

The College of St. Scholastica
Sexual & Gender-Based Misconduct
3-06-2017

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Sexual & Gender-Based Misconduct

This policy outlines the College's commitment to ensuring that all of its campuses are free from sexual and gender-based misconduct, the steps for recourse for those individuals whose rights may have been violated, and the procedures for determining a violation of College policy. This policy applies to the following forms of sex discrimination, which are referred to collectively as "sexual misconduct": sexual and gender-based harassment, sexual assault, domestic violence, dating violence, stalking, and sexual exploitation. For the College's more general nondiscrimination policy, please see the Bias, Bullying, Discrimination, Harassment Policy in the [student handbook](#) and the [Harassment and Workplace Violence Policy](#). Allegations of sex discrimination that do not involve sexual misconduct will be handled in accordance with the Bias Incident/Discrimination/Discriminatory Harassment/General Harassment/Bullying and Workplace Violence Policy.

This policy is distributed annually to all students and employees of the College and is posted in the following locations: Student COR page, Employee COR page, [Title IX webpage](#), [VIP Webpage](#), student handbook, faculty handbook, staff handbook, break rooms including faculty/staff lounges at every location, Title IX coordinator offices, and student common areas. For specific information about where the policy is posted at each campus, please see the Resources section at the end of the policy. This policy also will be provided by the College to any student, employee, or other individual who reports to the College that they have been a victim of sexual misconduct.

I. SCOPE OF THE POLICY

This policy applies to all College community members, including students, faculty, administrators, staff, volunteers, vendors, independent contractors, visitors and any individuals regularly or temporarily employed, studying, living, visiting, conducting business or having any official capacity with the College or on College property. This policy applies regardless of the sexual orientation or gender identity of any of the parties.

All College community members are required to follow College policies and local, state, and federal law. This policy applies to conduct occurring on College property or at College-sanctioned events or programs that take place off campus, including study abroad and internships. This policy also applies to off-campus conduct that the College determines occurred in the context of an education program or activity or had continuing effects on campus. This policy also applies to off-campus conduct that may cause or threaten to cause an unacceptable disruption at the College or which may interfere with an individual's right to a non-discriminatory educational or work environment.

II. NOTICE OF NON-DISCRIMINATION

In complying with the letter and spirit of applicable state and federal laws, such as Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Minnesota Human Rights Act, and in pursuing the College's own goal of inclusive excellence, College employees shall not discriminate on the grounds of sex, gender identity, race, color, creed, national origin, age, religion, disability, marital status, familial status, membership or activity in a local human rights commission, family genetics and medical history, veteran status, sexual orientation, and status with regard to public assistance in employment policies and practices, education programs and activities, and all other areas of the College. This policy applies to all employment practices and terms and conditions of employment, including but not limited to promotions, transfers, compensation, terminations, training and participation in College sponsored benefits or programs.

In accordance with Title IX, this policy addresses the College's prohibition of all forms of sex discrimination, including sexual assault and sexual harassment. The College does not discriminate on the basis of sex in its educational, extracurricular, athletic, or other programs or in the context of admissions or employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Sexual harassment is a form of sex discrimination. Sexual harassment includes a variety of unwelcome behavior of a sexual nature, including gender-based harassment, unwelcome sexual advances, requests for sexual favors, sexual violence, and sexual assault. In accordance with Title IX, this policy addresses the College's prohibition of the following forms of sex discrimination: sexual harassment, sexual assault, domestic violence, dating violence, stalking, and sexual exploitation.

The College will not tolerate sexual misconduct in any form. The College will promptly and equitably respond to all reports of sexual misconduct in order to eliminate the misconduct, prevent its recurrence, and address its effects on any individual and/or the community.

Inquiries or complaints about Title IX, sex discrimination, sexual harassment, or other forms of sexual misconduct may be directed to the College's Title IX Coordinator:

David Bauman
Title IX Coordinator
1200 Kenwood Avenue
Duluth, MN 55811
Telephone: (218) 625-4444
Email: titleix@css.edu

Inquiries or complaints may also be directed to the U.S. Department of Education's Office for Civil Rights:

The Office of Civil Rights
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: (800) 421-3481
Facsimile: (202) 453-6012 TDD#: (800) 877-8339
Email: OCR@ed.gov
<http://www.ed.gov/ocr>

III. COMMUNITY EXPECTATIONS

The College seeks to create an environment in which the greatest academic potential of students and professional potential of employees may be realized. In order to create and maintain such an environment, all who work and learn at the College are responsible for ensuring that the community is free from all forms of sexual misconduct. These behaviors threaten our learning, living, and work environments and will not be tolerated.

All members of the College community are expected to engage in behaviors that support the values of the College and that do not infringe upon the rights of others and assist in creating a safe, welcoming and respectful campus environment. In particular, the College expects that all community members will take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include

direct intervention when it is safe to do so, enlisting the assistance of friends or a person in authority, or contacting law enforcement. College community members are expected to educate themselves about such behavior and be vigilant in protecting the right to an environment free of sexual misconduct.

