

Annual Report 2015

SIT Graduate Institute

SIT Division of Student
Affairs, Brattleboro,
Vermont

[JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICIES & CAMPUS CRIME STATISTICS ACT]

The 2015 Clery Report for the SIT Graduate Institute, Washington DC Center

Introduction

The requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act mandates that all institutions receiving federal funds (e.g., financial aid) report and publish certain crime statistics and policies. This annual report available on the SIT website has therefore been designed to make this information readily available to current and prospective students, faculty, and staff.

The Clery Act requires colleges and universities to:

- Publish an annual report every year that contains three previous years of campus crime statistics and certain campus security policy statements
- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities. The statistics must be gathered from local law enforcement and other University officials and Campus Security Authorities who have significant responsibility for student and campus activities.
- Provide “timely warning” notices of crimes and emergencies that have occurred and pose an ongoing threat to members of the campus community.
- Establish procedures for responses to missing students as defined in the Higher Education Opportunity Act of 2008.

The Dean and Assistant Dean of Students are responsible to prepare and distribute the report for the DC Center. This report is also available on the SIT Graduate Institute website: <http://www.sit.edu/graduate/cs-safety-security.cfm>

Members of the SIT Graduate Institute DC center community are sent a notice that describes the report and the web address. For a paper copy of the report, contact the Coordinator of Student Affairs and Graduate Admissions at 202-464-6644, or the Dean of Students at 802-258-3570.

The responsibility of crime prevention and campus safety is shared jointly by all at SIT. In fact, community awareness and involvement are the most important factors in crime prevention. Successful prevention depends largely on each person following sound security practices, and on people recognizing and immediately reporting suspicious or criminal activity.

In sum, guaranteeing safety and security at SIT requires the personal awareness and active prevention of all students, program participants, faculty, and staff.

Safety and Security

Emergency Procedures

Policy Statement Addressing How to Report Criminal Offenses

Since our DC Center does not have a public safety department, to report a crime contact the DC Metro Police Department at 202-715-7300 (non-emergencies), or dial 911 (emergencies only). Any suspicious activity or person(s) seen in the DC Center Building should also be reported to the following Graduate Institute staff:

1. Coordinator of Student Affairs and Graduate Admissions; Nkenge Ransom-Friday; 202-464-6644; DC Center, 11th floor; nkenge.friday@worldlearning.org
2. Dean, DC Center; Daniel Yalowitz; 802-258-3178; DC Center, 11th Floor; daniel.yalowitz@sit.edu

You can also use the following numbers and resources below:

How to Report Emergencies and Criminal Activity

911 is the best way to dial emergency services. For non-emergencies, dial local support services directly:

- Fire 202-625-9100
- Police 202-625-9100
- Rescue 202-625-9100
- DC Anonymous Tip Line 202-727-9099
- DC Anonymous Tip Text 50411
- DC Rape Crisis Center 202-333-RAPE (7273)
- Poison Control Center 202-625-3333
- National Suicide Prevention Lifeline 1-800-273-8255

FIRE

In Case of Fire:

- Sound the fire alarm
- Leave the building
- Call 911

MEDICAL

If you have a medical emergency, call 911

Timely Warnings

Anytime that a serious situation or emergency arises either in the DC Center or in the immediate area of the center that in the judgment of either the Dean or Coordinator of Student Affairs and Graduate Admissions in consultation with the Dean of Students, poses an ongoing or continuing threat to the DC Center community, a campus “Timely Warning” will be issued. This warning will be posted through the SIT/WL Alert System, voice mail or telephone notification, e-mail, posted on the Institution website, posted notices, public address announcements, and direct contact with individuals.

Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action through the criminal justice system, you may still want to consider making an anonymous report by calling the DC Metro Police Crime Tip Hotline at 202-727-9099 or text at 50411. The purpose of an anonymous report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With *Policy* such information, the Graduate Institute can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the college community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Any member of the DC Center community may also report violations of the law or other matters of concern to the Dean or Coordinator of Student Affairs and Graduate Admissions Offices. All reports received will be responded to in the appropriate manner. Anyone with knowledge of a crime or possible crime should contact the Coordinator of Student Affairs and Graduate Admissions at 202-464-6644.

Annual Report

Federal law requires colleges and universities to publish reports containing campus security statistics. Amendments made to the Clery Act in 1992, 1998, 2000, 2008 and 2013 altered the law's reporting requirements, expanding the list of reportable offenses and creating new reporting categories. All statistics in this Annual Security Report reflect the expanded scope of the 2013 amendments.

