

# **Title IX Notification of Rights & Options**

**Know Your Rights. Know the Policy** – Columbia College Chicago’s Title IX Sexual Harassment Policy & Procedures (available at: <https://students.colum.edu/title-ix/>) (the “Policy”) contains grievance procedures that provide for the investigation and adjudication of certain Sexual Harassment allegations. This Notification provides a synopsis of some of your rights under this policy, but it is not exhaustive. It is important that you read the Policy itself to obtain additional information and a better understanding of the College’s procedures.

**Options for Reporting On-Campus** – The College encourages but does not require an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment (a “Complainant”) and any witnesses to Sexual Harassment to report the offending behavior to College officials who can provide the desired level of support and assistance.

## **Options For Reporting To the College Through a “Responsible Employee”**

### **Neil Callicoa**

Title IX Coordinator and Director of Office of Equity Issues

[NCallicoa@colum.edu](mailto:NCallicoa@colum.edu) or 312-369-6343

### **Chaselyn Lewis**

Title IX Investigator

[ChLewis@colum.edu](mailto:ChLewis@colum.edu) or 312-369-6344

### **Campus Safety and Security**

24-hour emergency command center at 312-369-1111

Non-emergency command center phone number is 312-369-3220

### **Certain Other Designated Employees**

- Employees with “Dean”, “Associate Dean,” “Assistant Dean,” “Chair,” “Associate Chair,” “Director,” “Coordinator,” “Provost,” “Associate Provost,” “Assistant Provost,” “Chief of Staff,” “Vice President,” “Assistant Vice President,” “Associate Vice President,” or “President” in their titles;
- All part-time and full-time faculty members;
- Resident Advisors (“RAs”);
- All employees in the Office of Human Resources and the Office of the Vice President of Student Affairs (including the Dean of Students’ Office and the Residence Life staff), excluding those employees who are Confidential Resources.

## **On-campus Confidential Resources for Strictly Confidential Support and Assistance to the Extent Permitted By Law**

### **Charee Mosby-Holloway**

Dir Student Diversity and Inclusion

618 S Michigan, Suite 400

312-369-6792

[cmosbyholloway@colum.edu](mailto:cmosbyholloway@colum.edu)

### **Center for Student Wellbeing at Columbia College Chicago**

(Professional Counselors)

623 S. Wabash, Suite 303

312.369.8700

<https://students.colum.edu/studentwellbeing/>

The College offers additional health and mental health services through partnered third party online providers, including the Employee Assistance Program/Telus Health (for Employees) and TimelyCare (for Students). Please note, however, that the professionals from these online partners do not constitute Confidential Employees under this Policy as they are not College Employees. Third-party providers may have additional disclosure obligations and responsibilities

Upon request, the Title IX Coordinator and the Title IX Investigator are available to assist with arranging meetings with these resources.

### **Summary of Columbia's General Response to Sexual Harassment & Grievance Procedures** –

In compliance with Title IX, the Policy requires a consistent institutional response to any allegation of Sexual Harassment regarding which the College has Actual Knowledge [as defined in section XIII(A)(1)] that is: (a) in a College Education Program Or Activity [as defined in section XIII(A)(2)], and (b) involves conduct that occurred in the United States of America. This Policy applies to all Columbia faculty, staff, students, as well as to third parties (the “Community”), regardless of sexual orientation or gender identity.

As soon as practicable but no later than three (3) days after the College obtains Actual Knowledge of Sexual Harassment or allegations of Sexual Harassment, the Coordinator shall contact the Complainant to: (1) discuss the availability of Supportive Measures [as defined in section XIII(B) of the Policy and explained below], (2) consider the Complainant's wishes with respect to such measures, (3) inform the Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint, and (4) explain to the Complainant the process for filing a Formal Complaint. The Coordinator shall offer Supportive Measures to the Complainant after engaging in an interactive, meaningful dialogue with the Complainant. The Coordinator shall also offer Supportive Measures to the Respondent through an interactive, meaningful dialogue prior to the Respondent's receipt of notice of a Formal Complaint, if the Respondent requests such measures.

The Complainant may initiate the Policy's Grievance Procedures by filing a Formal Complaint [as explained in section XIII(B)]. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the College Education Program Or Activity with which the Formal Complaint is filed. A Formal Complaint may be filed with the Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Coordinator above. The Grievance Procedures provide for a formal investigation, hearing, and opportunity for appeal, as well an informal resolution option. If the Coordinator has not previously offered Supportive Measures to the Respondent through an interactive process upon the Respondent's request, the Coordinator shall do so after the filing of a Formal Complaint.

