

RESOURCE AND REPORTING GUIDE FOR STUDENTS AND EMPLOYEES

Appendix D to University Policy 1202

George Mason University (the “University”) is committed to providing a safe and nondiscriminatory environment for all members of the University community. The University prohibits Sexual Assault, Sexual Exploitation, Intimate Partner Violence, Stalking, Sexual and Gender-Based Harassment, Complicity and Retaliation (together, “Prohibited Conduct”). These forms of Prohibited Conduct are defined in the University’s Sexual Harassment and Misconduct Policy (the “Policy”). This Resource and Reporting Guide, referred to as the “Student and Employee Resource Guide” in the Policy, provides an overview of University and community resources, including confidential resources, and options for reporting Prohibited Conduct to law enforcement and/or to the University.

When used in this Student and Employee Resource Guide, the terms “Student” and “Employee” refer to Complainants, Respondents, witnesses or any other University student or employee in need of information, assistance, or support. As outlined in the Policy, the University offers a wide range of resources for Students and Employees to provide support and guidance throughout the initiation, investigation and resolution of a report of Prohibited Conduct. The University will offer reasonable and appropriate measures to protect a Complainant and facilitate the Complainant’s continued access to University employment or education programs and activities. These measures may be both remedial (designed to address a Complainant’s safety and well-being and continued access to educational opportunities) or protective (involving action against a Respondent). Remedial and protective measures, which may be temporary or permanent, may include no-contact directives, residence modifications, academic modifications and support, work schedule modifications, interim disciplinary suspension, suspension from employment, and pre-disciplinary leave (with or without pay). Remedial measures are available regardless of whether a Complainant pursues criminal or University disciplinary action. This Resource Guide should be read in conjunction with the Policy.

I. UNIVERSITY AND COMMUNITY RESOURCES

a. EMERGENCY MEDICAL, LAW ENFORCEMENT AND CRISIS RESPONSE RESOURCES

- i. Medical Assistance:** An individual who experiences sexual assault or any other form of interpersonal violence is strongly encouraged to seek immediate medical attention. If you go to a hospital as a result of a sexual assault, you are entitled to a free evidence collection examination performed by a Sexual Assault Nurse Examiner (“SANE Nurse”). In Northern Virginia, the preferred hospital for such an exam is INOVA Fairfax where they have specially trained nurses on call 24 hours a day for such purposes. INOVA Fairfax Hospital provides care to sexual assault victims no matter where in Northern Virginia the crime occurred. SANE Nurses can assess injuries related to physical trauma; evaluate for sexually-transmitted infections and possible pregnancy; provide medical care (including medications to prevent infections and pregnancy); and can, within the first 72 hours after a sexual assault, administer a “forensic exam.” During the forensic exam, the SANE Nurse documents and collects evidence of sexual contact and/or physical trauma (including injuries to the body and genitals), trace

evidence, biological fluids, and identifiable DNA. When there is reason to believe that an assault may have been facilitated by the use of drugs or alcohol, the forensic exam may also include the collection of urine and blood samples for toxicology testing. Students and Employees are not required to report an incident to law enforcement or the University in order to receive medical attention or a forensic exam. For assistance in this process, contact Wellness, Alcohol, and Violence Education and Services (WAVES) at 703-380-1434. Regardless of whether a forensic exam is obtained within the first 72 hours after a sexual assault, Students and Employees are encouraged to seek follow-up care to address any ongoing medical concerns, including those related to sexually-transmitted infections and pregnancy. Students and Employees may access follow-up care through any appropriate health care provider outside of the University.