The Dean of Students and the Coordinator of Student Affairs and Graduate Admissions are responsible to obtain, review and report all the needed aspects of the annual report. Crime statistics from the required geographical areas to SIT/World Learning from local law enforcement jurisdictions are requested as required.

To whom Crimes should be reported

While SIT does not have a full-time security officer or staff, the Clery Act requires that the following persons: Coordinator of Student Affairs and Graduate Admissions and Dean for DC Graduate Center and the Dean of Students designated as SIT's Chief Campus Security Officials (CCSAs) notify the institution about crimes they have learned about from persons believed to be acting in good faith. They do not have authority to arrest individuals, but do have responsibility for the following:

- Implementing, communicating, and reviewing policies and programs designed to enhance the safety awareness of students, staff, and faculty.
- Implementing and communicating procedures for crime reporting
- Serving as first-responder to crime incidents 24/7
- As appropriate, investigating and documenting crimes with the assistance of the DC Metro police
- Maintaining a case history of reported crimes
- With the assistance of the Dean of Students Office, preparing an annual report of crime statistics

The Chief Campus Security Authorities also receive reports from other designated "Campus Security Authorities" (CSA). CSA's are staff members who have "significant responsibilities for student and campus activities, including but not limited to student housing, discipline, and other student services. These persons are listed as follows:

DC Coordinator of Student Affairs and Graduate Admissions
Dean, DC Graduate Center
Program Coordinator
Director of International Student Services

Access to Buildings and Facilities

The SIT DC Center's main entrance area access doors are open between the hours of 7:30am and 6:00pm. There is a reception desk with a security officer. The main access doors, access to the elevator and the 11th floor is only accessible with a magnetized fob and must be utilized between the hours of 6:00pm and 7:30am. Access to the rest of the building during this time is restricted.

Access to the DC Center building after hours and on weekends is limited unless there are classes or other authorized functions being held.

Policy Statement Addressing Disclosures to Alleged Victims of Crimes of Violence or Non-forcible Sex Offenses

SIT Student Affairs will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or

offense, SIT Student Affairs will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

Crime Prevention and Safety Tips

All members of the campus community have to assist themselves from becoming a victim of crime by following basic crime prevention practices:

- Be alert and walk purposefully. Stay alert to what is going on around you.
- Travel, walk or park in well-lit areas and with a companion whenever possible. Avoid lonely or gloomy places, especially at night. Whenever possible try to walk facing traffic. Ask anyone who gives you a ride to wait until you have safely entered your building.
- Respect your intuition. Don't allow rationality to override your "gut feeling" – it could protect you from danger. Call for help if you feel something is just not right at 911 if you feel it's an emergency.
- Be wary of strangers, on foot or in cars, asking directions – it's better to be rude than to be in trouble.
- If someone follows you, go to a place where there are other people and then call the police immediately.
- Be careful about giving out information concerning yourself and where you live.
- Be cautious when using elevators. Stand near the buttons and get off immediately if you are suspicious of other occupants.
- Take a self-defense course. Check with your local community health clubs and police department for availability.

Personal Safety in Your Off-Campus Living Area

- Lock your door when you are at home ... lock your door when you are away. Please lock your door always!
- Report any suspicious activity immediately, including anyone who makes you feel uncomfortable.
- Pull the shades to your room at night and lock your windows.

Educational Programs

- SIT periodically offers self-defense instruction. Participation is open to students, faculty, and staff.
- An annual comprehensive training that addresses gender issues, cross-cultural relationships, sexual harassment and sexual assault is offered each fall at SIT. Participation is voluntary.

DC Center Students are required to attend a security briefing led by the Coordinator of Student Affairs and Graduate Admissions during the orientation period. New faculty and staff receive this same information during an orientation briefing; security reminders are sent as needed, at least annually.

Missing Persons Policy:

DC Graduate students – along with faculty and staff – live in their own accommodations in the surrounding DC area. The requirement to report a policy for missing students under the Clery Act applies only to on-campus student housing and is not applicable to this location. In the unlikely event a report of a missing student is received by the Dean or Coordinator of Student Affairs and Graduate Admissions, they, in conjunction with the Dean of Student's office have procedures in place to address this concern.

