



NORWICH[™]
UNIVERSITY

Sex-Based Misconduct Resource Guide



INTRODUCTION

This guide explains Norwich University's (herein after referred as "Norwich") resources and options available to individuals impacted by sex-based misconduct including sexual assault, domestic violence, dating violence, and stalking. Below, you will find valuable information and resources to familiarize yourself with options if you or another individual experiences sex-based misconduct.

In compliance with federal law (Title IX), Norwich has appointed a Title IX Coordinator whose role is to ensure that members of the community receive Title IX protections as guaranteed by law and institutional policy. Contact information for the Norwich Title IX Coordinator and other key resources is listed in the next section.

This can be an overwhelming time for someone who has experienced sex-based misconduct. Norwich regrets that you may have had such an experience. We want you to know that we are here for you and want to ensure you are empowered to make the choices that are best for your needs, without pressure and with respect for your autonomy and privacy.

Choose how to proceed. You have options. You can: (1) do nothing until you are ready, (2) pursue a Norwich resolution, (3) initiate criminal proceedings, (4) initiate a civil process against the alleged Respondent, and/or (5) pursue healing options that do not require reporting to any official. You may pursue whichever combination of options is best for you. If you pursue a Norwich resolution, your options can include an investigation and hearing, informal resolution, and/or supportive measures. Those options are summarized below and explained in detail in Norwich University's ["Policy Against Discrimination and Sex-Based Misconduct."](#)

IF YOU HAVE EXPERIENCED SEX-BASED MISCONDUCT

If you are off campus and experiencing an emergency, you can call local police by dialing 911. You may also call the local police department's non-emergency line at (802) 485-9181.

1. Go to a safe location as soon as you are able.
2. Contact any of the following for immediate assistance on campus or in the community:
 - a. [Title IX Coordinator](https://www.norwich.edu/offices/title-ix) at (802) 485-2144. Regular business hours, M-F
<https://www.norwich.edu/offices/title-ix>
 - b. [Public Safety](https://www.norwich.edu/offices/public-safety) at (802) 485-2499. 24 hours/7 days a week
<https://www.norwich.edu/offices/public-safety>
 - c. [Health Center](https://www.norwich.edu/offices/health-center) at (802) 485-2552. Regular business hours, M-F (closed 12-1 p.m.)
Saturday 8-12 p.m. • <https://www.norwich.edu/offices/health-center>
 - d. [Counseling & Wellness Center](https://www.norwich.edu/offices/counseling-and-wellness-center) at (802) 485-2134. Regular business hours, M-F,
After-hours Crisis-Line at (802) 793-3093
<https://www.norwich.edu/offices/counseling-and-wellness-center>
 - e. [Dean of Students](https://home.norwich.edu/offices/dean-students) at (802) 485-2120. Regular business hours, M-F, including on-call
<https://home.norwich.edu/offices/dean-students>
 - f. [State of Vermont Sexual Assault support](https://www.mosaic-vt.org) (Mosaic) at (802) 479-5577. 24 hours a day
<https://www.mosaic-vt.org>
 - g. [Vermont Legal Aid](https://www.vtlegalaid.org) (Montpelier) at (802) 223-6377. 8:15-4:15 p.m., Tuesday and
Wednesday • <https://www.vtlegalaid.org>
 - h. [State of Vermont Domestic Violence support](https://www.circlevt.org) (Circle) at (877) 543-9498. 24 hours a day
<https://www.circlevt.org>
 - i. [Visa and Immigration Services](https://humanservices.vermont.gov/our-work/programs-services/state-refugee-office) at (802) 241-0440. Note hours of availability
<https://humanservices.vermont.gov/our-work/programs-services/state-refugee-office>
 - j. [University Chaplain](#) at (802) 485-2128. Regular business hours, M-F
3. **Medical Attention:** Seek immediate medical attention if you are injured or believe you may have been exposed to the risk of an STI/STD or pregnancy.

[Central Vermont Medical Center](https://www.cvmc.org), 130 Fisher Road, Berlin, Vermont. (802) 371-4100
<https://www.cvmc.org>
4. **Evidence Preservation:** Preserving evidence is critical to potential criminal prosecution and to obtaining restraining/protective orders, and it is particularly time sensitive. The following steps will help preserve evidence:

For instances of Sexual Assault:

- Seek forensic medical assistance at the nearest hospital, ideally within 120 hours of the incident (sooner is better).
- Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.
- If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth.
- If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or a secure evidence container (if one is provided by law enforcement).
 - If you are still wearing any clothes worn during the incident, wear them to the hospital, but bring a change of clothes, as the hospital will keep the clothes you are wearing as evidence.
- Seeking medical treatment, in general, can be essential, even if it is not for the purpose of collecting forensic evidence.
- Typically, police will be called to the hospital to take custody of the forensic kit, but it is up to you whether you wish to speak with them or file a criminal complaint.