1. Local Area Hospitals:

- **INOVA Fairfax Hospital** 3300 Gallows Road Falls Church, VA 22042 (703-698-1110)
 - **INOVA Fair Oaks Hospital** 3600 Joseph Siewick Drive Fairfax, VA 22033 (703-391-3600)
 - **INOVA Alexandria Hospital** 4320 Seminary Road Alexandria, VA 22304 (703-504-3000)
 - **Loudoun Hospital Center** 44045 Riverside Parkway Leesburg, VA 20176 (703-858-6000)
 - **Mount Vernon Hospital** 2501 Parker's Lane Alexandria, VA 22306 (703-664-7000)
 - **Northern Virginia Community Hospital** 601 S. Carlin Springs Road Arlington, VA 22204 (703-671-1200)
 - **Sentara Northern Virginia Medical Center** 2300 Opitz Boulevard Woodbridge, VA 22191 (703-670-1313)
 - **Prince William Hospital** 8700 Sudley Road Manassas, VA 20110 (703-369-8000)
 - **Reston Hospital Center** 1850 Town Center Parkway Reston, VA 20190 (703-689-9000)
 - **Virginia Hospital Center** 1701 N. George Mason Drive Arlington, VA 22205 (703-558-5000)
 - **Mason Korea Campus: One-Stop Center** (Inside of Incheon Medical Center) 217 Bang chuc ro , Dong Gu, Incheon 401-711 (032-580-6000 or 032-582-1170)
- ii. **Law Enforcement:** Students and Employees are urged to report any Prohibited Conduct that may constitute a crime to local law enforcement (“Police”) immediately. Police have unique legal authority to seek and execute search warrants, to collect forensic evidence that may have been left at the scene or at other relevant locations and to make an arrest when supported by probable cause to believe a crime has been committed. Police are also able to assist

Students and Employees in seeking Emergency Protective Orders (see below). Police can be reached by calling 9-1-1 (or one of the other numbers listed below). Incidents that occur on-campus fall within the jurisdiction of the University Police; incidents that occur off-campus fall within those Police jurisdictions, respectively. Students and Employees will be directed to the appropriate Police Department when they call 9-1-1.

1. 911 (for emergencies in Virginia)
2. 119 (for emergencies at Mason Korea)
3. University Police ((703) 993-2810) (for non-emergencies)
4. Fairfax County Police ((703) 691-2131) (for non-emergencies)
5. Fairfax City Police ((703) 385-7924) (for non-emergencies)
6. Manassas Police ((703) 257-8000) (for non-emergencies)
7. Arlington County Police ((703) 558-2222) (for non-emergencies)

iii. **Confidential Crisis Resources (Support and Counseling):** Students and Employees are urged to seek immediate emotional support after any incident of Prohibited Conduct. There are a number of confidential sources and “hotlines” for crisis counseling, both at the University and in the local community. Confidential counselors can provide trauma-informed support and offer information about reporting options.

1. **On-Campus Confidential**

The following on-campus resources and services are available to provide assistance and counseling on a confidential basis. Speaking to these resources does not constitute a report to the university for the purposes of initiating an administrative or criminal investigation of crime. Identifying information will not be shared with anyone without consent from the victim/survivor unless there is an imminent threat of harm to self or others.

- a. **FOR STUDENTS ONLY: Student Support and Advocacy Center:**
Provides Students impacted by sexual assault, dating/domestic violence, and stalking with a confidential space to discuss their reporting options and get support.
 - i. SSAC Office Phone: 703-993-3868.
 - ii. 24-Hour Sexual and Intimate Partner Violence Crisis Line: 703-380-1434.
 - iii. Website: ssac.gmu.edu.
- b. **FOR STUDENTS ONLY: Counseling and Psychological Services (CAPS):** Provides confidential counseling services to Students in crisis and non-emergency situations. Crisis intervention

assistance is provided to members of the university community who are experiencing crises that affect their ability to function in the community.