Alcohol and Drug Use Policy

Statement of Philosophy

In keeping with its mission, it is the intent of SIT to provide an environment that fosters tolerance, commitment to learning, personal development, and respect for others. While there is some latitude for individual choice regarding the personal use of alcohol, that freedom of choice exists within certain guidelines. Students and staff are required to obey all federal, state, and local laws regarding the possession, use, and distribution of alcohol; comply with SIT alcohol policies; and take full responsibility for their conduct. This includes respect for individual rights and property. Behavior which threatens to create disorder, public disturbance, damage to oneself or to others, or that otherwise interferes with the proper functioning of the institution will not be tolerated. SIT expressly prohibits the unlawful manufacture, distribution, possession, or use of any controlled substance on its premises or during any of its sponsored activities by students or staff.

District of Columbia Law

District of Columbia law controls the possession and sale of alcoholic beverages and illicit drugs within the District of Columbia. A person must be at least 21 years of age to buy or drink beer, wine, mixed alcoholic beverages, and spirituous liquor. Any person under the age of 21 who orders, pays for, purchases, or consumes alcoholic beverages, or provides false information as to name, age, or identification in order to obtain said beverages, is subject to a fine of up to \$500 and/or imprisonment of up to six months. Additionally, any person who sells or furnishes alcohol to a minor is subject to a fine up to \$1,000 and/or imprisonment up to two years. Finally, the law prohibits the sale or dispensing of alcohol to an intoxicated individual.

Use and/or possession of illegal drugs could result in fines ranging from \$500 to \$2,000 or more, and imprisonment from six months to one year or more. Sale and/or distribution of illegal drugs could result in fines of \$10,000 to \$100,000 or more and imprisonment up to five years or more.

Inappropriate behavior as described above is subject to disciplinary action by SIT Graduate Institute officials.

Those studying or working outside the District of Columbia are responsible for obeying all applicable state and local laws.

Violations

Students who violate the SIT Alcohol and Drug Policy are subject to disciplinary action and may face possible criminal or civil liability. Such persons may be referred to law enforcement authorities for prosecution and/or referred to substance abuse programs for evaluation or treatment.

SIT Alcohol Policy Code of Conduct

Consumption of alcohol, within the limits of state and local law, may be permitted under the following guidelines:

- You must be 21 years of age to drink alcohol in the United States.
- Students must obey state and local laws, and take full responsibility for their conduct.
- Behavior must be respectful of the rights of others, including roommates, other students, and employees. Officials or administrators of World Learning/SIT have the right to request and expect inappropriate behavior to stop. Behavior which is not permitted includes:
 - Actions which violate the right to quiet
 - Destruction of property
 - Behavior which is clearly offensive to and/or interferes with the rights of others (including physically or sexually abusive behavior)
 - Behavior which affects on-the-job performance

- Behavior that causes embarrassment or otherwise interferes with the proper functioning of the institution.
- It is illegal to supply alcohol for anyone under the age of 21.
- Driving under the influence of alcohol or drugs is illegal.
- Guests and visitors of staff and students are required to abide by the above policies.

Sponsoring Events Where Alcohol is Served

There may be campus events where alcohol is served. In keeping with District of Columbia laws and campus alcohol and drug policy, the following rules apply:

- All student events where alcohol is to be served must be approved by the Coordinator of Student Affairs and Graduate Admissions (202-464-6644).
- At any event where alcohol is served, there must be a designated individual who agrees to ensure that all people consuming alcohol are 21 years of age or older and that alcohol is served responsibly.
- When alcohol is served at an event, food and an equal amount of non-alcoholic beverages (such as soda and juice) must also be provided.
- A bartender must be secured to distribute alcohol at any event where alcohol is purchased with World Learning or SIT funds.

Resources for Substance Abuse Counseling and Treatment

World Learning/SIT supports the prevention of substance abuse and encourages the rehabilitation of those who may be affected by drug or alcohol problems. Information and counseling is available through the VT Counseling Office (802-258-3367), as well as through the following community resources:

- Alcoholics Anonymous (AA)—202-966-9115 (Information on AA meetings and support for recovering alcoholics)
- Narcotics Anonymous—800-543-4670 or 202-399-5316 (Support for recovering drug users)