For instances of Stalking/Dating Violence/Domestic Violence/Sex-Based Harassment:

- Evidence in the form of text and voice messages will be lost, in most cases, if the impacted individual changes their phone number.
 - Make a secondary recording of any voice messages and/or save the audio files to a cloud server.
 - Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook).
- Save copies of email and social media correspondence, including notifications related to account access alerts.
- Take time-stamped photographs of any physical evidence, including notes, gifts, etc., in place when possible.
- Save copies of any messages, including those showing any request for no further contact.
- Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible.

- 5. Contacting Law Enforcement:** Norwich will provide assistance in contacting law enforcement, if the impacted individual wishes to do so. Contacting law enforcement is not required to receive support or to engage other options for resolution through Norwich. Local law enforcement can assist with evidence collection, evidence preservation, taking statements, pressing criminal charges, and obtaining protective or restraining orders. Local law enforcement agencies include:

[Northfield Police Department](https://www.northfield-vt.gov/police-department), 110 Wall Street, Northfield, VT. (802) 485-9181
<https://www.northfield-vt.gov/police-department>

[Vermont Sheriff's Department](https://www.vtsheriffs.com/washington-county.php?id=12) (Washington County), 10 Elm Street, Montpelier, VT.
(802) 223-3001 • <https://www.vtsheriffs.com/washington-county.php?id=12>

Norwich will also help facilitate contact with any other law enforcement agencies not listed above if those agencies would have jurisdiction over the alleged misconduct or could otherwise provide support for or information to the impacted individual.

If any impacted individual would prefer to have a support person accompany them to any meeting or interview with law enforcement, Norwich will help find an appropriate resource at the institution or in the local community.

If any impacted individual is interested in support with contacting law enforcement, they should contact Norwich's Title IX Coordinator, at (802) 485-2144 or titleix@norwich.edu.

- 6. Resolution Options:** Impacted parties have a variety of procedural options for resolution of a complaint of sex-based misconduct at Norwich:
- **Initiate a Complaint and Investigation:** An impacted party may initiate a Complaint with the Title IX Office and request the Title IX Office open an investigation into the allegations. The assigned investigator(s) will interview parties and relevant witnesses, collect evidence, and write an investigation report. After the investigation is complete, a live hearing (2020 Regulations) with a Decision-maker will take place, and the Decision-maker will determine whether a violation of Norwich policy occurred.
 - **Informal Resolution:** An impacted party may seek to resolve the allegations through an Informal Resolution, according to the parameters set out in Norwich Policies. All involved parties and the Title IX Coordinator must consent to Informal Resolution. Informal Resolution is a Norwich administrative process, not a criminal or civil process. Norwich offers several approaches to Informal Resolution:
 - **Supportive Resolution:** Norwich can provide individualized support measures designed to maintain or restore the impacted individual's access to the Norwich's education program and activities. See below for a list of possible supportive measures. For more information on supportive measures, see Policy or contact the Title IX Coordinator at 802-485-2144 or titleix@norwich.edu.

- **Educational Conversation:** The Title IX Coordinator can resolve the allegations informally by having a conversation with the person alleged to have committed the policy violation to discuss the allegations and institutional expectations. If the impacted individual wishes to have this conversation, the Title IX Coordinator may accompany them, if desired.
- **Accepted Responsibility:** The person alleged to have committed the policy violation is willing to accept responsibility for violating policy and accept sanctions, and the impacted individual and Norwich accept the resolution terms.
- **Alternative Resolution:** Could include, but is not limited to mediation, shuttle negotiation, restorative practices, and facilitated dialogue as a means to reaching an agreed-upon resolution.

If the impacted party chooses to initiate an investigation, Informal Resolution is available at any time during an investigation (see above) prior to a final determination. No investigation is required, though, to have access to Informal Resolution options.

- **No Action Taken:** Unless an imminent and serious threat to the health or safety of the impacted individual, or the wider Norwich community exists, if the impacted individual declines to pursue the Resolution options to resolve the allegations of sex-based harassment, Norwich will provide support but not pursue resolution. The impacted individual may pursue any of the above resolutions at any time.

7. Protection Orders. The Title IX Coordinator, [Public Safety](#), or local law enforcement can provide information for obtaining a protection order, if desired. A protection order, imposed by a court, would prohibit proximity and/or contact between individuals.

REPORTING

To make informed choices, all parties should be aware of confidentiality and privacy considerations, as well as institutional mandatory reporting requirements.