- i. Consultation or emergency assistance during office hours: 703-993-2380.
 - ii. Assistance during non-office hours, call University Police: 703-993-4357.
 - iii. For life-threatening emergencies: 9-1-1.
 - iv. Website: caps.gmu.edu.
- c. **FOR STUDENTS ONLY: Student Health Services:** Provides confidential health care to enrolled Students in emergency and non-emergency circumstances on the Fairfax, Arlington, and Science and Technology Campuses. If there is a medical emergency and Student Health Services is closed, please contact the free after-hours nurse (703-993-2831), a hospital emergency room, an urgent care facility, or call 9-1-1.
- i. Fairfax Campus: SUB I, Suite 2300, 703-993-2831, fax: 703-993-4365.
 - ii. Arlington Campus: Founders Hall, B102, 703-993-4863, fax: 703-993-9425.
 - iii. Science and Technology Campus: Occoquan Building, Room 229, 703-993-8374, fax: 703-993-1948.
 - iv. Website: shs.gmu.edu.
- d. **Office of the Ombudsman:** Provides confidential services for Students and Employees to discuss any concerns and complaints, and serves as a safe space to facilitate conflict resolution.
- i. Phone: 703-993-3306.
 - ii. Website: ombudsman.gmu.edu/index.cfm
- e. **Mason Korea Health Center on Campus:** +82-32-626-0553

2. Off-campus Confidential Resources and Services

- a. **Office for Women and Domestic and Sexual Violence Services:** Provides comprehensive state-accredited programs for women, men, teens and children who have been affected by domestic and sexual violence and stalking. OFWDSVS promotes safety, responsibility, awareness and equality by offering a 24-hour hotline, free counseling, group sessions, and referrals.
 - i. Fairfax County Government Center, 1200 Government Center Pkwy, Suite 339, Fairfax, VA 22035

- ii. Phone: 703-324-5730, TTY 703-324-5706
- iii. 24-hour hotline: 703-360-7273, TTY 703-435-1235

- b. **Domestic Violence Action Center:** Provides services to individuals experiencing domestic violence or stalking and their families who reside in Fairfax County or were assaulted and/or stalked in the county. Referrals for offender services are also available through the intake telephone number only (no offender walk-ins).
 - i. Fairfax County Historic Courthouse, 4000 Chain Bridge Road, Suite 2702, Fairfax, VA 22035
 - ii. Information and Intake Phone: 703-246-4573
 - iii. Walk-In Intake Hours: 10 a.m. to 3 p.m., Monday through Friday
- c. **Virginia Family Violence & Sexual Assault Hotline:** Provides safety and support to those who have been hurt in the past or are hurting now. Also offers advice to friends, family members, and professionals, and provides information and resources about sexual assault, stalking, controlling behavior, and intimate partner violence. Free. Confidential. 24 hours a day.
 - i. Phone: 1-800-838-8238.
 - ii. Chat (confidential instant messaging) Monday–Friday, 8 a.m. to 8 p.m.
 - iii. Text: 1-804-793-9999.
- d. **LGBTQ Partner Abuse and Sexual Assault Helpline:** Provides a free and confidential telephone service for lesbian, gay, bisexual, transgender, queer, or questioning callers looking for information or help regarding intimate partner abuse, sexual assault, and stalking.
 - i. Phone: 1-866-356-6998 (Monday-Friday, 8 a.m. to 8 p.m.).
- e. **Rape, Abuse, and Incest National Network (RAINN):** Operates the National Sexual Assault Hotline that provides victims of sexual violence with free, confidential services 24 hours a day.
 - i. 24-hour hotline/helpline: 1-800-656-HOPE (4673).
 - ii. Website: www.rainn.org.
- f. **National Domestic Violence Hotline:** Operating around the clock, seven days a week, confidential and free of cost, the National Domestic Violence Hotline provides lifesaving tools and immediate support to enable victims to find safety and live lives

free of abuse. Callers to the Hotline at 1-800-799-SAFE (7233) can expect highly trained experienced advocates to offer compassionate support, crisis intervention information, and referral services in more than 170 languages.

b. LEGAL RESOURCES

There are several resources that may help Students and Employees explore and understand their legal rights and options – both criminal and civil – following an incident of Prohibited Conduct.