Sexual Misconduct and Harassment: Policy and Procedures

Policy Statement

Sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, domestic violence, dating violence, and stalking are prohibited, and will not be tolerated by any program of the School for International Training (SIT), including SIT Graduate Institute, SIT Study Abroad, and the International Honors Program. Any act or attempted act that falls within the definition of sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, domestic violence, dating violence, or stalking is a violation of SIT policy. Disciplinary sanctions for any member of the SIT community engaging in such conduct may include suspension or dismissal from SIT, termination of employment and referral for criminal investigation and prosecution by local law enforcement. Victims of any such conduct are encouraged to contact the director of counseling and disability services for confidential support and assistance (services are available to all regardless of gender identity and expression or sexual orientation). All other SIT staff and faculty are required to report such conduct to SIT's Title IX coordinator. Victims of sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual exploitation, domestic violence, dating violence, or stalking are also encouraged to notify SIT's Title IX coordinator immediately.

Reason for the Policy

SIT is committed to creating and maintaining a community in which its members are free from all forms of harassment, exploitation, intimidation, and violence. SIT recognizes the long-lasting and detrimental effects of

sexual misconduct and assault on the individual victim, on the entire community, and on SIT's mission to prepare its students to lead productive, responsible, and creative lives.

Applicability of the Policy

This policy applies to all members of the SIT community.

Notice of Nondiscrimination

SIT does not discriminate on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, military status, veteran status, or other non-merit reasons, in admissions, educational programs, or activities and employment, and complies with all applicable federal and state laws regarding nondiscrimination and affirmative action, including Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, and Title VII of the Civil Rights Act of 1964.

Title IX of the Education Amendments of 1972 is a federal law that specifically prohibits sex discrimination in education. Sex discrimination includes sexual harassment and sexual assault.

Title IX Coordinator

The assistant dean of students for Campus Life is the designated Title IX coordinator for SIT, and is responsible for coordinating SIT's efforts to comply with and carry out its responsibilities under Title IX. The Title IX coordinator's core responsibilities include overseeing SIT's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints. To accomplish this, subject to the exemption for confidential employees discussed below, the Title IX coordinator must be informed of all reports and complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office or if the investigation will be conducted by another individual or office. The Title IX coordinator is available to meet with students, employees, or third parties regarding Title IX-related issues, such as issues related to SIT's compliance with Title IX, response to Title IX reports or complaints, related grievance procedures, relevant patterns of conduct, or related education and prevention programs. The contact information for the SIT Title IX coordinator is:

Stephen Sweet, Assistant Dean of Students for Campus Life
Student Center, Room 204
1 Kipling Road, PO Box 676
Brattleboro, VT 05302
802 258-3361
stephen.sweet@sit.edu

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

Office for Civil Rights Regional Office for Vermont:

Office for Civil Rights, Boston Office
U.S. Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Telephone: 617 289-0111; FAX: 617 289-0150; TDD: 800 877-8339
Email: OCR.Boston@ed.gov

Office for Civil Rights Regional Office for Washington, DC:

Office for Civil Rights, Washington DC (Metro) Office
U.S. Department of Education

400 Maryland Avenue, SW
Washington, D.C. 20202-1475
Telephone: 202 453-6020, FAX: 202 453-6021; TDD: 800 877-8339
Email: OCR.DC@ed.gov

In the event that an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to the Dean of Students, Michael Smallis, at michael.smallis@sit.edu or 802 258-3570.

Definitions of Prohibited Acts

Sexual Harassment:

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, written (including electronic) communication of an intimidating, hostile, or offensive sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
2. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
3. such conduct has the effect of substantially interfering with an individual's academic or job performance or creating a hostile, intimidating, or offensive employment, educational, or living environment for the person as a student and/or employee.

A hostile environment is created when sexual harassment is:

- sufficiently severe; or
- persistent or pervasive, and objectively offensive.

Examples of conduct which may constitute sexual harassment include but are not limited to: conditioning a promotion, pay raise, or course grade upon the receipt of sexual favors; unwelcome hugging, kissing, embracing, patting, pinching, or any other unwelcome touching; leering; persistent unwelcome social invitations; use of vulgar language of a sexual nature; graphic comments about a person's body; displaying sexually explicit pictures or other materials; making sexually suggestive comments or telling sexually suggestive or "dirty" jokes or stories; asking an employee or student questions about his or her sex life; and/or continuing to engage in any such behavior if it is known or should be known that the behavior is unwelcome.

Nonconsensual Sexual Contact:

Nonconsensual sexual contact is defined as any intentional sexual touching, however slight, with any body part or object by a person upon another person that is without consent and/or by force.

