

# COMPLAINT PROCEDURES

## Informal Procedure

In many cases, informal actions can effectively stop the behavior. As a first step, a person may confront the offender and make clear that the behavior is offensive and that the person does not want any further incidents to occur. If this does not stop the misconduct, or if the person does not want to confront the offender or needs help in doing so, the behavior should be reported to the Title IX coordinator, who can assist.

## Formal Procedure

The complaint procedure may begin with a formal complaint. The formal procedure can also be initiated if, at any time during the informal process, either party wants to begin the formal process or if the informal procedure has been exhausted without resolution satisfactory to the person making the complaint.

While the complaint is being considered, the college may implement interim measures including, but not limited to, restrictions on contact between the parties, restrictions from areas of campus, removal or relocation from residential areas of campus, and change in class assignment or working environment.

Complaints may be submitted in writing or in person to the following people or in the following manner:

- At [www.goucher.edu/sexualmisconductform](http://www.goucher.edu/sexualmisconductform) (can be submitted anonymously)
- To the Title IX coordinator, available 9 a.m. to 5 p.m., Monday through Friday, at 410-337-6570 or [TitleIXCoordinator@goucher.edu](mailto:TitleIXCoordinator@goucher.edu)
- To Public Safety, available 24/7 at 410-337-6111 (a public safety incident report may also serve as part or all of the written complaint)
- To the dean of students when the complainant is a student, available 9 a.m. to 5 p.m., Monday through Friday, at 410-337-6150 or [bcoker@goucher.edu](mailto:bcoker@goucher.edu)

In cases involving students, a decision panel receives a report and recommendation from the investigator(s) assigned to examine the complaint. Upon review of that report and any responses made by the parties, the panel issues a written decision that includes sanctions, if appropriate. The parties may appeal the decision to an appointed decision maker. Sanctions range from a written letter of warning to expulsion from the college.

# REPORTING AN INCIDENT

If you need immediate assistance, contact the Office of Public Safety (410-337-6111 or -6112). The office will ensure you receive prompt medical attention. Please remember it is important to receive timely medical attention to collect evidence and prevent possible infection and/or pregnancy.

Students may contact a campus consultant to discuss their situation confidentially and/or receive assistance in the reporting and complaint process. Confidential consultants include:

**Student Health Center** . . . . . 410-337-6050  
**Student Counseling Center** . . . . . 410-337-6481  
**Josh Snyder**, Hillel rabbi . . . . . 410-337-6545  
**Cynthia Terry**, college chaplain . . . . . 410-337-6048

Non-Goucher sources of support also are available, including TurnAround, a nearby rape crisis center in Towson (410-377-8111 during regular business hours; 443-279-0379 for the 24-hour helpline).

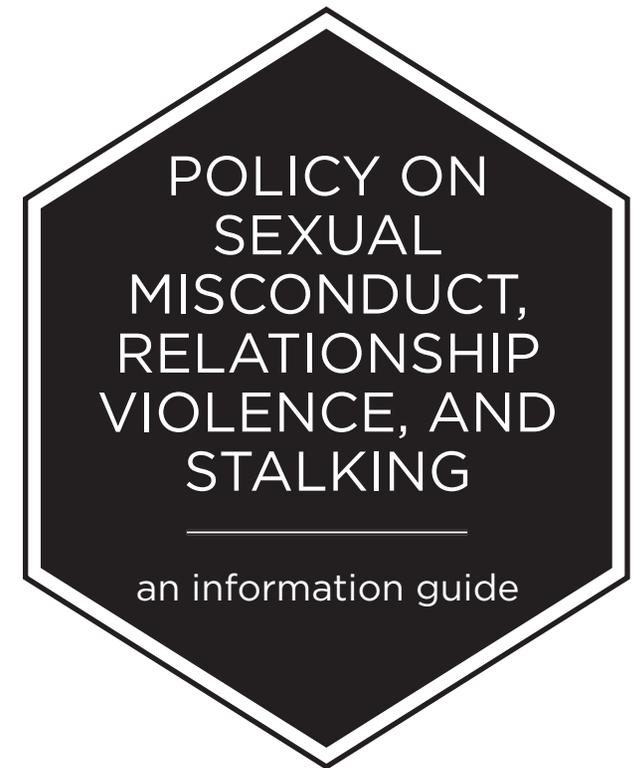
The Office of Public Safety or Title IX coordinator can help you file a criminal complaint, if you choose to do so.

## Privacy

Goucher College recognizes that privacy is important, and therefore complaints will be kept as private as is reasonably possible. If you wish to discuss your situation confidentially before reporting to Title IX office, you should contact the campus chaplain, rabbi, or a mental health counselor (all identified above). The level of confidentiality that other college employees may provide depends on what legal protections they hold, and this should be addressed with them before specific facts are disclosed.