During the Grievance Procedures, each party shall have the opportunity to: provide or present evidence and witnesses; raise conflicts to assigned investigators, hearing officers, and/or appeals officers (all of whom will have received appropriate training as required by the Policy); and bring one individual as an Advisor at any meeting, proceeding, and/or hearing under the Policy. The College's Hearing Officers will examine all evidence received through the course of an investigation and hearing using a “preponderance of the evidence standard” – whether it is more likely than not that an individual engaged in the misconduct alleged.

The parties Advisors may directly cross-examine the other party. Only relevant cross-examination and other questions may be asked of a party or witness. The parties will receive simultaneous written notice from the College of any findings and sanctions. Depending on the circumstances and the severity of the conduct, corrective action could range from an oral/written warning to dismissal or expulsion.

**Options for Reporting To Law Enforcement** – The College encourages, but does not require, Complainants to notify local law enforcement. Certain behavior may violate both college policy and criminal law. The College may proceed with an internal investigation under this policy simultaneously with a criminal investigation.

The Chicago Police Department's 1st District central station is located at 1718 South State Street, Chicago, IL 60616. The 1st District is available by email at [CAPS001District@chicagopolice.org](mailto:CAPS001District@chicagopolice.org) and by phone at (312) 745- 4290.

The College's Title IX Coordinator and Confidential Resources, including Confidential Advisors, are available to assist individuals with reporting to the Chicago Police Department.

**Off-Campus Resources** – The College understands that some individuals may feel more comfortable speaking with an off-campus resource in lieu of or in addition to a College employee. The below Chicagoland organizations may offer support, assistance, and information to Complainants, Respondents, witnesses, and others affected by Sexual Misconduct.

YWCA Metropolitan Chicago  
1 N. LaSalle Street, Suite 1700  
Chicago, IL 60602  
Hotline: (312) 733-2102  
<https://www.ywcachicago.org/our-work/sexual-violence-support-services/>

Resilience (formerly Rape Victim Advocates)  
444 N. Michigan Avenue, Suite 970  
Chicago, IL 60601  
312-443-9603  
<https://www.ourresilience.org/>

Center on Halstead  
3656 N. Halsted St Chicago, IL 60613  
773-472-6469  
<http://www.centeronhalsted.org/>

YWCA Metropolitan Chicago Rape Crisis Hotline (Chicago RAINN affiliate)  
Call 888-293-2080 in Chicago Metropolitan Area  
<https://ywcachicago.org/advancing-healing-safety-and-belonging#rape-crisis-hotline>

The Title IX Coordinator and Confidential Resources, including Confidential Advisors, are available to assist Complainants, Respondents, and witnesses, with obtaining support from the above off-campus resources or other appropriate third-party providers.

**Supportive Measures** – Supportive Measures may include (without limitation):

- Referral to counseling services;
- Course-related adjustments (such as extensions of deadlines, changes in course schedules, tutoring, or alternative course completion options) with the consultation of appropriate faculty members;
- Extracurricular accommodations;
- Modifications of work or class schedules;
- Assisting with the party's transportation to and from classes or work (to the extent practicable on Columbia's campus);
- Mutual, temporary restrictions on contact between the parties (such as a no-contact order) and honoring an order of protection or no-contact order entered by a state, civil, or criminal court;
- Temporary changes in work, dining, or housing arrangements (if a party is a student and lives in Residence Life); and
- Leaves of absence (consistent with applicable law and College policies and agreements).

**Equitable Treatment of Complainants and Respondents** – These Grievance Procedures treat Complainants and Respondents equitably by providing remedies to a Complainant where a determination of responsibility for Sexual Harassment has been made against the Respondent, and by following a process that complies with Title IX before the imposition of any disciplinary sanctions (or other actions that are not Supportive Measures) against a Respondent.

**Your Privacy** – Complaints of Sexual Harassment to Responsible Employees at the College will be treated responsibly and in confidence to the extent feasible, given the need to conduct a thorough investigation and to take corrective action. Subject to federal and state privacy and/or disclosure laws, the College will not share information related to a Complaint with individuals other than the parties involved or those with responsibilities under this Policy. In the event the College must disclose information to individuals other than those above, it shall provide the parties with proper notice and reasons for such disclosure.