- i. **WomensLaw.org:** <http://www.womenslaw.org/> (a project of the National Network to End Domestic Violence, providing legal information and support to victims of domestic violence and sexual assault)

c. FOR STUDENTS ONLY: UNIVERSITY SUPPORT; REMEDIAL AND PROTECTIVE MEASURES

The Office of Student Conduct can provide Students with information, support, and assistance and can arrange for a broad range of remedial and protective measures. OSC employees have received training for this purpose and will assist Students in determining whether certain forms of support, remedial and/or protective measures may be beneficial and appropriate. OSC employees are Responsible Employees and are therefore required to report information disclosed to them about Prohibited Conduct to the University's Title IX Coordinator. If a Complainant requests (a) that personally-identifying information not be shared with the Respondent, (b) that no investigation be pursued, and/or (c) that no disciplinary action be taken, the University will seek to honor this request unless there is a health or safety risk to the Complainant or to any member of the University community. The Procedures outlined in [Appendix A: Investigating and Resolving Reports of Prohibited Conduct Committed by Students](#) provide additional guidance about how the University will evaluate such requests.

- **Office of Student Conduct**

Phone: 703-993-6209

Office Location: Fairfax Campus, Student Union Building 1, Suite 4100

Website: <http://studentconduct.gmu.edu/>

The availability of remedial and protective measures will be determined by the specific circumstances of each case. OSC, in consultation with the Title IX Coordinator, will consider a number of factors in determining which measures to take, including the needs of the Student seeking remedial and/or protective measures; the severity or pervasiveness of the alleged Prohibited Conduct; any continuing effects on the Complainant; whether the Complainant and the Respondent share the same residence hall, dining hall, academic course(s), job or parking location(s); and whether other judicial measures have been taken to protect the Complainant (e.g., Protective Orders). When implementing such measures, the University will seek to minimize the burden on the Student seeking the measures. For example, if the Complainant and the Respondent

share the same class or residence hall, the University will not, as a matter of course, remove the Complainant from the class or residence hall while allowing the Respondent to remain, without carefully considering all options and circumstances.

Protective and remedial measures may be temporary or permanent and may be modified by the University as circumstances change. Examples of such measures include:

- Imposition of a No-Contact Directive against an Employee or Student (i.e., an order directing one or both of the parties to refrain from contacting the other, directly or through proxies);
- Arranging a meeting with Police to discuss or report Prohibited Conduct;
- Arranging a meeting with Police to discuss safety planning;
- Arranging access to counseling services and assistance in setting up initial appointments;
- Arranging access to medical services and assistance in setting up initial appointments;
- Assistance in seeking academic assistance, including modified class schedules (including transfer to another section), permission to withdraw from and/or retake a class or attend a class via alternative means (e.g., online or independent study), extension of assignment deadlines, and voluntary leaves of absence;
- Assistance in modifying University housing arrangements, including immediate temporary relocation to safe living quarters and/or permanent reassignment of University residence halls;
- Assistance in modifying assigned parking;
- Assistance in modifying University employment arrangements, including changes in work schedules, job assignments, work locations and/or assigned parking;
- Imposing an interim disciplinary suspension and/or pre-disciplinary leave, with or without pay, on the Respondent; and
- Any other measures that may be arranged by the University (to the extent reasonably available) to ensure the safety and well-being of a Student who has been affected by Prohibited Conduct.

In some cases, a Student may choose to seek a leave of absence or a reduced course load; these actions may, in turn, impact a Student's immigration, visa and/or financial aid status. In such cases, OSC will connect Students with the applicable University department or unit so that they may obtain relevant information and assistance. OSC will ensure Students receive written notification of all their rights and options, regardless of whether a Student chooses to report Prohibited Conduct to the University or to the Police.