Consensual Relations Policy

In order to protect the integrity of the academic, living and work environment, the College's Consensual Relations Policy outlines limitations on consensual romantic or sexual relationships between faculty, staff and students at the College. The purpose of the policy is to ensure that the College's academic, living and work environment remains free from real or apparent conflicts of interest when individuals in positions of unequal power at the College are involved in consensual romantic or sexual relationships. When individuals involved in a consensual romantic or sexual relationship are in positions of unequal power at the College, there is the potential for a conflict of interest, favoritism, exploitation and sexual or gender-based misconduct. See the College's [Consensual Relations Policy](#).

College Response

The College encourages the prompt reporting of any incident of sexual misconduct to the College and to local law enforcement. Upon receipt of a report or complaint, the College will take prompt and effective action to provide appropriate interim actions, provide support for individuals who report having experienced sexual misconduct or who seek assistance, address the safety of individuals involved and the campus community, and implement the process for resolution as outlined in this policy.

The response of the College will vary depending on the circumstances, including the severity or pervasiveness of the offense, the threat it poses to the community, and other relevant factors. Because behavior that violates this policy may also be a violation of law, any individual who has been subjected to sexual misconduct is also encouraged to consider criminal or civil legal options. An individual may also file a complaint with the U.S. Department of Education's Office for Civil Rights.

Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a complaint resolution proceeding is a violation of College policy. Retaliation should be reported promptly to the Title IX Coordinator for investigation. The College will take appropriate action against any individual who engages in retaliation.

IV. DEFINITION OF TERMS

Victim refers to an individual who is alleged to have been subject to conduct that violates this policy.

Accused refers to an individual who has been accused of prohibited conduct under this policy.

Complainant refers to the individual filing a complaint with the College under this policy. In addition, the term "complainant" may also be used to refer generally to persons alleged to have been subjected to conduct that violates this policy, whether or not they have filed a complaint.

Respondent refers to the individual named as the accused in a complaint with the College under this policy.

Third party refers to any other participant in the process, including a witness to the incident or an individual who makes a report on behalf of someone else.

A **report** is an account of sexual misconduct that has allegedly occurred that could be provided to the College by the complainant, a third party, or an anonymous source.

A **complaint** is an alleged policy violation that begins a complaint resolution process as set forth in the Procedures for Sexual Misconduct Complaint Resolution.

Retaliation is adverse action taken against a person for making a good faith report of a possible or potential violation of this policy, for supporting another person's report, or because of the person's participation in a complaint or investigation of sexual misconduct. Retaliation includes, but is not limited to, any form of intimidation, threats, coercion, reprisal, or harassment.

V. CSS TITLE IX TEAM

Title IX Coordinator – The Title IX Coordinator is the designated staff member of the College with primary responsibility for coordinating College Title IX Compliance efforts, including the College's efforts to end sexual misconduct, prevent its recurrence, and address its effects. The Title IX Coordinator oversees and monitors the College's overall compliance with Title IX-related policies; the implementation and oversight of grievance processes and procedures, including review, investigation, and resolution of reports and complaints of sexual misconduct; and the provision of educational materials and training for the campus community. Responsibilities of the Title IX Coordinator include:

- Ensuring College policies and procedures and relevant state and federal laws are followed;
- Advising any individual, including a complainant, a respondent or a third party, about the courses of action available at the College and in the community;
- Assisting any College employee regarding how to respond appropriately to a report of sexual misconduct;
- Monitoring full compliance with all procedural requirements and time frames outlined in this policy;
- Evaluating allegations of bias or conflict of interest relating to procedures outlined in this policy;
- Determining whether grounds for appeal under this policy have been stated
- Ensuring that appropriate training, prevention and education efforts, and periodic reviews of climate and culture take place;
- Coordinating the College's efforts to identify and address any patterns or systemic problems revealed by reports and complaints; and
- Assisting in answering any other questions related to this policy.

With the exception of reports to confidential resources, the Title IX Coordinator must be informed of all reports or complaints raising Title IX issues, even if the report or complaint was initially filed with another individual or office.

Title IX Deputies – The Title IX Deputies are appointed staff and faculty designees who have shared responsibility for consulting with, and supporting, the Title IX Coordinator and may serve as the Title IX Coordinator's designee. Title IX Deputies may also be called upon to investigate complaints of sexual misconduct, resolve complaints, review appeals, and/or facilitate informal resolutions to conflicts or complaints.

Gender Equity & Anti-Violence Advocates (GEVA) – Members of the team are specially trained advocates and are accessible to any member of the community for semi-confidential support and information following an incident of sexual misconduct.

Investigators – The investigator is a trained person designated by the College to investigate a complaint of sexual misconduct. The investigation is a fact-finding inquiry, which generally includes conducting interviews and gathering evidence. The investigator conducts a prompt, thorough, fair, and impartial investigation. The investigator generally compiles a report summarizing the investigation and an investigation file containing the relevant evidence. Additional information about the investigation process is provided in the Procedures for Sexual Misconduct Complaint Resolution below.

