



# OLD DOMINION UNIVERSITY

## Complainant Resources – Title IX and Sexual Misconduct

### The Parties:

A **Complainant** is a university community member or visitor who files a formal complaint under the Title IX and Sexual Misconduct Policy (1008). For more information, please visit: [www.odu.edu/equity](http://www.odu.edu/equity)

A **Respondent** is reported to be the perpetrator of conduct that may constitute sexual misconduct. A respondent may be a student, employee, affiliate of the university, or visitor.

A **Witness** has firsthand knowledge of an event or circumstance.

### People to Know:

**You have a right to an Advisor:** Your Advisor may be, but is not required to be, an attorney. Your advisor may attend meetings, interviews, and hearings. They must abide by the limitations of their participation as outlined in the policy. If you don't have an advisor, OIED can provide one for you.

**The Case Manager can help:** The Case Manager provides information about support and advocacy services, connects you to resources, and schedules appointments with Investigators and the Title IX Coordinator.

**Investigators are neutral:** You will have two Investigators who are committed to providing a prompt, fair, and unbiased review. Investigations are focused on the information available. Investigators conduct interviews during a formal investigation.

**The Title IX Coordinator:** The Title IX Coordinator provides oversight of the intake and investigation process and meets with parties to provide supportive measures and prepare them for hearings.

**Decision-Makers:** The Decision-Makers are trained faculty/staff members who serve as unbiased hearing officers at the conclusion of a formal investigation.

### The Process:

**Understanding the allegation:** Our first step is to understand the nature of the third-party report or formal complaint by gathering information. This helps us determine if the allegation falls within the

scope of our policy, or should be referred to another office.

**Meeting with the Complainant:** The Case Manager and/or Title IX Coordinator help the Complainant understand their options, including supportive measures, informal resolution, formal investigation, or no assistance requested. Informal Resolutions are voluntary agreements between the parties. Formal investigations involve interviewing the parties and witnesses, gathering evidence and documentation (e.g., text messages, screenshots, recordings, etc.), writing an investigative report, and holding a hearing.

**Confidentiality/Anonymity:** Complainants frequently want to know if the Respondent will be told they initiated a complaint. Respondents are provided enough information about the allegations to allow them a fair opportunity to respond, and the level of detail necessary to do that varies depending on the circumstances surrounding the incident.

**Interviewing the Complainant and Respondent:** After the Complainant has chosen to proceed, they are interviewed. Then the Respondent is notified of the allegations and given a full and fair opportunity to respond and be interviewed. Both parties are asked to provide any documentation and identify witnesses.

**Lack of participation:** If a Complainant declines to pursue a formal investigation, we may close the case, or continue with the information available, depending on the specifics of the case. If the Respondent declines to participate in the investigation process, the investigation will continue. ODU will generally not defer disciplinary proceedings until after the conclusion of criminal proceedings.

**Finding:** After gathering information, the Investigators will create an Investigative Report in which they outline the facts discovered during the investigation, including the evidence. The IR and evidence will be available to the parties and the hearing panel, which will determine if there has been a violation of policy. If so, the university will assign sanctions. There is an appeal process available.

**Privacy:** To the extent provided under applicable law, ODU will make reasonable efforts to ensure preservation of privacy, restricting the sharing of



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information to those with a legitimate need to know. Information collected in this process may be subpoenaed in criminal or civil proceedings.

**Retaliation:** ODU prohibits retaliation.

Complainants, Respondents, and witnesses are protected from any form of retaliation for engaging and/or participating in the complaint process.

**Supportive Measures:** Supportive measures are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge. Supportive measures may be provided before or after the filing of a formal complaint or where no formal complaint has been filed. They are available to either party. The purpose of such measures is to restore or preserve equal access to education or employment without unreasonably burdening the other party.

### Filing a Report or Complaint:

File a complaint at <https://ww1.odu.edu/equity/complaints>.

For more information on filing a complaint, please call the Office of Institutional Equity and Diversity office at 757-683-3141 or go to the website: [www.odu.edu/equity](http://www.odu.edu/equity). Initiate criminal charges by contacting the police in the jurisdiction where the crime happened:

- ODU Police Department: 757-683-4000
- Norfolk Police Department: 757-441-5610
- Virginia Beach Police Department: 757-385-4141
- Chesapeake Police Department: 757-382-6161
- Portsmouth Police department: 757-393-8536
- Military (on base): 757-438-3504
- Or call 911

### Confidential Reporting:

**Responsible Employees are obligated to report** incidents of sexual assault, dating/domestic violence, and stalking to the Title IX Coordinator or one of the Deputy Title IX Coordinators. The report may lead to outreach from the Title IX Coordinator, where supportive measures, informal resolution, and formal investigation options will be offered.

**If you would like to speak to someone confidentially**, please contact Counseling Services, Student Health Services, or the Victim Advocate in the Women and Gender Equity Center. This will not result in an investigation unless you request one. You may also talk with the YWCA of South Hampton Roads.

### Support and Assistance:

The university can help address mental, physical, emotional, and academic needs, including:

- Emotional support and processing.
- Course load reductions or full withdrawals.
- Discreet absence notifications or assignment extensions.
- Requests for flexibility/ alternative participation to faculty and supervisors.
- Safety planning.
- No contact orders.
- Short-term emergency housing accommodations or housing changes.
- Connections to resources at the YWCA.

Contact the Case Manager or Title IX Coordinator!

