

### **Information for Responding Parties**

The purpose of this form is to ensure that Responding Parties, as defined under the St. Mary's College of Maryland Policy Against Sexual Misconduct (the Policy), are aware of their **rights** and **responsibilities**. Please review the statements listed below and be sure that you understand each of them.

**Law enforcement.** Sexual misconduct may violate the College Policy, even if it is not found to violate the law. Anyone who commits sexual misconduct in violation of federal, state, or local laws may also be subject to criminal charges. The College investigation and resolution process is independent of any criminal investigation or proceeding.

**The applicable policy.** The College's Policy and grievance procedures apply to this complaint, and a Reporting Party has options for the investigation and resolution of the complaint. Complaints against students will be reviewed in accordance with the Policy and the Procedures to Resolve Complaints of Sexual Misconduct against a Student. Complaints against a College employee, volunteer or contractor will be reviewed in accordance with the Policy and the procedures for Resolving Complaints Against a College Employee, Volunteer or Contractor.

**Advisors.** You may be assisted by an advisor of your choice or by an attorney, at your own expense. The Reporting Party may be assisted by an advisor of the Reporting Party's choice or by an attorney, at the Reporting Party's own expense.

**Interim measures and accommodations.** You may request interim measures, remedies, and accommodations, such as no-contact orders; access to counseling services; academic accommodations and support services; change in housing, class assignments or office location; changes in work schedule, job assignments or supervisor(s); assistance with visas or immigration documents; student financial aid services; and/or Public Safety escort services. There are services available to you on campus and in the community for counseling, advocacy, health, mental health, and legal assistance, including the following:

- SMCM Counseling and Psychological Services: 240-895-4289
- Public Safety: 240-895-4911 or x4911 from any campus phone

**Retaliation.** Anyone who retaliates against the Reporting Party, Responding Party, or anyone who participates in a sexual misconduct investigation will be subject to disciplinary action. Any incidents of retaliation should be reported to Title IX Coordinator Michael Dunn.

**Formal investigations.** The investigation is designed to provide a fair, impartial, and reliable gathering of the facts. All individuals interviewed during the investigation, including the parties and any witnesses, will be treated with appropriate sensitivity and respect. In the event of an investigation, both parties will have the same procedural opportunities to present witnesses and evidence, to be informed of the outcome of the disciplinary proceedings, and to appeal the outcome. The College will make every effort to protect your privacy and will only disclose information on a “need to know” basis. The College’s goal is to investigate and resolve all complaints within sixty (60) days of receipt of the complaint. Depending on the circumstances of the complaint, however, additional time may be needed.

I have received a copy of the College’s Policy Against Sexual Misconduct and the relevant procedures and had an opportunity to ask questions and have them answered.

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Print Name

Signature

Date