Adjudicators – The adjudicator is a trained person designated by the College to determine whether the policy has been violated and what sanctions and/or remedies should be implemented. The adjudicator reviews the investigation file compiled by the investigator and makes a determination using the “preponderance of the evidence” standard.

VI. PROHIBITED CONDUCT

A. Sex Discrimination

Sex discrimination is conduct based upon an individual’s sex that excludes an individual from participation, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of an individual’s employment, education, living environment or participation in a program or activity. Sex discrimination encompasses all forms of sexual harassment, sexual violence, differential treatment, and gender-based harassment. Sex discrimination includes discrimination based on gender identity and failure to conform to stereotypical notions of masculinity or femininity. For the College’s general nondiscrimination policy, please see the Bias Incident/Discrimination/Discriminatory Harassment/General Harassment/Bullying and Workplace Violence Policy.

B. Sexual Misconduct

As used in this policy, sexual misconduct means the following forms of sex discrimination: sexual harassment, sexual assault, domestic violence, dating violence, stalking,¹ and sexual exploitation, as each of those terms is defined below.

C. Sexual Harassment

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, and the Minnesota Human Rights Act. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, offensive comments or other conduct based on sex, sexually motivated physical contact, or other verbal, nonverbal, or physical conduct or communication of a sexual nature, including sexual violence, when:

- submission to that conduct is made, either explicitly or implicitly, a term or condition of an individual’s educational experience or employment, or the individual’s submission or rejection of such conduct is used as the basis of an educational program or activity decision or employment decision affecting such individual; or
- such conduct has the purpose or effect of substantially and unreasonably interfering with an individual’s employment or education, or of creating an intimidating, hostile, or offensive employment or educational environment

¹ Some instances of dating violence, domestic violence, and stalking may not be sexual in nature. For purposes of this policy, the term “sexual misconduct” encompasses all instances of dating violence, domestic violence, and stalking (as those terms are defined in this policy), regardless of whether there is a sexual component to the behavior.

Types of sexual harassment:

1. Hostile Environment: Includes any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent and clearly/objectively offensive that it alters the conditions of education or employment. The circumstances to determine whether an environment is “hostile” could include:

- The frequency of the conduct.
- The nature and severity of the conduct.
- Whether the conduct was physically threatening.
- The effect of the conduct on the victim’s mental or emotional state.
- Whether the conduct was directed at more than one person.
- Whether the conduct arose in the context of other discriminatory conduct.
- Whether the conduct unreasonably interfered with the victim’s educational or work performance.
- Whether the statement is an utterance of an epithet which engenders offense in an employee or student, or offends by rudeness.
- Whether the speech or conduct deserves the protections of academic freedom.

Not all workplace or educational conduct that may be described as inappropriate affects the terms, conditions or privileges of employment or education. Some examples of sexual harassment include, but are not limited to:

- Requests for sexual favors.
- Verbal abuse of a sexual nature or obscene language.
- Gender- or sexually-oriented jokes and comments.
- Displaying derogatory or sexually suggestive pictures or other objects in an office, on the exterior of a residence hall door, or on a computer monitor in a public space.
- “Rating” individuals’ bodies and sex appeal, commenting suggestively about their clothing and appearance, or other verbal commentary about an individual’s body.
- Visual conduct such as leering or making gestures.
- Gossip about sexual relations.
- Repeated and unwelcome sexual flirtations, attention, or advances.

2. Quid pro quo sexual harassment is unwanted sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and submission to or rejection of such conduct results in adverse educational or employment action. Examples of quid pro quo harassment include, but are not limited to:

- Punishing or threatening to punish a refusal to comply with a sexual-based request.
- Offering a benefit (such as a grade, promotion, or athletic participation) in exchange for sexual favors or other verbal or physical conduct of a sexual nature.

D. Sexual Assault

Sexual assault is any actual or attempted sexual contact with another person without that person’s consent. As used in this policy, sexual contact includes intentional contact by the accused with the victim’s genital area, groin, inner thigh, buttocks, or breasts, whether clothed or unclothed, or coerced touching by the victim of another’s genital area, groin, inner thigh, buttocks, or breasts, whether clothed or unclothed. Sexual assault includes but is not limited to an offense that meets any of the following definitions:

- Rape: the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, or oral contact with the sex organ of another person, without the consent of the victim.
- Fondling: the touching of the intimate parts (including the genital area, groin, inner thigh, buttocks, or breast) of another person for the purpose of sexual gratification, without the consent of the victim.
- Incest: sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape: sexual intercourse with a person who is under the statutory age of consent; in Minnesota the age of consent is 16.

Sexual assault is a crime under Minnesota law. See [Minnesota Statutes Section 609.341 et seq.](#) As defined by Minnesota law, criminal sexual conduct includes non-consensual sexual contact and non-consensual sexual penetration as those terms are defined in Minnesota Statutes Section 609.341. Links to Minnesota Statutes concerning sexual violence can also be found at <http://www.mncasa.org/mn-sexual-violence-laws>.