### Protective Orders:

A protective order is a legal order issued by a magistrate or judge to protect the health and safety of an abused person and his/her family or household members. To be eligible for a protective order, you must have been, within a reasonable period, subjected to an act involving violence, force, or threat that results in bodily injury or places you in a reasonable fear of death, sexual assault, or bodily injury.

To obtain a protective order, please contact the appropriate police department, the YWCA, or the general district court in the area the behavior occurred.

### If you have experienced sexual assault, dating/domestic violence, or stalking:

- Get to a safe place.
- Call a friend, a relative, the Women and Gender Equity Center, Counseling Services, and/or the YWCA Crisis hotline (757-251-0144) to support you.
- Seek medical care. There may be injuries of which you are unaware. ODU Student Health Services (757-683-3132) can provide free testing for STIs and pregnancy. The YWCA of South Hampton Roads at 757-625-4248 can connect you to a Sexual Assault Nurse Examiner (SANE) at Chesapeake Forensic Specialists (757-398-5105) at no charge. Transportation is available.
- Services are for all survivors including women, men, transgender people, members of the LGBTQIA+ community, and their friends/family.
- Seeking medical care or evidence collection does not mean that you must make a police report.



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- If you think you may want to press charges now or in the future, it is important to have evidence collected by a local Sexual Assault Nurse Examiner. Try not to wash, shower, brush your teeth/hair or urinate as this could destroy evidence. Clothing that was worn at the time of the incident will also be collected. Use a paper bag, if available, for any physical evidence.

### Victim’s Rights:

Victims of sexual assault, dating/domestic violence and stalking have the right to be treated with respect by college officials. A victim’s rights include:

- The right to report the incident anonymously.
- The right not to be discouraged from reporting.
- The right to be informed of the outcome and sanction of any disciplinary hearing without condition.
- The option to be assisted by campus authorities in notifying law enforcement authorities if the student so chooses. This also includes the right not to report an incident if this is the victim’s desire.
- The right not to be asked and/or have irrelevant prior sexual history admitted in a campus hearing.
- The right to inspect and review evidence.
- The right not to have incidents mediated (as opposed to adjudicated).

### Contact Information:

**Office of Institutional Equity and Diversity:**

4111 Monarch Way, Suite 106, 757-683-3141  
[equityanddiversity@odu.edu](mailto:equityanddiversity@odu.edu)

**Title IX Contacts:**

Title IX Coordinator: Kate Couch  
[titleixcoordinator@odu.edu](mailto:titleixcoordinator@odu.edu)

Deputy Title IX Coordinator: Kimberly Cain  
[kcain@odu.edu](mailto:kcain@odu.edu)

Title IX Contact for Academic Affairs: Dr. Shanda Jenkins,  
[sjenkins@odu.edu](mailto:sjenkins@odu.edu)

Title IX Contact for Student-Athletes: Carolyn Cooper  
Crutchfield, [cacooper@odu.edu](mailto:cacooper@odu.edu)

**Student Outreach and Support:**

767-683-3442, [ODUCares@odu.edu](mailto:ODUCares@odu.edu)

**Academic Success Center:**

757-683-3699, [advisor@odu.edu](mailto:advisor@odu.edu)

**Educational Accessibility (Documented Disabilities):**

757-683-4655, [oea@odu.edu](mailto:oea@odu.edu)

**Employee Assistance Program:**

A counseling and referral service for employees and their families who are enrolled in a Commonwealth of Virginia health care plan. Contact Human Resources, 757-683-3042.

**Counseling Services:**

1526 Webb University Center, 757-683-4401  
<https://ww1.odu.edu/counselingservices>

**Women & Gender Equity Center:**

1101 Monarch Hall, 757-683-4109, [wgec@odu.edu](mailto:wgec@odu.edu)

**Housing and Residence Life:**

1208 Virginia House, 757-683-4283, [housing@odu.edu](mailto:housing@odu.edu)

**ODU Police Emergency:** 911, then 757-683-4000

Non-Emergency: 757-683-4003

Safe Ride: 757-683-3477

**Student Conduct and Academic Integrity:**

2124 Monarch Hall, 757-683-3431

**Student Health Services:**

1007 Webb University Center, 757-683-3132

**Student Outreach and Support:**

767-683-3442, [ODUCares@odu.edu](mailto:ODUCares@odu.edu)

**COVA Care and COVA HDHP**

Anthem Blue Cross and Blue Shield

Members: 1-855-223-9277, [www.anthemaeap.com](http://www.anthemaeap.com)

**COVA HealthAware**

Aetna 1-888-238-6232, [www.covahealthaware.com](http://www.covahealthaware.com)

If you are in immediate danger, call **911**.

**Army Sexual Harassment Assistance:** 1-800-267-9964

**Navy Family Advocacy Program:** 877-995-5247, Victim Advocate: 757-438-3504

**LGBT Life Center:** 757-200-9198

**National Sexual Assault Hotline:** 1-800-656-HOPE

**National Suicide Prevention Lifeline:** Dial or text 988

**Norfolk Crisis Link, a 24/7 Crisis Hotline:** 757-622-1126

**Norfolk Family Justice Center:** 757-330-0376

**Samaritan House:** 757-430-2120

**The Center for Sexual Assault Survivors: (Peninsula)**  
757-236-5260

**Virginia Beach Psychiatric Center:** 757-627-5433

**Virginia Family Violence and Sexual Assault Hotline:** 1-800-838-8238

**United Way 211:** Dial 211

**YWCA Crisis Hotline:** 757-251-0144

For safety planning for yourself or a friend, visit  
[www.myplanapp.org/home](http://www.myplanapp.org/home)