d. FOR EMPLOYEES ONLY: UNIVERSITY SUPPORT; REMEDIAL AND PROTECTIVE MEASURES

The Office of Compliance, Diversity and Ethics (CDE) can provide Employees with information, support, and assistance and can arrange for a broad range of remedial and protective measures. CDE employees have received training for this purpose and will assist Employees in determining whether certain forms of support, remedial and/or protective measures may be beneficial and appropriate. CDE employees are Responsible Employees and are therefore required to report the information disclosed to them about Prohibited Conduct to the University's Title IX Coordinator. If a Complainant requests (a) that personally-identifying information not be shared with the Respondent, (b) that no investigation be pursued, and/or (c) that no disciplinary action be taken, the University will seek to honor this request unless there is a health or safety risk to the Complainant or to any member of the University community. The Procedures outlined in [Policy 1202: Sexual Harassment and Misconduct](#) provide additional guidance about how the University will evaluate such requests.

- **Compliance, Diversity and Ethics (CDE)**

Phone: 703-993-8730

Office Location: Fairfax Campus, Aquia Building, Suite 373

Email: cde@gmu.edu

Website: <http://diversity.gmu.edu/>

The availability of remedial and protective measures will be determined by the specific circumstances of each case. CDE, in consultation with the Title IX Coordinator and Human Resources and/or the Office of the Provost, will consider a number of factors in determining which measures to take, including the needs of the Employee seeking remedial and/or protective measures; the overall structure and work needs of the relevant unit or Department; the severity or pervasiveness of the alleged Prohibited Conduct; any continuing effects on the Complainant; whether the Complainant and the Respondent share the same employment assignment or parking location; and whether other judicial measures have been taken to protect the Complainant (e.g., Protective Orders). When implementing such measures, the University will seek to minimize the burden on the Complainant. For example, if the Complainant and the Respondent share the same employment assignment, the University will not, as a matter of course, remove the Complainant from the assignment while allowing the Respondent to remain, without carefully considering all options and circumstances.

Protective and remedial measures may be temporary or permanent and may be modified by the University as circumstances change. Examples of such measures include:

- Imposition of a No-Contact Directive against an Employee or Student (i.e., an order directing one or both of the parties to refrain from contacting the other, directly or through proxies);
- Arranging a meeting with Police to discuss or report Prohibited Conduct;
- Arranging a meeting with Police to discuss safety planning;

- Providing contact information for available counseling services;
- Providing contact information for available medical services;
- Modifying an Employee's work schedule and/or work location;
- Re-assigning an Employee's parking location;
- Changing an Employee's phone number at work;
- Assistance in enforcement of Protective Orders in an Employee's work environment;
- Imposing an interim disciplinary suspension and/or pre-disciplinary leave, with or without pay, on the Respondent, pending resolution of the matter; and
- Any other measures that may be arranged by the University (to the extent reasonably available) to ensure the safety and well-being of an Employee who has been affected by Prohibited Conduct.

In some cases, an Employee may choose to seek leave to attend court proceedings or meet other legal obligations. The University will endeavor to approve reasonable leave for Employees who have experienced Prohibited Conduct to seek Protective Orders, attend court, make custody arrangements, or relocate to a safe living environment. Employees should direct any such requests for leave to their supervisor. Employees and/or supervisors should direct any questions or concerns related to such requests to CDE.

CDE will ensure Employees receive written notification of all their rights and options, regardless of whether an Employee chooses to report Prohibited Conduct to the University or to the Police.

II. REPORTING PROHIBITED CONDUCT

Students and Employees may report Prohibited Conduct to the Police, to the University, to both or to neither. These reporting options are not exclusive. Complainants may simultaneously pursue criminal and University disciplinary action. The University will support Complainants in understanding and assessing their reporting options.

a. PRESERVATION OF EVIDENCE

The University recognizes that making the decision to report Prohibited Conduct often takes time. Nevertheless, pending the decision to report, Students and Employees are strongly encouraged to take immediate steps to preserve all evidence that might support a future report of Prohibited Conduct, a Protective Order, or an investigation by the Police, by the University, or both. Such evidence may include:

- A forensic sexual assault examination (within 72 hours);
- Any clothing, sheets or other materials (items containing bodily fluids should be stored in cardboard boxes or paper bags);
- Electronic exchanges (e.g., text messages, emails, and Facebook, Instagram, Snapchat or other social media posts, to the extent that they can be captured or preserved);

- Photographs (including photographs stored on smartphones and other devices); and
- Voice-mail messages and other physical, documentary and/or electronic data that might be helpful or relevant in an investigation. Electronic and photographic evidence may be lost through the upgrade or replacement of equipment (including smartphones), software and/or accounts or may simply be lost to the passage of time.

b. REPORTING TO THE POLICE

Students and Employees have the right to notify Police or decline to notify Police. Students and Employees may contact the Police directly (see Section I, above).

FOR STUDENTS ONLY: Students may seek assistance in notifying Police from OSC. OSC can assist in setting up an initial meeting with Police and can accompany Students to that meeting.

FOR EMPLOYEES ONLY: Employees may seek assistance in notifying Police from CDE. CDE can assist in setting up an initial meeting with Police.

Filing a Police report does not obligate a Student or employee to participate in any subsequent criminal proceedings. Although a Police report may be made at any time, Students and Employees should be aware that a one-year statute of limitations may apply to certain misdemeanors in Virginia.

c. REPORTING TO THE UNIVERSITY

The University strongly encourages Students and Employees who have experienced, have knowledge of, or have witnessed Prohibited Conduct to make a report to the University. Under Title IX, once an institution has notice of an act of Prohibited Conduct, it is required to (1) take immediate and appropriate steps to investigate or otherwise determine what occurred; and (2) take prompt and effective action to end any misconduct that occurred; remedy its effects; and prevent its recurrence. Although there is no time limit for reporting Prohibited Conduct to the University, the University's ability to respond may diminish over time, as evidence may erode, memories may fade, and Respondents may no longer be affiliated with the University. If the Respondent is no longer a Student or an Employee, the University will provide reasonably appropriate remedial measures, assist the Complainant in identifying external reporting options, and take other reasonable steps to respond under Title IX. Making a report to the University does not require participation in any subsequent University proceedings, nor is a report required in order for a Student or Employee to receive support or remedial measures.

Students and Employees are encouraged to report Prohibited Conduct by contacting the Title IX Coordinator.

- **Title IX Coordinator** – Title IX protects any person from sex-based discrimination, including sexual assault. Call 703-993-8730, email cde@gmu.edu, or complete the intake form online at <https://diversity.gmu.edu/intake-form>.

Students and Employees should be aware that all disclosures of Prohibited Conduct to any “Responsible Employee” will be reported, as required by University Policy, to the Title IX Coordinator. A Responsible Employee is any University Employee who is not a Confidential Employee. **Confidential Employees are those employees who work in the following offices: Counseling and Psychological Services, Student Health Services, Student Support and Advocacy Center, and the Office of the Ombudsman.** Upon receipt of a report of Prohibited Conduct, the University will conduct an initial assessment, a threat assessment, and take any immediate action that may be necessary to protect the health and safety of the Student or Employee and the University community, as described in [Appendix A](#) and [Appendix B](#) to the Policy 1202.

d. SEEKING A PROTECTIVE ORDER

Where Prohibited Conduct is reported to the Police, it may be possible to obtain a court-ordered Emergency or Preliminary Protective Order. These Protective Orders may be issued if the judge or magistrate believes that there is an immediate threat to health or safety. Later, after a full hearing, the court may agree to issue a “Permanent” Protective Order, in appropriate cases. A Permanent Protective Order may remain in place for up to two years under Virginia law and, in some cases, may be extended for an additional two years. “Protective Orders” are separate and distinct from “No-Contact Directives” (described above). Protective Orders may be obtained only from a court of law and are enforceable anywhere in the United States; their violation may result in criminal charges. In contrast, No-Contact Directives may be obtained from OSC or CDE and are enforceable through the University.