E. Consent, Coercion, and Incapacitation

Consent is words or conduct that clearly indicate a person freely agrees to engage in a particular sexual act at the time of the act. Consent must be informed, voluntary, and actively given. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and obtaining consent. The College applies the following principles in determining whether an actor consented to a particular act.

- Consent can only be given if one is of legal age. In Minnesota, the legal age of consent is 16.
- Consent is a mutually understood and freely given “yes,” not the absence of “no.”
- Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.
- Consent can be withdrawn at any time. When consent is withdrawn, the sexual activity for which consent was initially provided must stop.
- Silence or failing to resist does not imply consent.
- Previous relationships or previous consent does not imply consent to future sexual acts.
- An existing sexual, romantic, or marital relationship does not imply consent.
- Prior sexual activity with other individuals does not imply consent.
- Consent cannot be procured, expressly or implicitly, by use of physical force, threats, intimidating behavior, or **coercion***.
- There can be no consent to sexual activity with someone known to be—or who should be known to be—mentally or physically **incapacitated****.
- Use of alcohol or other drugs will never function to excuse behavior that violates this policy.
- The College has a Consensual Relations Policy that places limitations on romantic or sexual relationships between faculty, staff, and students, even when it may appear that consent is present.

Coercion* refers to intimidation that would compel an individual to do something against their will by the use of psychological pressure, physical force, or threats of severely damaging consequences. Coercion is more than an effort to persuade or attract another person to engage in sexual activity. Coercive behavior differs from seductive behavior based on the degree and type of pressure someone used to get consent from another.

Incapacitation** means the physical and/or mental inability to understand the fact, nature, or extent of the sexual situation. Incapacitation may result from mental or physical disability, sleep, unconsciousness,

involuntary physical restraint, or from the influence of drugs or alcohol. With respect to incapacitation due to the ingestion of alcohol or other drugs, incapacitation requires more than being under the influence of alcohol or other drugs; a person is not incapacitated just because they have been drinking or using other drugs. Where alcohol and other drugs are involved, incapacitation is determined based on the facts and circumstances of the particular situation, looking at whether the individual was able to understand the fact, nature, or extent of the sexual situation; whether the individual was able to communicate decisions regarding consent, non-consent or the withdrawal of consent; and whether such condition was known or reasonably should have been known to the accused or a reasonable person in the accused's position. Use of drugs or alcohol by the accused is not a defense against allegations of sexual misconduct and does not diminish personal responsibility. It is the responsibility of the person initiating the specific sexual activity to obtain consent for that activity.

F. Dating Violence

Dating violence is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on the statement of the individual alleging the dating violence and with consideration of the following factors:

- the length of the relationship;
- the type of relationship; and
- the frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Dating violence is also prohibited by Minnesota law. See [Minnesota Statutes Section 518B.01](#).

G. Domestic Violence

Domestic violence includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the victim.
- A person with whom the victim shares a child in common.
- A person who is a current or former cohabitant of the victim as a spouse or intimate partner.
- A person similarly situated to a spouse of the victim under Minnesota's domestic or family violence law.
- Any other person against an adult or youth victim who is protected from that person's acts under applicable domestic or family violence laws of Minnesota (or, if the crime occurred outside of Minnesota, the jurisdiction in which the crime of violence occurred). In addition to the relationships described above, Minnesota law defines domestic violence to include violence committed between parents and children, blood relatives, persons who are presently residing together or who have resided together in the past, persons who have a child together, persons involved in a significant romantic or sexual relationship, and a man and women, if the woman is pregnant and the man is alleged to be the father.

Domestic violence is also prohibited by Minnesota law. See [Minnesota Statutes Section 518B.01](#). While not exhaustive, the following are examples of conduct that can constitute domestic violence: (1) physical harm, bodily injury or assault; (2) the infliction of fear of imminent physical harm, bodily injury, or assault; or (3) terroristic threats, criminal sexual conduct, or interference with an emergency call.

H. Stalking

Stalking is engaging in a **course of conduct** directed at a specific person that would cause a **reasonable person** to (1) fear for their safety or the safety of others or (2) to suffer **substantial emotional distress**.

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through others (by any action, method, device, or means), follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Stalking behavior includes, but is not limited to:

- Repeated, unwanted and intrusive communications by phone, mail, text message, email and/or other electronic communications, including social media.
- Repeatedly leaving or sending the victim unwanted items, presents or flowers.
- Following or lying in wait for the victim at places such as home, school, work or recreational facilities.
- Making direct or indirect threats to harm the victim or the victim's children, relatives, friends or pets.
- Damaging or threatening to damage the victim's property.
- Repeated posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth that would cause a person to feel threatened or intimidated.
- Unreasonably obtaining personal information about the victim.

Stalking is also prohibited by Minnesota law. See [Minnesota Statutes Section 609.749](#). As defined by Minnesota law, stalking means "to engage in conduct which the actor knows or has reason to know would cause the victim under the circumstances to feel frightened, threatened, oppressed, persecuted, or intimidated, and causes this reaction on the part of the victim regardless of the relationship between the actor and victim."