## Goucher's Title IX Office

Alumnae/i House 105, 106  
Title IX Coordinator  
**Lucia Perfetti Clark**  
410-337-6570  
[TitleIXCoordinator@goucher.edu](mailto:TitleIXCoordinator@goucher.edu)  
Deputy Title IX Coordinator  
**Rina Rhyne**  
410-337-6329  
[rina.rhyne@goucher.edu](mailto:rina.rhyne@goucher.edu)  
Fax: 410-337-6236



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*This guide is only a summary.  
Goucher College's entire Policy on Sexual Misconduct,  
Relationship Violence, and Stalking is available  
at [www.goucher.edu/misconduct/](http://www.goucher.edu/misconduct/).*

**G**oucher College commits itself to providing a community of mutual trust and respect for students, faculty, and staff. Therefore, sexual misconduct, sexual assault, relationship violence, and stalking will not be tolerated. Such behavior seriously undermines the achievement of Goucher's mission and its effectiveness as an educational institution and a workplace. Each member of the Goucher College community shares a common responsibility to maintain an environment free from these types of behaviors.

## DEFINITIONS

Goucher's policy prohibits the following conduct:

### Sex Offenses (Rape and Fondling)

Sexual assault is defined as non-consensual physical contact of a sexual nature. Sexual assault includes rape and any other acts using force, threat, intimidation, or coercion, or using advantage gained by the victim's inability (whether temporary or permanent) to make rational, reasonable decisions about sex, of which the accused was aware or should have been aware.

### Sexual Harassment

Sexual harassment under this policy includes harassment based on gender, sexual orientation, gender identity, or gender expression. Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to such conduct is made a condition of an individual's employment or participation in an educational program; is used as the basis for employment or academic decisions affecting an individual; unreasonably interferes with an individual's work or academic performance; or creates an intimidating, hostile, or offensive environment on campus.

### Sexual Exploitation

Sexual exploitation occurs when a person takes non-consensual, unjust, or abusive sexual advantage of another person for their own benefit, or for the benefit of anyone other than the person being exploited.

### Relationship Violence

Relationship violence is abuse or violence between romantic, intimate, and/or sexual partners or former partners involving physical, emotional, or sexual violence against a person; purposely or knowingly causing reasonable fear of physical, emotional, or sexual violence; purposely or knowingly causing property damage or reasonable fear of property damage; or repeated telephonic, electronic, or other forms of communication, anonymously or directly, made with the intent to intimidate, frighten, harass, or threaten.

### Stalking

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or to suffer substantial emotional distress. This includes repeated visual or physical proximity to a person, repeated oral or written threats, extortion of money or valuables, or implicitly threatening physical conduct. This also includes cyber-stalking (e.g., unwelcome emails, posting unwelcome messages with another username).

### Complicity

Complicity means any act that knowingly aids, facilitates, promotes, or encourages another person to commit any other form of conduct prohibited by the policy.

### Consensual Relationships Between Students, Faculty, and Staff

Goucher College prohibits consensual sexual or intimate relationships between faculty and students and between staff and students. Such relationships are also prohibited between college employees when one of the individuals involved has direct professional influence or direct authority over the other, such as supervisory authority. When direct professional influence or direct authority exists or develops between individuals who are involved in a consensual sexual or intimate relationship, the person with power or authority must report the relationship to the provost or the VP for human resources, who must take immediate steps to eliminate the influence or authority. Failure to self-report may result in sanctions.

## REPORTS AND COMPLAINT

A report is a notification of an incident of a policy violation to the Title IX coordinator by any person. A report may be accompanied by a request for resources, no further action, remedies-based resolution or interim measures, and/or to initiate a formal complaint process by filing a complaint.

Any person who feels they have been subjected to a policy violation may report and/or use a complaint procedure. In situations in which a person does not wish to come forward or pursue a complaint, the college will do all it can to respect the person's wishes, but it may proceed to address the allegations if the circumstances present a threat of harm or injury to the person or to other community members.

## EMERGENCY NUMBERS

**Office of Public Safety . . . . 410-337-6111**  
**Student Health Center . . 410-337-6050**  
**Student Counseling Center . . . . . 410-337-6481**  
**After-hours emergency . . . 855-236-4278**  
**TurnAround . . . . . 443-279-0379 (24/7)**  
(a rape crisis center in Towson)

### Consent

Consent means willingly and knowingly agreeing to engage in mutually understood sexual conduct. Consent must be mutual and ongoing, offered freely and knowingly, and cannot be given by a person who is incapacitated by drugs, alcohol, or other physical or mental impairment, or by a person who is being threatened, intimidated, or coerced. **Consent must be expressed in explicit words.**