rockefeller.edu</a></td>
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<tr>
<td>Director of Security</td>
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These individuals will offer information about a student’s rights and the importance of preserving evidence and, if applicable, obtaining a sexual assault forensic examination as soon as possible. They will also offer a student information and assistance with filing a report, and will advise that the criminal justice process utilizes different standards of proof and evidence than the University’s investigation process. Questions about whether a specific incident violated the State’s criminal law should be addressed to law enforcement;

- File a report of sexual violence, relationship violence, and/or stalking with the University. Reports will be investigated in accordance with the Policy for the Prevention of and Response to Sex Discrimination, Sexual Harassment, and Sexual Violence against Students;
Receive assistance from the Director of Security (James Rogers) or his designee in initiating legal proceedings in family court or civil court; and

Request, at any time, the withdrawal of a complaint or further involvement with the University’s investigation process.

The following information will be given to a reporting individual at the first instance of disclosure of sexual violence, relationship violence, and/or stalking:

You have the right to make a report to the University and/or local law enforcement or choose not to report, to be protected by the University from retaliation for reporting an incident, and to receive assistance and resources from the University.

Resources Available to Students

It is important for a victim of sexual violence to seek immediate and appropriate medical assistance and treatment as needed. In the course of treatment, it is important to preserve evidence that may be necessary to prove the reported conduct occurred or to obtain an order of protection.

The University’s Occupational Health Service (OHS) is available free of charge to all students of The Rockefeller University. OHS is staffed by certified occupational health nurses who can offer basic medical advice or first aid care when such treatment is necessary in advance of a student receiving private medical attention. OHS is open Monday through Friday, 9 a.m. to 5 p.m. and is located at The Rockefeller University Hospital, Room 118, tel: 212-327-8214. While OHS staff are unable to perform procedures related to the collection of evidence for the purpose of pursuing a criminal action, they can provide assistance and support when an individual requests or requires transportation to a full service hospital. New York Presbyterian Hospital – Weill Cornell Medical Center has a New York State designated Sexual Assault Forensic Examiner (SAFE) Program and provides specialized care to victims of sexual assault or sexual violence.

In addition, the Employee Assistance Program Consortium (EAPC) is available free of charge to all students of The Rockefeller University. EAPC is a confidential, short-term counseling and referral service that is equipped to provide various support services for students, including short-term therapy and crisis intervention. EAPC counselors are available Monday through Friday, 9 a.m. to 5 p.m. The EAPC is located at 409 East 60th Street, Room 3-305, New York, NY 10022, tel: 212-746-5890. See http://youreapc.us/Services.shtml for more information.

The New York State Department of Health maintains a list of additional resources available to victims of sexual violence at www.health.ny.gov/prevention/sexual_violence/what_to_do.htm.

University Protections and Accommodations for Students

The University may offer any of the following protections and accommodations to a student who has been a victim of sexual violence, relationship violence, and/or stalking, as applicable:
• **No Contact Order**: When the accused is a student, the University may issue a “no contact order” whereby continued intentional contact with the victim would be a violation of University policy and thus, subject to additional disciplinary action. If the accused and victim observe each other in a public place, the accused will be responsible for leaving the area immediately and without directly contacting the victim.

• **Assistance Obtaining an Order of Protection**: A student may request that the University’s Director of Security, or other appropriate University representative, assist the student in obtaining a court order of protection and/or explain to the student the order and the consequences of violating the order. University Security shall assist local law enforcement, if necessary, in effecting an arrest for violation of an order of protection.

• **Interim Sanctions**: When the accused is determined to present a continuing threat to the health and safety of the University community, the University may institute an interim suspension or termination, as appropriate, pending the outcome of the University’s investigation or appeal process and in accordance with other rules and policies of the University, including the University’s Grievance Procedures and the Non-Discrimination, Anti-Harassment, and Anti-Retaliation Policy.

• **Interim Accommodations**: The University may provide reasonable interim measures and accommodations to the victim that effect a change in academic, housing, employment, transportation, or other applicable arrangements in order to help ensure safety, prevent retaliation, and avoid an ongoing hostile environment.

Both the accused and the victim shall, upon request, be afforded a reasonably prompt review by the Title IX Coordinator or his/her designee of the need for and terms of a “no contact order”, an interim sanction, or accommodation, and shall be allowed to submit evidence in support or defense of the request.

**Procedural Rights**

In addition to the procedural rights set forth the in the University’s Policy for the Prevention of and Response to Sex Discrimination, Sexual Harassment, and Sexual Violence against Students, a student who has been the victim of, or has been accused of, sexual violence, relationship violence, and/or stalking in violation of University Policy has a right to:

• Receive notice setting forth the date, time, location, and factual allegations concerning the violation (as alleged by a complainant or a reporting individual), a reference to the specific University policy alleged to have been violated, and possible sanctions;

• Have access to a full and fair record of any hearing, and have the record be preserved for at least five years from the date of such a hearing;

• Have access to a fair and impartial appeal panel’s review of the determination resulting from the hearing referenced above;
• Be accompanied by an advisor of choice who may assist and advise the student throughout the University’s investigation or appeal process;

• Have the University’s investigation or appeal process occur concurrently with a criminal justice investigation and proceeding if a criminal complaint was filed, except for temporary delays requested by local law enforcement to gather evidence;

• Exclude her/his own prior sexual history with persons other than the accused or her/his own mental health diagnosis and/or treatment from the University’s investigation or appeal process. However, past findings of sexual assault, relationship violence, and/or stalking may be admissible in determining sanctions;

• Make a personal statement during a hearing, where appropriate, before the finder(s) of fact deliberates on appropriate sanctions; and

• Choose whether to disclose or discuss the outcome of the University’s investigation or appeal process, except that all information obtained during the course of the investigation or appeal process must be protected from public release until a final appellate determination has been made.

Sanctions

Sanctions against an individual found to have violated the University’s Policy for the Prevention of and Response to Sex Discrimination, Sexual Harassment, and Sexual Violence against Students may include, for example: training; referral to counseling; monitoring of the offender; warning or reprimand; suspension or expulsion (in the case of a student offender); or withholding of a promotion or pay increase, reduction of wages, demotion, reassignment, suspension, or termination (in the case of an employee offender).

For crimes of sexual violence, the University will make a notation on the transcript of students found responsible for a violation pursuant to the University’s investigation and appeal process that the student was “suspended after a finding of responsibility for a code of conduct violation” or “expelled after a finding of responsibility for a code of conduct violation”, as appropriate. For an accused who withdraws from the University while such conduct charges are pending, and declines to complete the investigation process, the University will make a notation on the transcript of such students that they “withdrew with conduct charges pending.”