I. Sexual Exploitation

Sexual exploitation occurs when: (1) a person takes non-consensual or abusive sexual advantage of another (2) for their own advantage or benefit or to benefit or advantage anyone else (3) and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Prostituting another person.
- Non-consensual video- or audio-taping of sexual activity.
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex).
- Voyeurism.
- Exposing one's genitals or inducing another to expose their genitals in non-consensual circumstances.
- Knowingly transmitting a sexually transmitted disease or sexually transmitted infection to another person.

- Possession of child pornography. (Possession of child pornography must be reported immediately.)
- Posting sexually explicit photos or videos in public or on social media sites or other distribution of such photos or videos without consent.

VII. CONFIDENTIALITY

The College is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. The College will protect a victim's confidentiality to the extent possible even if the victim does not specifically request confidentiality. The College encourages individuals who have experienced sexual misconduct to talk to someone about what happened. Privacy and confidentiality have distinct meanings under this policy, and different people on campus have different legal reporting responsibilities, and different abilities to maintain privacy or confidentiality, depending on their roles at the College.

In making a decision about whom to contact for support and information, it is important to understand that most College employees are not confidential resources, and are therefore obligated to report to the College any information they receive about sexual misconduct. Persons who have experienced sexual misconduct are encouraged to consider the information below in choosing whom to contact for information and support.

In addition, although the College will strive to protect the privacy of all individuals involved to the extent possible consistent with the College's legal obligations, the College may be required to share information with individuals or organizations outside the College in certain circumstances. For example, if there is a criminal investigation or civil lawsuit related to the alleged misconduct, the College may be subject to a subpoena or court order requiring the College to disclose information to law enforcement and/or the parties to a lawsuit. In such cases, affected students will be notified consistent with the College's responsibilities under FERPA.

Confidential Communications and Resources

The College recognizes that some individuals may wish to keep their concerns confidential. Confidential communications are those communications which legally cannot be disclosed to another person without the reporter's consent, except under very limited circumstances such as allegations involving the physical or sexual abuse of a child (under the age of 18) or vulnerable adult or an imminent threat to the life of any person. Individuals who desire absolute confidentiality should speak with a licensed medical professional, professional counselor, minister or other pastoral counselor, or trained victims' advocates available in the community. On-campus resources include mental health counselors in the Student Center for Health and Well-Being and Student Health Services staff. Off-campus resources in Duluth include PAVSA (Duluth's Rape Crisis Center) and Safe Haven (Duluth Battered Women's Shelter). As discussed in more detail below, the Violence Intervention and Prevention Program Coordinator and other GEVA team members cannot promise absolute confidentiality. For more information about confidential resources available in your area, please see the Resources section at the end of this policy and on the College's website.

Individuals who desire semi-confidentiality (but less than absolute confidentiality) may speak with the Violence Intervention and Prevention Program Coordinator or another GEVA team member. It is important to understand that the Violence Intervention and Prevention Program Coordinator and other GEVA team members are not able to promise absolute confidentiality. Within the College, the Violence Intervention and Prevention Program Coordinator and other GEVA team members are required to report aggregate data concerning sexual misconduct incidents and general information, such as the nature, date, time, and general location of the incident. The Violence Intervention and Prevention Program Coordinator

and other GEVA team members are not required to share a victim/survivor's private, personally identifiable information unless there is a cause for fear for the safety of a campus community member or others. In addition, communications with a GEVA team member are not protected by a legal privilege and may be required to be disclosed in a criminal or civil lawsuit.

A person who speaks to a confidential resource should understand that, if the person does not report the concern to the College, the College will be unable to conduct an investigation into the particular incident or pursue disciplinary action.

Non-Confidential Communications

Non-confidential communications are those communications with any College employee who is not a confidential resource as identified above. Only confidential resources can promise confidentiality. All other College employees who become aware of incidents or allegations of sexual misconduct have a responsibility to report the matter to the Title IX Coordinator, including the name of the victim/survivor, the name of the perpetrator, the names of any witnesses, and any other relevant information. Allegations of policy violations will be considered private and will only be shared with other College employees on a need to know basis. The allegations will not be shared with law enforcement without the consent of the individual who has alleged the sexual misconduct.

College employees who are not confidential resources will strive to remind an individual of their reporting obligations before the individual has disclosed a situation that requires reporting to the Title IX Coordinator.

Requests for Confidentiality or Non-action

When the College receives a report of sexual misconduct, it has a legal obligation to respond in a timely and appropriate manner. Making a report to the College does not require an individual to begin or participate in a complaint resolution proceeding or to report to local law enforcement. However, based on the information gathered, the College may determine that it has a responsibility to move forward with a complaint resolution proceeding (even without the participation of the individual who has alleged the sexual misconduct). In a situation in which the individual requests that their name or other identifiable information not be shared with the accused, or that no action be taken against the accused, the College will evaluate the request considering the following factors: the seriousness of the alleged conduct; the respective ages and roles of the individual who has alleged the sexual misconduct and the accused; whether there have been other complaints or reports of harassment or misconduct against the accused; whether more than one individual is accused; whether there is a pattern of perpetration; whether a weapon was involved; the ability to conduct an investigation without revealing identifiable information; and the extent of any threat to the College community. In instances where the College moves forward with a complaint resolution proceeding without the participation of the individual who has alleged the sexual misconduct, the individual who is alleged to have been subject to the misconduct will have the same rights as provided to a complainant under this policy, even if the individual is not named as a complainant.

