

## Responding to Disclosures of Relationship Violence, Sexual Assault, and Sexual Harassment

### RESPONSIBLE EMPLOYEES

Counseling Services staff, Center for Gender Equity staff, and Sexual Assault Advocates are sources of confidential support for persons affected by relationship violence, sexual assault, and sexual harassment. **All other Albion College employees are considered Responsible Employees, and are required to report allegations of relationship violence, sexual assault, and sexual harassment involving students, faculty, or staff to Kelly Finn, Assistant Dean of Student Development and Title IX Coordinator.**

The reporting requirement for Responsible Employees is a federal mandate through Title IX, which is intended to connect survivors to resources and enable the College to take appropriate action to stop the behavior, prevent its future occurrence, and remedy its effects. Employees should report behavior they see directly or any behavior they become aware of, whether verbally, in writing, or through any other form of communication.

### What do I do when someone discloses to me?



**LISTEN**



**SUPPORT**



**REPORT**



**LISTEN**

**Believe, affirm, and hear the survivor.**

Believe what a survivor tells you. Affirm their experience, and show them that you care about them. Remind them that what happened to them is not their fault. Use active listening skills and avoid distractions like your phone or computer. There is no need to ask investigative questions or to try to find out more information. Just let the survivor share what they are comfortable sharing. Avoid making judgements, and understand that each person reacts to trauma differently and in ways that may not readily make sense to you.

Let the survivor know that you have an obligation to share information about what happened with the College's Title IX Coordinator. You do not want to discourage someone to share with you, but you do want to give them the opportunity to decide what they want to disclose. Ask the survivor if they would like to speak confidentially to someone in Counseling Services or the Center for Gender Equity. Those individuals do not have an obligation to report, and they are trained to help survivors understand resources and their options to report.



**Albion College**



## SUPPORT

Connect the survivor to appropriate resources.

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If there is an immediate concern for an individual's safety, contact Campus Safety at 517-629-1234 or ext. 1234 on a campus phone.

Encourage the student to seek help through appropriate resources including:

### CONFIDENTIAL

- **Counseling Services** (517-629-0236 or ext. 0236) provides free, confidential counseling for students, and can help survivors understand their options on and off campus. Counseling Services staff can be reached after hours by calling Campus Safety at 517-629-1234 or ext. 1234 and asking to speak with the Counselor on Call.
- **The Anna Howard Shaw Center for Gender Equity** (517-629-0658) provides confidential support for survivors of interpersonal violence. In addition to the Victim Advocate, there are student staff and faculty/staff/student volunteer Sexual Assault Advocates who have been trained to offer support, advocacy, information, and referrals exclusively to current Albion College faculty, staff, and students who are affected by interpersonal violence.
- **Sexual Assault Services** (888-383-2192) provides 24/7 counseling, healthcare, and advocacy for sexual assault survivors.
- **S.A.F.E. Place** (888-664-9832) provides 24/7 shelter, court advocacy, social services referrals, and comprehensive counseling programs for victims of stalking, dating violence, and domestic violence.
- **Michigan Sexual Assault Hotline** (1-855-VOICES4 or 1-855-864-2374)
- **National Sexual Assault Hotline** (1-800-656-4673)
- **National Domestic Violence Hotline** ([www.thehotline.org](http://www.thehotline.org), 1-800-799-7233)

### NON-CONFIDENTIAL

- Accommodations in academic, living, transportation, and working situations by contacting the **College's Title IX Coordinator**. Survivors may request these accommodations regardless of whether or not they choose to submit a formal complaint about the incident to the College or to civil authorities. The College will provide such accommodations if they are reasonably available.
- **Albion Department of Public Safety** (911 or 517-629-3933)



## REPORT

**Kelly Finn**  
Assistant Dean of  
Students and  
Title IX Coordinator  
(517-629-0195)  
[titleix@albion.edu](mailto:titleix@albion.edu)

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Reporting should be viewed as connecting the survivor with the campus personnel whose responsibility it is to assist students in addressing these matters. Consider making your report in the form of a referral. Remind the student of your obligation to share the information (including date, time, location, individuals involved, and a description of the incident). Offer to make the report with the survivor, or see if the student would prefer going with you to one of those offices to report. If making the report with the student is not possible, make sure you let them know who you are going to contact and when, and follow up with the student after you report.