CONFIDENTIAL REPORTING: A confidential resource is not required to share information about disclosures of sex-based harassment with Norwich. If an impacted individual would like the details of an incident to be kept confidential, they may speak with the following:

Confidential Employees

- [Health Center](https://www.norwich.edu/offices/health-center) at (802) 485-2552. Regular business hours, M-F (closed 12-1 p.m.) Saturday 8-12 p.m. • <https://www.norwich.edu/offices/health-center>
- [Counseling & Wellness Center](https://www.norwich.edu/offices/counseling-and-wellness-center) at (802) 485-2134. Regular business hours, M-F, After-hours Crisis-Line at 802-793-3093 <https://www.norwich.edu/offices/counseling-and-wellness-center>
- [University Chaplain](#) at (802) 485-2128 Regular business hours, M-F

In addition, impacted individuals may speak with professionals unaffiliated with Norwich without concern that Policy will require them to disclose information to the institution without permission:

- Licensed professional counselors and other medical providers
- Local rape crisis counselors
- Domestic violence resources
- Local or state assistance agencies
- Clergy/Chaplains
- Attorneys

MANDATED REPORTING: All employees not designated above as confidential are mandated reporters. This means they are required to disclose about sex-based misconduct with the Title IX Coordinator. The Title IX Coordinator will reach out to offer support and the opportunity to initiate a complaint to the impacted party, but the impacted party can choose whether to respond or participate in any meeting or process.

SUPPORTIVE MEASURES AND RIGHTS IN THE RESOLUTION PROCESS

SUPPORTIVE MEASURES

- Norwich will assist any impacted party with accessing counseling, advocacy services, healthcare, legal support, student financial aid, and visa and immigration assistance, both on campus and in the community.
- The Title IX Coordinator will discuss the availability of supportive measures after an alleged incident of discrimination, harassment, and/or retaliation. No complaint or investigation, either campus or criminal, needs to occur before this option is available. Such measures may include, but are not limited to:
 - Referral to counseling, medical, and/or other healthcare services
 - Referral to the Employee Assistance Program
 - Referral to community-based service providers
 - Visa and immigration assistance
 - Student financial aid counseling
 - Altering campus housing assignment(s)
 - Altering work arrangements for employees or student-employees
 - Safety planning
 - Providing campus safety escorts
 - Implementing contact restrictions (no contact orders) between the Parties
 - Academic support, extensions of deadlines, or other course/program-related adjustments
 - Trespassing
 - Timely warnings
 - Class schedule modifications, withdrawals, or leaves of absence
 - Increased security and monitoring of certain areas of the campus
 - Any other actions deemed appropriate by the Title IX Coordinator

RIGHTS OF PARTIES IN THE NORWICH TITLE IX RESOLUTION PROCESS

Under the procedures section of the Policy Against Discrimination and Sex-Based Misconduct, the parties have a right to:

- An equitable investigation and resolution of all credible allegations of prohibited discrimination, harassment, retaliation, and other prohibited conduct, when reported in good faith to Norwich officials.
- A fundamentally fair resolution as defined in Norwich procedures.
- Timely written notice of all alleged violations, including the identity of the parties involved (if known), the specific misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- Be able to select an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the Resolution Process.
- Have Norwich policy and procedures followed without material deviation.
- Be treated with respect by Norwich officials.
- Have Norwich Public Safety, and/or other Norwich officials respond promptly to alleged policy violations.
- Have Norwich maintain supportive measures for as long as necessary, ensuring they remain confidential, provided confidentiality does not impair the institution's ability to provide the supportive measures or comply with the law.
- Preservation of confidentiality/privacy, to the extent possible and permitted by law.

These rights are some of the most important, but not the only rights provided by Norwich policy. For a full list of rights, please see Norwich Sexual and Gender-Based Misconduct Policy.

FREQUENTLY ASKED QUESTIONS (FAQ)

Can an attorney be my Advisor?

Yes. You have the right to an Advisor of your choice, which can include an attorney.

Will my parents/guardians find out about this incident?

It depends. If you are a minor, members of the Title IX team may have certain mandatory reporting obligations, which may include notifying your parents/guardians of the incident.

If you are not a minor, any incident disclosed to a Mandatory Reporter is a part of your Norwich education record, which is protected under the Family Educational Rights and Privacy Act (FERPA). This means that your education record cannot be shared with anyone with whom you have not given Norwich permission to share, except in emergency situations.

Do I have to resolve this through a Resolution Process with Norwich?

No. You have options, as outlined above. The Title IX Coordinator can explain those options and answer your questions.

Is there a time limit for reporting?

There are no time limits on initiating a complaint; however, the passage of time may impact your options.

Will I get in trouble if I was drinking underage during the incident?

No. To encourage reporting and participation in the Resolution Process, Norwich offers parties and witnesses amnesty from minor policy violations, such as underage alcohol consumption or the use of illicit drugs, related to the incident.

What happens if the Respondent fails to comply with the sanctions after a Resolution Process?

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or for any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination.

What happens if the Respondent transfers, leaves, or resigns prior to the conclusion of the Resolution Process?

It depends on the circumstances. The Title IX Coordinator can provide more information.

What if law enforcement is involved?

Norwich's action(s) or processes do not change, generally, because there are civil or criminal charges involving the underlying incident(s). Norwich may undertake a short delay in its investigation if circumstances require.



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Title IX office location (Kreitzberg Library 407)

(802) 485-2144 • Titleix@norwich.edu

Website: Norwich Title IX Office 158 Harmon Drive, Northfield, VT • norwich.edu