The College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation made by the individual who has alleged the sexual misconduct; however, the scope of the response by the College may be impacted or limited based on the nature of the individual's request.

The Title IX Coordinator may determine that the individual's request for confidentiality or no action cannot be honored. In this instance, the Title IX Coordinator or the Title IX Coordinator's designee(s)

will inform the individual about the chosen course of action, which may include an investigation of the incident(s) reported, and may, at the individual's request, communicate to the accused that the individual asked the College not to investigate and that the College determined it needed to do so. Alternatively, action could include steps to limit the effects of the alleged misconduct and prevent its recurrence that do not involve an investigation or formal disciplinary action against the accused or revealing the identity of the individual who has alleged the sexual misconduct, including interim actions for the individual.

In order to protect the rights and safety of this community, the College reserves the right to take whatever measures deemed necessary in response to an allegation of sexual misconduct. While the College cannot guarantee confidentiality, it will strive to accommodate the individual's requests to the extent possible consistent with the legal obligations of the College to respond effectively to reports.

Statistical Reporting and Timely Warning

The College is obligated to provide the college community with general information regarding incidents of sexual violence and other crimes occurring on campus. However, publicly available recordkeeping, including Clery Act reporting and disclosures such as the annual security report and daily crime log, will not include names or other information that may personally identify either party. As required by Minnesota and federal law, the College includes statistics about certain offenses in its annual security reports and provides those statistics to the United States Department of Education and the Minnesota Office of Higher Education in a manner that does not include any personally identifying information about individuals involved in an incident. To ensure that a victim's personally identifying information will not be included in publically available recordkeeping, the Title IX Coordinator and/or Safety and Security Manager describes the alleged incidents by removing the victim's and accused's names and any other identifiers that would enable the public to identify the victim or accused in the context of the incident report.

In addition, the Clery Act requires the College to issue a crime alert (timely warning) to the campus community about certain reported offenses which may represent a serious or continuing threat to students and employees. The timely warning may include that an incident has been reported, general information surrounding the incident, and how incidents of a similar nature might be prevented in the future. The timely warning will not include any identifying information about the individual who has alleged the sexual misconduct.

Minnesota law, Minn. Stat. 135A.15, requires institutions to collect statistics, without inclusion of any personally-identifying information, regarding the number of reports of sexual assault received by an institution and the number of types of resolutions. Data collected for purposes of submitting annual reports containing those statistics to the Minnesota Office of Higher Education under Minn. Stat. 135A.15 shall only be disclosed to the victim, persons whose work assignments reasonably require access, and, at the victim's request, police conducting a criminal investigation. Nothing in this paragraph is intended to conflict with or limits the authority of the College to comply with other applicable state or federal laws.

All College proceedings are conducted in compliance with the requirements of FERPA, the Clery Act, Title IX, and state and federal law. No information shall be released from such proceedings except as required or permitted by law and College policy.

VIII. IMMEDIATE AND ONGOING ASSISTANCE FOLLOWING AN INCIDENT OF SEXUAL MISCONDUCT

The College will seek to support any person adversely impacted by sexual misconduct. Both the College and the community provide a variety of resources to assist and support individuals who have experienced

sexual misconduct or are affected by allegations of sexual misconduct. These resources, both immediate and ongoing, are available to all persons irrespective of their decision to report to the College or to law enforcement. Contact information for on- and off- campus resources (including confidential resources) who can provide an immediate response in a crisis situation, including assisting with obtaining needed resources and explaining reporting options, is listed in the Resources section at the end of this policy and on the College's website. Emergency numbers and information about health care options are also listed in the Resources section at the end of this policy and on the College's website.

Support services that may be available include, but are not limited to, connecting the individual with appropriate, fair, and respectful on-campus and off-campus counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and support services; making changes to academic, living, transportation, and/or working arrangements; assistance in filing a criminal complaint; and providing information about restraining orders and other available protections and services. Additional information about ongoing assistance is in the Interim Actions section below. To receive information about obtaining support services, individuals should contact the Title IX Coordinator or a confidential resource.

The College will provide written notification to affected individuals about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the College and in the community. An individual does not need to report sexual misconduct to law enforcement or initiate a complaint in order to receive support services from the College.

A complete description of College and community resources, both confidential and non-confidential, and additional information regarding what individuals can do if they experience sexual violence is provided in the Resources section at the end of this policy and on the College's website. Individuals who believe they have been subjected to any form of sexual misconduct are encouraged to seek support from these resources.