Examples of sexual contact include, but are not limited to: intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any other intentional bodily contact in a sexual manner.

Nonconsensual Sexual Intercourse:

Nonconsensual sexual intercourse is defined as any sexual intercourse, however slight, with any body part or object, by a person upon another person that is without consent and/or by force.

Examples of sexual intercourse include, but are not limited to: vaginal or anal penetration by a penis, finger, tongue, or object, and oral copulation (mouth to genital contact), no matter how slight the penetration or contact.

Sexual Exploitation:

Sexual Exploitation occurs when one person takes nonconsensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy; prostituting another person; nonconsensual digital, video, or audio recording of nudity or sexual activity; unauthorized sharing or distribution of digital, video, or audio recording of nudity or sexual activity; engaging in voyeurism; going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex); knowingly exposing someone to or transmitting an STI, STD, or HIV to another person; intentionally or recklessly exposing one's genitals in nonconsensual circumstances; or inducing another to expose their genitals.

Domestic Violence:

Domestic violence may include violent acts by a current or former spouse; by a person with whom the victim shares a child in common; by a person who is or has cohabitated with the victim as a spouse; by a person similarly situated to a spouse; between a parent and child; between members of the same household in an intimate relationship; or by any other person similarly situated. Domestic violence can be physical, sexual, emotional, or economic in nature.

Dating Violence:

Dating violence can be violence or abusive behavior used by one partner to gain or maintain control over another partner. It can be violence committed by a person who is or has been in a social, romantic, or intimate relationship with the victim. The existence of such a relationship will be determined by factors such as the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved.

Stalking:

Stalking is a series of unwanted or obsessive attention, behaviors, or actions toward a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or to suffer substantial emotional distress. Stalking may involve following, lying in wait for, or harassing a person by demonstrating a pattern of conduct composed of two or more acts evidencing a continuity of purpose. Stalking may include the monitoring of an individual online or involve the use of social media, email, or other technology. It may also include unwanted observation or surveillance.

General Definitions

Consent:

Consent is defined as willingly giving permission or agreement to a particular sexual activity or behavior, without coercion, fear, or threat of harm, or other unwanted consequences. Consent is an informed, voluntary agreement to participate in a specific act. Consent is communicated either by words or clear, unambiguous actions that are not achieved through manipulation, intimidation, fear or other acts that a reasonable person would construe as coercion. Consent cannot be given by one who is mentally or physically incapable of giving clear consent at the time of the sexual activity. It is the responsibility of any person who wants to engage in a sexual activity with another person to ensure that they have the affirmative, expressed, and unequivocal consent of that other person to engage in the particular sexual activity. Silence, lack of protest or lack of resistance does not mean consent. The existence of a dating relationship between the persons involved or the fact of a past sexual relationship is not a sufficient basis to assume consent. Consent is present only where an individual is

fully conscious, and is not incapacitated due to physical challenge and/or helplessness, or incapacitation due to alcohol or other substances.

Complainant:

The complainant is a person who alleges that they are the victim of a violation of SIT policy.

Respondent:

The respondent is a person who has been accused of an alleged violation of SIT policy.

Safe Bystander Interventions

Observers of a sexual assault or other types of gender- or intimate partner–based misconduct, such as domestic violence, dating violence, or stalking, may be able to help the victim. However, it is important that you do so in a positive manner and in a way that keeps you and the victim safe. Appropriate interventions will depend on the situation. Safe and appropriate options for bystanders may include calling the police to report violent or potentially violent situations, intervening if you believe someone is in a potentially uncomfortable or unsafe situation, and/or encouraging the target of such conduct to report the incident and seek support.

Retaliation

SIT prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Any attempt by a member of the SIT community to intimidate, penalize, or threaten a person who reports or who is otherwise involved or cooperating in, a report of discrimination, misconduct, or harassment is strictly prohibited. Any person found to have participated in an act of retaliation will be disciplined accordingly.

Procedures

SIT’s greatest concern is for the safety and physical and mental health of all its students, faculty, staff, and guests. SIT is committed to maintaining a welcoming and supportive educational climate. Therefore, the following procedures are available to all students, staff, and faculty who feel they have experienced or witnessed gender-based misconduct, including sexual harassment and gender discrimination as discussed above.

