

## Your Rights & Options

This is important information for any employee or student who has experienced sexual violence (sexual assault, domestic violence, dating violence and/or stalking), whether the violence occurred on or off College property.

### Options for Making a Report

- You may choose to notify the Columbus State Police Department (CSPD) and/or local law enforcement. CSPD is located in Delaware Hall Room 047; Phone: (614) 287-2525. Once notified, law enforcement may investigate potential criminal activity related to the situation you report. The Title IX Coordinator (Joan Cook 614.287.2636 [jcook60@csc.edu](mailto:jcook60@csc.edu)) or another representative of the Compliance Office can help you notify law enforcement.
- If the accused person (Respondent) is a part of the College community, you may file a Formal Complaint as described in [College Procedure 3-44 \(A\)](#) with the Title IX Coordinator to pursue an informal resolution or a formal investigation with the College.
  - All individuals, including employees and volunteers of the College, who learn of a felony, which includes sexual assault and some instances of domestic and dating violence, are required by Ohio law to report it to law enforcement unless they learn of such conduct in the context of a confidential relationship, such as counselor-patient treatment. If the Compliance Office must report such information to law enforcement on your behalf, you will be notified. You may choose not to interact with law enforcement, even if they have been contacted on your behalf.
  - Please note, if the College investigates, your name and evidence gathered during the investigation will be disclosed to the person you accuse to ensure a fair process.

*You may decide to notify the police and/or file a Formal Complaint with the College. You also may choose not to pursue either option.*

### Options for Accessing Support

- You may request appropriate supportive measures (also known as protective measures) from the Title IX Coordinator Joan Cook by emailing [TitleIXCoordinator@csc.edu](mailto:TitleIXCoordinator@csc.edu). Examples may include:
  - transferring to another class
  - receiving a police escort to class or meetings on campus
  - relocating your campus office
  - receiving academic support services

The Title IX Coordinator will determine if the supportive measures you request are reasonably available. Supportive measures are available even if you choose not to report the incident to police or make a Formal Complaint or pursue an investigation with the College. Please visit <https://www.csc.edu/services/title-ix/support-measures.shtml> for more information.

- The College provides information about counseling, victim advocacy, legal assistance, student financial aid and visa and immigration assistance.
  - For information about counseling, community victim advocacy and legal assistance, please refer to <https://www.csc.edu/services/title-ix/resources.shtml>.
  - For information about financial aid, please refer to <https://www.csc.edu/services/financial-aid/>.
  - For information about visa and immigration assistance, please refer to <https://www.csc.edu/admissions/international/index.shtml>.

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- You may have an advisor of your choice accompany you to any meeting or proceeding related to the concern of sexual violence. Please see Section 13 (e) of Procedure 3-44 (A) for more information.
- If you need additional support, please contact the Title IX Coordinator, Joan Cook, at 614.287.2636 or [jcook60@cscc.edu](mailto:jcook60@cscc.edu).

### No Contact Orders and Legal Protection Orders

- You may request an administrative No Contact Order through the College if the respondent is affiliated with the College. The Title IX Coordinator will determine if a No Contact Order is appropriate. This order is an official notice to the respondent that they are not to contact you. When a No Contact Order is issued, you also will be instructed not to contact the respondent. *An administrative No Contact Order is not a legal order, but it is enforceable on College property, during the business hours of Columbus State employees who are parties to the order and during course and program delivery.* A violation of the order on College property and/or during the previously mentioned activities may result in disciplinary action.
- You may seek a protection order and/or other legal orders through a court with jurisdiction, which will be enforced by the College as may be required by the order. If you obtain a protection order, it is your responsibility to notify CSPD and the Title IX Coordinator. *Please note that without this notification, the College will have no knowledge of the protection order.*

### Privacy Information

- The College values your privacy and will exercise discretion. Please see more about privacy information at <http://www.cscc.edu/services/title-ix/privacy-info.shtml> and in Section 8 of Procedure 3-44 (A). You will find options to share information confidentially and receive support in Section 8 of Procedure 3-44 (A) as well as at <http://www.cscc.edu/services/title-ix/resources.shtml>.
- In rare situations, the College may have an obligation to further review and investigate the information you share without your consent or participation. An example of this is when there is a threat to the safety of the College community. You will be notified if the College needs to investigate further, and your identity will be protected to the extent permissible by law.
- If you choose to make a Formal Complaint and pursue an investigation with the College, your name and related evidence, as described in Procedure 3-44 (A), will be disclosed to the respondent to ensure a fair process.

### Policy and Procedure Information

- Policy 3-44, "Sexual Harassment/Sexual Violence" <https://www.cscc.edu/services/title-ix/policies.shtml>
- Procedure 3-44 (A), "Sexual Harassment/Sexual Violence" <https://www.cscc.edu/services/title-ix/policies.shtml>

### Disability Accommodations

It is Columbus State policy to provide reasonable accommodations to individuals with disabilities as stated in the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

- Students may request an accommodation by contacting Accessibility and Testing Services at [disability@cscc.edu](mailto:disability@cscc.edu).
- Employees may request an accommodation by contacting the ADA Coordinator, Michael Hicks, at [mhicks25@cscc.edu](mailto:mhicks25@cscc.edu).

*Accommodation requests must be made several business days in advance of when you would like to use them.*