

Northern Virginia Community College

## Victim's/Complainant's Rights and Options

for those who report sexual assault, dating/domestic violence or gender-based stalking

(Revised August 2017)

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 complainants are protected, respected, and informed about their rights.

Any NOVA student, faculty member, or staff who experienced a sexual violence incident and alleged violation of NOVA's Sexual Misconduct (Title IX) Policy has the right to:

1. **Confidentiality and Discretion:** Your identifying information will be protected as much as possible. Your name will not be published or otherwise publicized without your permission. When you decide to make an official complaint, all possible protections will be afforded to you, whether or not you participate 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 (SAS) at 703.338.0834.

**NOVA SAS and Confidentiality:** Confidentiality exists in the context of laws that protect certain relationships. SAS staff provides you support, advocacy, and referrals to clinical and counseling services. Your personal and identifying information may be disclosed when: (1) you give written consent for its disclosure; (2) there is a concern that you will likely cause serious physical harm to self or others; or (3) if you are under the age of 18, the information concerns conduct involving suspected abuse or neglect of a minor.

2. **Timely Warnings:** Any timely warning that is broadcast through NOVA alerts for the safety of the NOVA Community will not identify you by name. Timely warnings are triggered when NOVA Police determines that a student, faculty, or staff member presents a serious or continuing threat to the NOVA community.

3. **Get Immediate Help:**

- Call 911
- Call NOVA Police: 703.764.5000
- Call NOVA Sexual Assault Services (SAS), available 24 hrs. at 703.338.0834 or [nova.sas@nvcc.edu](mailto:nova.sas@nvcc.edu)
- For a list of available resources and support services: <http://www.nvcc.edu/titleix/get-help.html>

**Preserving Physical Evidence:** Immediately after an assault, it is extremely important to preserve all evidence of the assault. If you go to a hospital as the result of a 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 hospitals are INOVA Fairfax in Fairfax County and Sentara Hospital in Prince William County. These locations have specially trained nurses on call 24 hours a day. INOVA Fairfax Hospital provides care to sexual assault victims no matter where in Northern Virginia the crime occurred. The SANE nurse will collect the evidence and ask the investigative officer in the jurisdiction where the crime occurred to pick up the evidence kit 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. *Please note that an Advocate from NOVA Sexual Assault Services is available to accompany you to the hospital at your request.*

4. **Reporting Options:** It is your choice whether or not to report the incident. Listed below are a range of reporting options:
  - **In an emergency, call 911.**
  - **College Police – 703.764.5000.** To report an incident that occurred on campus and to begin a criminal investigation.
  - **Local Police Department – call 911.** To report an incident that occurred off campus and begin a criminal investigation
  - **Sexual Assault Services (SAS) – 703.338.0834** or [nova.sas@nvcc.edu](mailto:nova.sas@nvcc.edu). To access confidential support, advocacy, and intervention; available 24/7.
  - **Title IX Office (Title IX Coordinator/Deputy Title IX Coordinator) –703.323.2262** or email: [titleix@nvcc.edu](mailto:titleix@nvcc.edu). To report the incident, seek academic or other accommodations, seek assistance when your Financial Aid is impacted, and begin an administrative Title IX assessment.

- **Campus Dean of Students or Student Conduct Officer at your own campus** – To report the incident. As designated Responsible Employees, the Dean of Students and Student Conduct Officer are obligated to share the report with NOVA's Title IX Office.
- **Human Resources** – To report an incident involving an employee (faculty, staff) or contractor, contact Associate VP for Human Resources, Charlotte Calobrisi, at 703-323-3110.
- **Online reporting options for non-emergency reporting** - To report an incident via NOVAcares, go [www.nvcc.edu/novacares](http://www.nvcc.edu/novacares).

At the time a report is made, you do not have to decide whether or not to request any particular course of action, nor do you need to know how to label what happened. Choosing to make a report, and deciding how to proceed after making a report, can be a process that unfolds over time. In this process, the College will balance your interests with its obligation to provide a safe and non-discriminatory environment for all members of the NOVA Community.

5. **No Contact or Protective Orders:** The College will honor any protective order that you may have in place through the local courts. Please bring a copy of the court order to the College Police for their information and enforcement. In addition, a NOVA administrative *No Contact Order* may be issued by the Dean of Students, Student Conduct Officer, or Title IX Coordinator as appropriate, once the incident is reported to that office.
6. **Requests for Accommodations:** You may request a change in academic setting (class or campus) or work assignment. Such a request will be granted to the greatest extent possible and as soon as alternative arrangements can reasonably be made. **Students** should make their request to the Campus Dean of Students, Conduct Officer, or to the Title IX Coordinator/Deputy Title IX Coordinator. Please note that if Financial Aid may be impacted, you may contact Sexual Assault Services (SAS) or the Title IX Office for assistance. **Faculty or staff** accommodation requests should be made to the Title IX Coordinator or to the Associate Vice President for Human Resources. You may request interim accommodations regardless of whether or not you or the College chooses to pursue the Title IX Resolution Process.
7. **A Prompt, Fair, and Impartial Investigation and Resolution:** You have the right to a prompt, fair and impartial investigation and resolution of the incident.
8. **An Advisor:** You have the right to choose an advisor to support and accompany you at all times throughout any College proceedings. The advisor may be a friend, mentor, family member, or any other supporter a party chooses. The advisor may support you, but may not represent you or speak for you. Since the Advisor will have access to confidential information concerning the parties involved in the Title IX Administrative Process, they will be asked to acknowledge and sign NOVA's Confidentiality Agreement.
9. **Retaliation Concerns:** Threats, intimidation, and any form of retaliation for reporting an incident 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, as appropriate: the Campus Dean of Students, the College Police, the Title IX Coordinator, and/or Human Resources.
10. **Community Resources:** Since NOVA does not offer mental health counseling it is important to be aware of community resources that are both free and confidential. All resources listed below offer 24 hour services. It is best to choose the service that is closest either to your home or to your campus.

**NOVA - Sexual Assault Services (SAS)** – [nova.sas@nvcc.edu](mailto:nova.sas@nvcc.edu); 703.338.0834 – provides support and information on available community resources.

**NOVA Title IX Office** has a community resources page at: <http://www.nvcc.edu/titleix/get-help.html>

- **CITY OF 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.

**Additional Resources for Faculty and Staff:** Please refer to your health benefits program and contact the appropriate Employee Assistance Program for information on available services and free Mental Health counseling at: <http://www.dhrm.virginia.gov/employeeprograms/employeeassistance>.

The complete Title IX NOVA Sexual Misconduct Policy is available online at: <http://www.nvcc.edu/titleix/index.html>

**NOVA TITLE IX OFFICE TEL: 703-323-2262**