



# RESOURCES AND OPTIONS

FOR SEX-BASED HARASSMENT



LAWRENCE  
UNIVERSITY  
APPLETON, WISCONSIN

SEXUAL ASSAULT | DATING VIOLENCE  
DOMESTIC VIOLENCE | STALKING

# INTRODUCTION

This guide explains the Lawrence University resources and options available to individuals impacted by sex-based harassment 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), Lawrence University 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 Lawrence University's 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. Lawrence University 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 Lawrence University resolution
- 3 Initiate criminal proceedings
- 4 Initiate a civil process against the perpetrator
- 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 Lawrence University resolution, your options can include an investigation and adjudication, informal resolution, and/or supportive measures. Those options are summarized below and explained in detail in Lawrence University's [Policy and Procedures](#), found here: [insert link here](#).

# IF YOU HAVE EXPERIENCED SEX-BASED MISCONDUCT

## 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:

Robert Babcock, Ed. D., PHR.  
Title IX Coordinator  
920-832-7496.  
Regular business hours, M-F

Sara Van Cuyk, LU advocate  
Reach Counseling a  
920-238-6609.  
Regular business hours, M-F

Campus Safety  
920-832-6999  
24 hours/7 days a week

Reach counseling hotline  
920-722-8150

Office of Wellness Services  
920-832-6574  
Regular business hours, M-F

Harbor House Domestic Abuse Programs  
(Appleton) Crisis Hotline  
920-832-1666.

24/7 Counseling line  
920-419-8167

National Sexual Assault Hotline  
800-656-4673

Sexual Assault Crisis Center/Fox Cities  
920-733-8119

## 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.



**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 920-832-5500.**

# IF YOU HAVE EXPERIENCED SEX-BASED MISCONDUCT...

## 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 provided one 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.

# IF YOU HAVE EXPERIENCED SEX-BASED MISCONDUCT...

## 5 CONTACTING LAW ENFORCEMENT

Lawrence University will provide assistance 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 the Lawrence University. 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:

**Appleton Police Department, 920-832-5500; 911 for emergency**

Lawrence University 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, Lawrence University 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:

Robert Babcock, Ed. D.  
Lawrence University's Title IX Coordinator  
babcockr@lawrence.edu  
920-832-7496 during business hours M-F

## 6 RESOLUTION OPTIONS

Impacted parties have a variety of procedural options for resolution of a complaint of sex-based misconduct at Lawrence University:

### **INITIATE A COMPLAINT AND INVESTIGATION WITH AN ADJUDICATION**

An impacted party may initiate a Complaint with the Title IX Office or online and request the Title IX 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, an adjudication with a Decision-maker will take place, and the Decision-maker will determine whether a violation of Lawrence University policy occurred. This is a Lawrence University administrative process, not a criminal or civil process.

### **INFORMAL RESOLUTION**

An impacted party may seek to resolve the allegations through an Informal Resolution, according to the parameters set out in Lawrence University's Title IX and Civil Rights Policy. All involved parties and the Title IX Coordinator must consent to Informal Resolution. Informal Resolution is a Lawrence University administrative process, not a criminal or civil process.

# IF YOU HAVE EXPERIENCED SEX-BASED MISCONDUCT...

## **Lawrence University offers four approaches to Informal Resolution:**

### **1. Supportive Resolution**

Lawrence University can provide individualized support measures designed to maintain or restore the impacted individual's access to the University's education program and activities. See below for a list of possible supportive measures. For more information on supportive measures, see Lawrence University's policy or contact the Title IX Coordinator, Robert Babcock, Ed. D., at 920-832-7496 or email babcockr@lawrence.edu during business hours

### **2. 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.

### **3. 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 Lawrence University accepts the resolution terms.

### **4. Alternative Resolution**

Could include mediation, shuttle negotiation, restorative practices, and facilitated dialogue to reach an agreed-upon resolution.

If the impacted party chooses to initiate an investigation, an 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 Lawrence University community exists, if the impacted individual declines to pursue Lawrence University action to resolve the allegations of sex-based harassment, the Lawrence University will provide support but not pursue resolution. The impacted individual may pursue any of the above resolutions at any time.

Impacted individuals may also seek criminal charges or civil remedies, outside the administrative resolution options Lawrence University offers, as outlined above. For more information on criminal charges or civil remedies please reach out to Campus Safety at 920-832-6999 or the Title IX Coordinator, Robert Babcock, Ed. D., at 920-832-7496 or email babcockr@lawrence.edu during business hours.

## **7 PROTECTION ORDERS**

The Title IX Coordinator, Campus 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 Lawrence University. If an impacted individual would like the details of an incident to be kept confidential, they may speak with the following:

### **Confidential Employees**

- Office of Wellness Services mental health and medical practitioners
- Terra Winston-Sage, Dean of Spiritual and Religious Life & University Chaplain
- Shola Adegbite, Assistant Dean of Spiritual and Religious Life

Staff members listed above must be working within the scope of their licensure or ordination to be considered confidential

### **Designated Confidential Resources**

- Sara Van Cuyk, On-campus Victim Advocates  
(Reach campus advocacy and counseling)

In addition, impacted individuals may speak with professionals unaffiliated with Lawrence University without concern that Lawrence University 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 as confidential above 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

Lawrence University will assist any impacted party with accessing counseling, advocacy services, health care, as well as other needs, 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
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation assistance
- Implementing contact restrictions (no contact orders) between the Parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- 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

# SUPPORTIVE MEASURES AND RIGHTS IN THE RESOLUTION PROCESS...

## **RIGHTS OF PARTIES IN LAWRENCE UNIVERSITY'S TITLE IX RESOLUTION PROCESS**

Under the Policy and procedures, the parties have the 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 Recipient officials.
- A fundamentally fair resolution as defined in Lawrence University 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 Lawrence University policy and procedures followed without material deviation.
- Be treated with respect by Lawrence University officials.
- Have Lawrence University law campus safety, and/or other Lawrence University officials respond promptly to alleged policy violations.
- Have Lawrence University 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 Lawrence University policy. For a full list of rights, please see 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 Lawrence University 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 Lawrence University permission to share, except in emergency situations.

## **DO I HAVE TO RESOLVE THIS THROUGH A RESOLUTION PROCESS WITH LAWRENCE UNIVERSITY?**

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

## **WILL I GET IN TROUBLE IF I WAS DRINKING UNDERAGE DURING THE INCIDENT?**

No. To encourage reporting and participation in the Resolution Process, Lawrence University 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?**

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

## **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.



**August 2024 © ATIXA. Not legal advice. Not training materials.** Purchasers of the ATIXA Title IX Toolkit have a limited license to modify and use the materials in the Toolkit for institutional use in complying with Title IX. Purchasers may not make Toolkit materials publicly available by posting original or modified materials publicly or sharing with any entity unless that entity is acting on purchaser's behalf as a school official with respect to the Toolkit materials. Non-purchasers, including entities acting as school officials for purchasers, may not use or modify the Toolkit materials in any way other than for the purchaser's direct benefit in compliance with the terms of this limited license. Contact ATIXA with any questions about use.