SIT will promptly and equitably respond to all reported incidents of sexual misconduct. It may be necessary to adjust, on a case-by-case basis, the procedures and time frames discussed in this section due to the nature and complexity of the issues, the parties involved, and SIT’s academic calendar. All parties involved will be notified of any procedural or time frame adjustments.

Reporting Misconduct

All members of the SIT community who experience, witness, or hear about an incident of sexual misconduct, including sexual harassment and sexual assault, are encouraged to immediately contact SIT’s Title IX coordinator.

In an emergency, please call 911 or contact local law enforcement in the case of overseas programs. There is no time limit on how long after an incident you can make a report of misconduct; however, SIT’s ability to respond to a report may be hindered by the length of time between the alleged misconduct and the report itself.

Once SIT is informed of alleged misconduct, the Title IX coordinator or their designee will notify the complainant and any respondents of their rights pursuant to Title IX. The Title IX coordinator will help the parties involved navigate the formal complaint process and access appropriate medical, mental health, or academic services; discuss possible interim arrangements during the investigation and adjudication processes; explain individual rights; and answer questions along the way.

SIT is obligated under Title IX to investigate and resolve all complaints thoroughly, impartially, and promptly, whether made formally or informally. The Title IX coordinator or their designee will therefore respond to every report of alleged sexual misconduct or harassment, facilitate the implementation of measures to stop the behavior, and take steps to prevent its recurrence.

While not required, any person who believes they have been a victim of sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence, or stalking is strongly encouraged to report the incident to local law enforcement. In certain circumstances, depending on the type of conduct alleged and the parties involved, SIT may be independently obligated to contact the police.

Confidential Reporting

At SIT, the director of Counseling and Disability Services is a licensed mental health counselor who respects and protects confidential communications with clients. A person may report an incident of sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence, or stalking to the director of Counseling and Disability Services with the understanding that SIT will not take any action based on the report. Please be aware that all counselors have the responsibility to disclose otherwise confidential information appropriately when they perceive an immediate and/or serious threat to any person or property. In addition, medical and mental health professionals are required by law to report any allegation of sexual assault of a person under age 18.

All other SIT faculty and staff members who are informed or otherwise made aware of possible sexual harassment, sexual misconduct, sexual assault, domestic violence, dating violence, or stalking must report the incident to the Title IX coordinator.

If a complainant reports an incident but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, SIT must weigh that request against its obligation to provide a safe, nondiscriminatory environment for all students, faculty, and staff. The Title IX coordinator will in most cases determine whether SIT needs to perform an investigation and/or take some other action in cases where a complainant would prefer complete confidentiality. If for some reason the Title IX coordinator is not able or is not the appropriate person to make such a determination, the determination will be made by the dean of students or another appropriate person designated by the president.

If an individual who makes a report insists that his or her name or other identifiable information not be revealed, and SIT is able to respect that request, the individual must understand that SIT will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Upon receipt of a report, the Title IX Coordinator and those assisting with an investigation and those participating in any disciplinary proceedings, will make all reasonable efforts to maintain confidentiality and respect the privacy of those involved. SIT understands that reports of this nature can be difficult, emotional and stressful. Therefore, SIT will only share information as is needed to conduct a prompt, thorough and effective investigation. All members of the SIT community should understand that even if the complainant asks that SIT not to pursue an investigation, or decides to attempt to resolve the situation informally, SIT may still investigate the allegations and address the conduct as may be warranted under the circumstances.

Reporting Resources

Emergency in Any Location in the US: 911

Confidential SIT Resources:

Jane Buckingham, Director of Counseling and Disability Services
802 258-3367
jane.buckingham@sit.edu

Respectful (Not Confidential) SIT Resources:

Resident Advisors

Academic Directors

Academic Advisors

Michael Smallis, Dean of Students 802 258-3570
michael.smallis@sit.edu

Assistant Dean of Students for International Programs 802 258-3562
jennifer.core@sit.edu

Rachel Henry, Vice President, Global Human Resources 802 258-3115
rachel.henry@worldlearning.org

Off-Campus Community Resources, Washington, DC:

DC Rape Crisis Center 202 333-7273

District of Columbia Police Department 911

Off-Campus Community Resources, Vermont:

Women's Freedom Center, 24-Hour Hotline 802 254-6954
advocates@womensfreedomcenter.net

Business Line: 802 257-7364

Windham County Victim Advocate 802 579-1358

Brattleboro Memorial Hospital Emergency Room 802 257-8222

Brattleboro Health Center (Planned Parenthood) 802 258-3905

Windham County Sheriff 802 365-4942

Vermont State Police 802 254-2382

Off-Campus SIT Study Abroad and International Honors Program Resources:

Each program of SIT Study Abroad or the International Honors Program will provide specific information about local/community resources accessible in the specific program location.