IX. REPORTING SEXUAL MISCONDUCT

Reports to the College

The College encourages anyone who has experienced or witnessed sexual misconduct to report the incident to the College. An individual may provide a report to the College by contacting the following:

- Title IX Coordinator: Dave Bauman, Title IX Coordinator, Human Resources: 218-723-6179, dbauman@css.edu
- Title IX Deputy – Athletics: Stacy Deidrick (218)-723-6299, 1200 Kenwood Ave, Duluth, MN 55811, sdeadric@css.edu
- Title IX Deputy – Student Affairs: Steve Lyons (218)-723-6167, 1200 Kenwood Ave, Duluth, MN 55811, slyons@css.edu
- Title IX Deputy – Academic Affairs: Jeri Collier (218)-723-6064, 1200 Kenwood Ave, Duluth, MN 55811, jcollier@css.edu
- Title IX Deputy – Extended Sites: Amy Grimm (651)-403-8627 340 Cedar St. #50, St. Paul, MN 55101, agrimm@css.edu
- [Online Reporting Form](#)

Reports to the College should include as much information as possible, including the names of the individual alleging they have experienced sexual misconduct and the accused, and the date, time, place,

and circumstances of the incidents, to enable the College to respond appropriately. Reports can be made by telephone, via email, or in person. Subject to the limitations discussed below in the Employee Reporting of Sexual Misconduct section, individuals also have the option to file an anonymous report using the College's anonymous online reporting form. The online reporting form is available at: <http://www2.css.edu/app/depts/sss/IncidentReport/index.cfm>

When a student or employee reports to the College that they have been a victim of sexual assault, dating violence, domestic violence, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee with a written explanation of the student's or employee's rights and options.

Statistics relating to reports to the College of certain criminal offenses will be represented in the annual crime statistics published by the College as required by Minnesota and federal law.

Employee Reporting of Sexual Misconduct

In order to enable the College to respond effectively and to prevent future instances of sexual misconduct, all College employees who are not confidential resources who obtain or receive information regarding a possible violation of this policy must report that information to the Title IX Coordinator. Student employees who receive such information in the course of their work position or duties also must report the information to the Title IX Coordinator. Such reports should be made as soon as possible and should include all relevant details reported to the employee. This includes, to the extent known, the names of the accused (if known), the individual alleged to have experienced the sexual misconduct, other individuals involved in the incident, as well as relevant facts, including the date, time, and location. Employees who receive such reports should not attempt to "investigate" the allegation or require the alleged victim/reporting individual to provide all of the details surrounding the alleged misconduct. To the extent the alleged victim/reporting individual provides detail, that information should be provided to the Title IX Coordinator. Upon receiving a report of alleged or possible sexual misconduct, the Title IX Coordinator or the Title IX Coordinator's designee(s) will evaluate the information received and determine what further actions should be taken consistent with this policy.

Anonymous Reports

The College will accept anonymous reports of sexual misconduct. Reports may be filed anonymously using the College's anonymous online reporting form without requesting further action from the College. The individual making the report is encouraged to provide as much detailed information as possible to allow the College to investigate the report and respond as appropriate. The College may be limited in its ability to investigate an anonymous report unless sufficient information is furnished to enable the College to conduct a meaningful and fair investigation.

Reports to Law Enforcement

Individuals who believe they may have been subjected to criminal sexual misconduct are strongly encouraged to notify local law enforcement authorities or Campus Security and will be assisted by campus authorities in notifying law enforcement authorities, if the individual so chooses. The College will comply with an individual's request for assistance in notifying authorities. Individuals also have the option to decline to notify such authorities. Individuals may file a criminal complaint and a Title IX complaint simultaneously. Reporting to law enforcement is not necessary for the College to proceed with an investigation.

Individuals wishing to report sexual misconduct to law enforcement may contact the local police or sheriff's department. Individuals in Duluth may contact the Duluth Police Department at 911 or 218-730-5400, police@duluthmn.gov and at 2030 North Arlington Avenue, Duluth, MN 55802 or the St. Louis County Sheriff's Department at 911 or 218-726-2000, 100 North 5th Avenue West, Duluth, MN 55802. Contact information for local law enforcement at the College's other locations is provided in the Resources section at the end of this policy.

Minnesota law provides individuals who report crimes to law enforcement with certain rights. For further information, consult Crime Victim Rights, a publication of the Minnesota Department of Public Safety, or [Minnesota Statutes Section 611A](#).

Restraining Orders, Orders for Protection, and No-Contact Orders

Individuals who would like to avoid contact with another individual have several options available to them, including seeking a harassment restraining order or protective order from a civil court or requesting a no-contact order from the College.

Harassment restraining orders and orders for protection are legal orders issued by a state court which forbid someone from harassing and/or making contact with another. A harassment restraining order is a civil court order issued against an alleged harasser, regardless of the relationship between the alleged harasser and the alleged victim, which orders the harasser to stop harassing the victim and/or to have no contact with the victim. An order for protection is a civil court order that protects one family or household member from domestic abuse by another family or household member. The College does not issue harassment restraining orders or orders for protection, but one can be obtained through making an application to the local county district court. In Duluth, petition forms to apply for harassment restraining orders or to seek an order for protection are available at the Court Administration Office located at the St. Louis County District Court, Duluth Courthouse, 100 North 5th Avenue West, Duluth, MN 55802 or [online from the Minnesota Judicial Branch website](#). Forms must be submitted to the Court Administrator at the St. Louis County Courthouse during business hours. The main number for Court Administration is (218) 726-2460. Contact information for the local courts at the College's other locations is provided in the Resources section at the end of this policy. For more information and assistance, individuals should contact the Title IX Coordinator at titleix@css.edu or 218-625-4444 or the Violence Intervention and Prevention Coordinator at geva@css.edu or 218-216-4779.