Online Title IX  
Report Form



## What happens after I report?

The College is required by the Violence Against Women Act to provide reporting options and other resources in writing to survivors of dating violence, domestic violence, sexual assault, and stalking. After a report is made, the Title IX Coordinator will reach out to the student to conduct an intake assessment. If the survivor does not wish to meet or file a complaint, the Title IX Coordinator will send them an email informing them of the supportive, confidential resources that are available, as well as a copy of the Title IX policy. There are supportive measures that can be put in place if a student does not wish to file a formal complaint, such as academic accommodations, housing accommodations, or a no-contact order, among other options.

There are two routes a student may be able to take if they choose to file a formal complaint: an informal resolution or an investigative resolution. Informal resolution may be utilized in some circumstances if the College deems appropriate and both parties agree to it. Informal resolution is not permitted when the allegations involve an employee and a student. If an investigative resolution is deemed appropriate, all parties involved will meet with a trained investigator. Students have the right to bring an adviser of their choice with them to any meetings.

Complaints against students are normally processed in accordance with the Title IX process ([www.albion.edu/offices/title-ix/title-ix-policy](http://www.albion.edu/offices/title-ix/title-ix-policy)). The decision to sanction a student responsible for violating the Title IX policy depends on whether there is sufficient information available to warrant the sanctions and whether the student making the complaint wants to pursue those sanctions.

Complaints against employees of the College are normally processed according to the Albion College Title IX policy.

In order to protect other members of the College community, the College may sometimes pursue disciplinary action against an individual even when the person who made the report chooses not to participate in any way.

Survivors have the right to and are encouraged to pursue a complaint against the accused in the legal system if a crime is alleged to have occurred. Campus Safety and the Victim Advocate can and will assist survivors in filing a criminal complaint as requested.

## Prohibited Behaviors

### SEXUAL ASSAULT

Sexual Assault is any sexual activity initiated by an individual that occurs without consent of the individual to whom the sexual activity is directed and/or by force or coercion, including non-consensual sexual contact and non-consensual sexual intercourse.

Non-consensual sexual contact is any intentional sexual touching, however slight, with any object or body part, by a person upon another person that is without consent and/or by force or coercion. Non-consensual sexual contact includes intentional contact with the breasts, buttocks, groin, or genitals, or the clothing covering those parts; or touching others with any of these body parts, clothed or unclothed; or any other intentional bodily contact in a sexual manner.

Non-consensual sexual intercourse is penetration, however slight, with any object or body part, of the vagina or anus, or fellatio or cunnilingus that is without consent and/or by force or coercion.

### DATING VIOLENCE

Dating violence occurs in a relationship of a romantic and intimate nature. Dating violence may occur in either of the following two ways:

- An intentional pattern of assaultive and controlling behaviors that cause fear, degradation, or humiliation. These behaviors may include, but are not limited to, threats, including threats to leave the individual or threats of self-harm, destruction of property, or orally abusive behavior.
- Any use or threatened use of physical force or violence, including sexual assault or other nonconsensual sexual activity.

### DOMESTIC VIOLENCE

Domestic violence occurs in the following relationships: spouses or former spouses, individuals who are or were in a dating relationship, or individuals who have a child in common. Domestic violence may occur in either of the following two ways:

- An intentional pattern of assaultive and controlling behaviors that cause fear, degradation, or humiliation. These behaviors may include, but are not limited to, threats, including threats to leave the individual or threats of self-harm, destruction of property, or orally abusive behavior.
- Any use or threatened use of physical force or violence, including sexual assault or other nonconsensual sexual activity.



**LISTEN**



**SUPPORT**



**REPORT**

**STALKING**

Stalking is defined as repeated and intentional conduct directed at an individual that would cause a reasonable person to feel terrorized, frightened, intimidated, threatened, harassed, or molested, and that actually causes the individual to whom the conduct is directed to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

**SEXUAL HARASSMENT**

Unwelcome sexual advances, requests for sexual favors, and other oral or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, education, living environment, or participation in a College activity; or
2. Submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual’s employment, education, living environment, or participation in a College activity; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s employment or educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual’s employment, education, living environment, or participation in a College activity.

Definitions of Sexual Assault, Dating Violence, Domestic Violence, Stalking, Retaliation, and Sexual Harassment are found in the Albion College Title IX Policy ([www.albion.edu/offices/title-ix/title-ix-policy](http://www.albion.edu/offices/title-ix/title-ix-policy)). For more information regarding the College’s Title IX policy and process, visit [www.albion.edu/title-ix](http://www.albion.edu/title-ix).

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 Robinson 300  
 517-629-0658  
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**Human Resources**  
 Ferguson, 2nd Floor  
 517-629-0205  
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**Campus Safety**  
 Cass Street Building  
 1003 E. Cass St.  
 517-629-1234  
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