Investigation

After the receipt of a report of discrimination, harassment (including sexual harassment), or sexual misconduct, the Title IX coordinator or designee will speak with the complainant to gather as much information as possible. The Title IX coordinator or designee will also speak with any witnesses or individuals who may have information about the alleged misconduct. If after this initial fact-finding phase SIT determines that a violation of SIT policy may have occurred, it will proceed with a full investigation.

The complainant and the respondent will be notified that an investigation is underway and will be afforded the opportunity to speak independently with the Title IX coordinator or designee to review this procedure and to have his/her rights explained.

The Title IX coordinator or designee will also speak with the respondent to listen to his or her side of the story and to gather any evidence he or she may offer to better understand the nature of the alleged misconduct. The complainant and the respondent will have the opportunity to submit names of individuals with knowledge of the situation and SIT will follow up with those individuals. The Title IX coordinator or the designee will counsel the complainant and the respondent on academic and other emotional supports available.

During an investigation, the Title IX coordinator or designee may ask for written statements and other documents or evidence that may aid in the investigation. Therefore, it is important to preserve all evidence associated with the conduct or that you think might help others understand what happened. Such evidence can include, but is not limited to, text messages, Facebook or Instagram posts, photos, voicemails, emails, or items of clothing.

Depending on the type of conduct and the parties involved, SIT may contact local law enforcement. SIT will continue its own investigation into the alleged conduct, regardless of whether the police decide to pursue their own investigation. SIT will cooperate with all police investigations and will honor and enforce any judicial no-contact, restraining, or protective orders the parties may obtain outside the SIT process.

During the investigation process, interim measures will be discussed with the parties and implemented as may be appropriate. Interim measures may include changes in class schedules, housing arrangements, work arrangements, no-contact orders, or interim suspensions. All efforts will be made to minimize the impact that these interim measures have on the complainant.

In some cases mediation may be appropriate. Mediation is a process in which SIT can arrange for the complainant and the respondent to meet to see if they can resolve the situation with the assistance of a third party mediator who will attempt to help guide the respondent and the complainant to a mutually acceptable outcome. The mediator will likely be an administrator and will be assigned by SIT. Mediation is completely voluntary and will only be pursued with the consent of both the complainant and the respondent. At any time during the mediation process the complainant or the respondent may stop the mediation. In cases involving a potential sexual assault or other forms of sexual violence or intimidation, however, mediation is not an appropriate option.

Both the complainant and the respondent will be updated throughout the investigation process. Typically, an investigation will take 60 days, but that may vary depending on the nature and complexity of a case. At the close of an investigation, the Title IX coordinator or the designee will prepare a brief report detailing the essential content of interviews and the pertinent evidence gathered. Both parties will be provided copies of that report.

Adjudication Process for Cases Involving Student Respondents

Alleged violations of SIT's Sexual Harassment and Misconduct Policy involving a student respondent will be adjudicated in accordance with the Student Conduct Process section of this handbook.

Adjudication Process for Cases Involving Employee Respondents

Alleged violations of SIT's Sexual Harassment and Misconduct Policy involving an employee respondent will be adjudicated by Human Resources in accordance with their applicable procedures.

Dual Relationships

Employees and students should be aware of conflicts of interest that are inherent in personal relationships where professional and educational careers are also involved, as well as potential abuses of authority. This is especially true of amorous or sexual relationships between faculty and students or between administrators and students, given the inherently unequal structure of power between them within colleges.

It is the policy of SIT that faculty and administrators are not permitted to engage in consensual sexual relationships with students of SIT. Should a charge of sexual harassment arise from such a relationship, the burden and cost of providing a defense falls on the faculty member or administrator. Members of the SIT community should know that, in such instances, defenses are extraordinarily difficult to prove.

Campus Sex Crimes Prevention Act

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offender may be obtained. The act also requires registered sex offenders to provide state officials notice of each institution of higher education in that state at which the offender is employed, carries on a vocation, or is a student.

