

I WANT TO REPORT A SEXUAL ASSAULT OR HARASSMENT INCIDENT

WOULD YOU LIKE TO
TALK TO SOMEONE?

YES

NO

PROFESSIONAL OR PASTORAL COUNSELOR
University Counseling 504.865.3835 Press 1 for 24/7 counselor on-call
Student Health 504.865.3326
New Orleans Family Justice Center 24-hour Crisis Line 504.866.9554
**Mission & Ministry 504.865.3226
Crescent House & Sexual Assault Program 504.866.7481
Emergency Medical Services Accessed through LUPD 504.865.3434
Metropolitan Center For Women & Children 24 HR HOTLINE 504.837.5400
RAINN National Sexual Assault Hotline 1.800.656.HOPE (4673)

** Mission & Ministry may serve as a private or confidential resource.

NON-PROFESSIONAL COUNSELOR AND/OR VICTIM ADVOCATE
Advocacy Initiative Loyno.edu/ Advocacy
Women's Resource Center 504.865.3083

RESPONSIBLE REPORTER
LUPD 504.865.3434
Student Conduct 504.865.3428
Title IX Coordinator 504.865.2657
Residential Life 504.865.2445
Campus Security Authorities Loyno.edu/CSA

WOULD YOU LIKE TO
MAKE A REPORT?

REPORTING FORMS
LUPD Silent Witness Form Loyno.edu/Witness
Student Affairs Incident Reporting Form Loyno.edu/Incident

ADDITIONAL INFORMATION FOR SUPPORT

Your School Must Respond Promptly and Effectively to Sexual Violence

- You have the right to report the incident to your school, have your school investigate what happened, and have your complaint resolved promptly and equitably.
- You have the right to choose to report an incident of sexual violence to campus or local law enforcement. But a criminal investigation does not relieve your school of its duty under Title IX to respond promptly and effectively.
- Your school must adopt and publish procedures for resolving complaints of sex discrimination, including sexual violence. Your school may use student disciplinary procedures, but any procedures for sexual violence complaints must afford you a prompt and equitable resolution.
- Your school should ensure that you are aware of your Title IX rights and any available resources, such as victim advocacy, housing assistance, academic support, counseling, disability services, health and mental health services, and legal assistance.
- Your school must designate a Title IX coordinator and make sure all students and employees know how to contact him or her. The Title IX coordinator should also be available to meet with you.
- All students are protected by Title IX, regardless of whether they have a disability, are international or undocumented, and regardless of their sexual orientation and gender identity.

Your School Must Provide Interim Measures as Necessary

- Your school must protect you as necessary, even before it completes any investigation. Your school should start doing this promptly once the incident is reported.

- Once you tell your school about an incident of sexual violence, you have the right to receive some immediate help, such as changing classes, dorms, or transportation. When taking these measures, your school should minimize the burden on you.
- You have the right to report any retaliation by school employees, the alleged perpetrator, and other students, and your school should take strong responsive action if it occurs.

- As part of Loyola's response to a report of sexual misconduct, the university may impose interim measures (e.g., separation order, interim suspension, campus ban, activity restriction, etc.) or offer reasonable accommodations/remedies (e.g., academic support, housing support, etc.) to address issues that impact the involved parties' educational, living or work environments. These actions may occur regardless of whether involved parties request or elect to participate in any of the university's investigation or conduct processes. These interim measures and accommodations can often be put in place very quickly, prior to the resolution of any investigative, conduct, or criminal proceeding. For more information please reference the Title IX Reference Guide for Students or visit the Sexual Misconduct and Title IX webpage Loyno.edu/Title9.

- Free Sexual Assault Forensic Exams (SAFE) are available at University Medical Center – 504.702.3000 – located at 2000 Canal Street, New Orleans, LA 70112. If a survivor would like an exam, they should not shower, bathe, brush their teeth, or change clothes until they have been medically examined. This is necessary to preserve evidence. The assault does not need to be reported; evidence can be collected and sent to NOPD (by choice).

SEXUAL HARASSMENT/ASSAULT INVESTIGATION PROCEDURES

Reports of sexual harassment/assault are taken seriously and will be dealt with promptly. Where sexual harassment or sexual assault has occurred, the University will act to stop the harassment, prevent its recurrence, and discipline those responsible.

- Complainants are encouraged to report any form of sexual harassment/assault to the University immediately.
- Upon receipt of complaint, the investigation will begin immediately. The alleged perpetrator and complainant are notified via email of the investigation, the next steps, and their rights throughout the process.
- The investigation consists of the following:
 - Interviews with the complainant, alleged perpetrator, and any witnesses having knowledge of relevant facts. Both the complainant and the accused are encouraged to produce any witnesses with relevant information. Parties and witnesses are informed that their statements will remain confidential only to the extent allowed by law. The complainant/victim may choose to not participate in the investigation according to their comfort level; however, an investigation is most likely to be successful with the participation of all parties.
 - Document review, including but not limited to:
 - the University's Sexual Misconduct Policy;
 - the complainant's formal written allegations if any, and;
 - any additional written documentation that relates to the allegations (e.g. Facebook posts, texts, Twitter)
- Upon conclusion of the interviews and document review, the Investigator drafts the report. The report contains a summary of the complainant's allegations and accused's response,

summaries of witness interviews, and the investigator's conclusions. There are three (3) possible outcomes to an investigation:

- No Finding.** If the findings are that the harassment/assault has not occurred, the complaint will be dismissed and the investigator shall explain to the complainant why the conduct did not constitute sexual harassment/assault.
 - Material Dispute of the Facts.** If there exists a material dispute of the facts as to whether there was a policy violation or some other conduct violation, a conduct hearing will be convened. The complainant and the accused will have an opportunity to be heard by the conduct body if they so choose. More information about a formal hearing will be provided by the Conduct Officer and is available in the Student Handbook.
 - Inconclusive.** The investigation was unable to proceed due to lack of witnesses, testimonies, etc. and there are not enough facts to constitute a Board hearing.
- Based on a preponderance of the evidence, the conduct body has three (3) possible outcomes:
 - Finding of "Responsible" for the offense(s)
 - Finding of "Responsible" for a lesser offense
 - Finding of "Not Responsible" for the offense(s)

If the conduct body determines a violation has occurred, whether those originally charged or a lesser violation, sanctions/disciplinary action will be recommended to the Vice President of Student Affairs, or designee.

- An appeal process is available to those students who are found responsible for any disciplinary charge. The Student Handbook has specific information pertaining to appeals.
- For more information, contact the Loyola University New Orleans Office of Student Conduct at 504-865-3428.