Sexual misconduct is not tolerated at Northern Virginia Community College. Reports of sexual assault, dating/domestic violence, or stalking are taken seriously. It is important to NOVA that victims (complainants) are informed, protected, and respected. The complete Northern Virginia Community College Sexual Misconduct Policy is available online at http://www.nvcc.edu/policies/_docs/sexual-misconduct-policy.pdf. Information about the College’s responsibilities under Title IX to address complaints of sexual violence can be found at http://www.nvcc.edu/policies/nondiscrimination.html.

The following rights are afforded to any NOVA student, staff, or faculty member who experiences such an incident. It is NOVA’s hope that these rights will provide you with adequate information from which to choose your options. An expanded version of this document with further explanations of each topic can be found at http://www.nvcc.edu/titleix/get-educated.html.

1. **PRIVACY.** Above all, privacy of victims must be protected. Identifying information of a victim will be protected as much as possible. This means that a victim’s name will not be published or otherwise publicized without her/his permission. When a person makes an official complaint to authorities, all possible protections will be afforded this individual, whether or not she/he participates in any investigation. When the College needs to act to protect the safety of others, absolute confidentiality may not be possible. For absolute confidentiality, contact NOVA Sexual Assault Services (see below for contact information).

2. **TIMELY WARNINGS.** Any timely warning that is broadcast through NOVA websites or emails for the safety of our community will not identify a victim by name.

3. **REPORTING OPTIONS.** It is your choice whether or not you decide to report your victimization. At NOVA, there are several offices to report an incident if you choose to do so. See list below. In an emergency, call 911
   - College Police – 703-764-5000
     To report an incident that occurred on campus and begin a criminal investigation. This may also trigger the college’s administrative processes.
   - Local Police Department – 911
     To report an incident that occurred off campus and begin a criminal investigation that may not involve college administrative processes.
   - Financial Aid – If your financial aid has been impacted due to victimization, contact NOVA SAS for such assistance.
   - Human Resources – 703-323-3110
     To report an incident if the respondent is an employee and begin a staff or faculty investigation
   - Sexual Assault Services – nova.sas@nvcc.edu or 703.338.0834  24 hour availability
     ***To access confidential support, advocacy and intervention for those affected by these issues
   - Title IX Coordinator – titleix@nvcc.edu or 703.323.2262
     To report the incident, seek accommodations, and begin an administrative Title IX assessment.
   - NOVACares – www.nvcc.edu/novacares
     To send an internet incident report and seek assistance from the College

4. **NO CONTACT or PROTECTIVE ORDERS.** The College will honor any protective order that you may have acquired through the local courts. Please bring a copy of such a court order to the College Police for their information and enforcement. In addition, a NOVA administrative no contact order may be created by the Dean of Students or Title IX Coordinator once the incident is reported to that office.
5. **PRESERVING PHYSICAL EVIDENCE.** It is extremely important to preserve all evidence of an assault. If you go to a hospital as a result of a penetrating sexual assault, you are entitled to a free evidence collection examination called a SANE exam. SANE stands for Sexual Assault Nurse Examiner. 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. The nurse will collect the evidence and ask the police in the jurisdiction where the crime occurred to pick it up and store it for at least six months. The evidence will be in a box marked only with a number, not your name. You are not required to make an official police report for this evidence to be collected. If you later decide to make such a report, the hospital will give your name to the police and the evidence kit will be tested for possible use in a court case. For more information about how to preserve evidence, contact NOVA Police at 703.764.5000 or NOVA Sexual Assault Services at 703.338.0834.

6. **TITLE IX PROCESS.** The Title IX Coordinator will conduct an investigation, determine whether or not a violation has occurred, and impose any appropriate sanctions and/or corrective actions. Sanctions for this process are confined to the College only and range from probation to expulsion, depending on the severity of the incident.

7. **HUMAN RESOURCES PROCESS.** If you are an employee, then you may also choose to report the incident to NOVA Human Resources, specifically to the Director of Human Resources, Employee Relations Specialist or the designated HR Campus Consultant. Additionally, you may also choose to contact College Police to use this process or to begin a criminal investigation.

8. **REQUESTS FOR CHANGES.** You may request a change in academic setting (class or campus) or work assignment in order to be more clearly separated from the accused perpetrator. Such a request will be granted to the greatest extent possible. These requests should be made to the Campus Dean of Students or Title IX Coordinator (if you are a student) or the Director of Human Resources or Title IX Coordinator (if you are an employee). Requested changes will be made as soon as alternative arrangements can reasonably be made and regardless of whether you choose to pursue an investigation into your incident.

9. **FAIR AND IMPARTIAL INVESTIGATION AND RESOLUTION.** You can expect a fair and just process as your complaint is handled by the College.

10. **RETRITAL CONCERNS.** Threats, intimidation, and any form of retaliation for bringing a complaint of sexual misconduct are prohibited by the Sexual Misconduct Policy as well as Federal law and may be grounds for disciplinary action. If any retaliation occurs, it is important to contact either the Campus Dean of Students, the College Police, the Title IX Coordinator, and/or Human Resources.

11. **COMMUNITY RESOURCES.** Since NOVA does not offer mental health counseling to students or employees, it is important to be aware of community resources that are both free and confidential. All offer 24 hour services. It is best to choose the service listed below that is closest either to your home or your campus. Every student or employee can use NOVA SAS, however, no matter where you live, work, or study.

    NOVA - Sexual Assault Services (SAS) – nova.sas@nvcc.edu or 703.338.0834
    ALEXANDRIA – Sexual Assault Center – 703.683.7273
    FAIRFAX COUNTY - Domestic and Sexual Violence Services (DSVS) – 703.360.7273
    PRINCE WILLIAM COUNTY – Sexual Assault Victims’ Advocacy Services (SAVAS) – 703.368.4141
    LOUDOUN COUNTY - Abused Women’s Shelter (LAWS) – 703.777.6652

Consider reporting any of these crimes to the police. NOVA Police can be reached at 703.764.5000.