How to Inquire

Members of the SIT Graduate Institute community may request information about sex offenders in the District of Columbia at the DC Metropolitan Police Department, Sex Offender Registry Unit, at 300 Indiana Avenue, NW 20001, phone: 202-727-4407, or email at sexoffender.registry@dc.gov.

Crime Statistics

Reporting Areas:

SIT DC Graduate Center reports incidents for its “on-campus” and “non-campus” facilities and is also required to report crimes that occur on “public property”.

On-Campus - which are defined as "any building or property owned or controlled by an institution within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and property that is within the same reasonably contiguous geographic area of the institution that is owned by the institution." SIT’s on-campus property is located on the 11th floor of 1015 15th Street NW, Washington DC, 20005.

Non-Campus - SIT’s non-campus properties include those portions of facilities controlled by SIT and used for SIT purposes, but which are not located in the immediate campus area. *At this time the SIT DC Graduate Center does not have any non-campus properties.*

Public Property - At the SIT DC Graduate Center, this category includes the exterior areas of the building, parking facilities and sidewalks surrounding and across from the facility. These reported statistics include the blocks surrounding the property at 1015 15th Street NW and include 15th Street, Vermont Avenue, K Street and L Street.

SIT DC Graduate Center Statistical Report

Category	On-Campus			Non-Campus			Public Property			Total		
	12	13	14	12	13	14	12	13	14	12	13	14
Murder/Non-Negligent												
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	1	0	0	1	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	-	-	0	-	-	0	-	-	0	-	-	0

Dating Violence	-	-	0	-	-	0	-	-	0	-	-	0
Stalking	-	-	0	-	-	0	-	-	0	-	-	0
Robbery	0	0	0	0	0	0	2	7	1	2	7	1
Aggravated Assault	0	0	0	0	0	0	4	6	1	4	6	1
Burglary	0	0	0	0	0	0	4	2	1	4	2	1
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0		0	0	0	1	0	2	1	0	0

Arrests

Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0
Drug Related	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Related	0	0	0	0	0	0	0	0	0	0	0	0

Referrals for SIT Disciplinary Action

Illegal Weapons Possession Related	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations Related	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Law Violation Related	0	0	0	0	0	0	0	0	0	0	0	0

Residence Halls

The DC Graduate Center does not have on-campus Residence Halls

Hate Crimes

The following statistics are reported for crimes that have manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity, gender identity, national origin, or disability.

Category	On-Campus*			Non-Campus			Public Property			Total		
	12	13	14	12	13	14	12	13	14	12	13	14
Murder/Non-Negligent	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses, Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0

Domestic Violence	-	-	0	-	-	0	-	-	0	-	-	0
Dating Violence	-	-	0	-	-	0	-	-	0	-	-	0
Stalking	-	-	0	-	-	0	-	-	0	-	-	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0

Definitions for Campus Crime Reporting

The Campus Security Act (1990, 1994) and Jeanne Clery Act (1998, 2000) mandated the use of the Federal Bureau of Investigation's Uniform Crime Reporting typology for campus crime reporting. The list is included below. The definitions are extracted from the following sources: the Federal Bureau of Investigation's **Uniform Crime Reporting Handbook**, the National Incident-based Reporting System edition of the **Uniform Crime Reporting Handbook**, and the Higher Education Amendment of 1998.

Criminal Homicide: Murder and Non-negligent Manslaughter

The willful (non-negligent) killing of one human being by another.

Criminal Homicide: Manslaughter by Negligence

The killing of another person through gross negligence

Sex Offenses-Forcible

Any sexual act directed against another person, forcibly and/or against that persons will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- **Forcible Rape:**

The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

- **Forcible Sodomy:**

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **Sexual Assault With An Object:**

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening

of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

- **Forcible Fondling:**

The touching of the private body parts of another person for the purpose of sexual gratification; forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses/Non-forcible

- Unlawful, non-forcible sexual intercourse.
- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence

Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction... or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or suffer substantial emotional distress.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun,

knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.)

Hate (Prejudice) Crimes

Crimes (murder, sex offenses, robbery, aggravated assault, manslaughter, arson, etc.) involving bodily injury to any person in which the victim is intentionally selected because of actual or perceived race, gender, religion, sexual orientation, ethnicity, gender identity, national origin, or disability condition.

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another.

Weapon Law Violations

The violation of laws or ordinances dealing with weapons offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts commit any of the aforementioned.

Drug Abuse Violations

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