A no-contact order is a College-issued directive that prohibits one or both parties from communication or contact with another. No-contact orders may be mutual or one-sided. Generally, no-contact orders issued pending the outcome of an investigation will be mutual and serve as notice to both parties that they must not have verbal, electronic, written, or third party communication with one another. To request a no-contact order from the College, individuals should contact the Title IX Coordinator at titleix@css.edu or 218-625-4444.

The College is responsible for honoring requests for information about available options for orders for protection, restraining orders, and no-contact orders and has a responsibility to comply with and enforce such orders. To request additional information about available options for orders for protection, restraining orders, and no-contact orders, contact the Title IX Coordinator. An order of protection and/or harassment restraining order can be enforced by contacting local law enforcement. The College will fully cooperate with any harassment restraining order and/or order for protection issued by a criminal, civil, or tribal court.

Crime Victims Bill of Rights

As required by Minnesota law, victims of crime must be informed of their rights under the Crime Victims Bill of Rights. The following is a summary of crime victims' rights under Minnesota law.

When a crime is reported to law enforcement, victims have the right to:

- Request that their identity be kept private in reports available to the public;
- Be notified of crime victim rights and information on the nearest crime victim assistance program or resource;
- Apply for financial assistance for non-property losses related to a crime;
- Participate in prosecution of the case, including the right to be informed of a prosecutor's decision to decline prosecution or dismiss their case;
- Protection from harm, including information about seeking a protective or harassment order at no cost;
- Protection against employer retaliation for taking time off to attend protection or harassment restraining order proceedings; and
- Assistance from the Crime Victims Reparations Board and the Commissioner of Public Safety.

Victims of domestic abuse also have the right to terminate a lease without penalty. Victims of sexual assault have the right to undergo a confidential sexual assault examination at no cost, make a confidential request for HIV testing of a convicted felon, and are not required to undergo a polygraph examination in order for an investigation or prosecution to proceed. In cases of domestic abuse and violent crime where an arrest has been made, victims also have the right to be provided notice of the release of the offender, including information on the release conditions and supervising agency.

Complete information about crime victims' rights can be found at:

<https://dps.mn.gov/divisions/ojp/help-for-crime-victims/Pages/crime-victims-rights.aspx>.

Information about victims' rights also is available from the Title IX Coordinator or from the Minnesota Department of Public Safety, Office of Justice Programs, and in [Minnesota Statutes Section 611A](#).

Information about the Arizona Crime Victim's Bill of Rights can be found at:

http://www.azdps.gov/services/crime_victims/ and

<https://www.azag.gov/victim-services/victim-services-0>.

Waiver of Drug/Alcohol Violations

The College strongly encourages reporting instances of sexual misconduct. The College recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report because of potential consequences for their own conduct. An individual who reports a violation of this policy or who participates as a witness in an investigation into allegations of a violation of this policy will not be subject to disciplinary action by the College for their own personal consumption of alcohol or drugs at or near the time of the incident.

Mandatory Reporting of Child Abuse or Neglect

Any College employee becoming aware of the abuse (physical or sexual) or neglect of a child must report it immediately to Campus Security and the Title IX Coordinator. If an employee is a mandatory reporter under Minnesota law, such individual must also immediately report the abuse or neglect to the local welfare agency or police/sheriff's department, as required by law. Under Minnesota law, teachers,

paraprofessionals, all administration, and support staff in an educational settings are mandatory reporters. See [Minnesota Statutes Section 626.556](#).

Confidential Resources

The College encourages individuals to report all incidents of sexual misconduct so that the College can investigate and respond to such reports. As discussed above, the College recognizes that some individuals may wish to keep their concerns confidential or are not prepared to make a report, but still seek information and support. Such individuals may speak with a confidential resource. See the Confidentiality section above for more information about confidential versus non-confidential resources.

X. GENERAL PROVISIONS FOR COMPLAINT RESOLUTION PROCEEDINGS

All proceedings involving a sexual misconduct complaint will provide a prompt, thorough, and impartial investigation and resolution. Complaints of a violation of this policy received by the College will be processed according to the Procedures for Sexual Misconduct Complaint Resolution in Section XI below.

All College officials will treat the parties with dignity and will never treat the complainant in a manner that suggests they are at fault for the sexual misconduct or that they should have acted in a different manner to avoid the sexual misconduct. In addition, proceedings will be conducted by individuals who do not have a conflict of interest or bias for or against the complainant or respondent and who receive annual training on issues related to sexual harassment, sexual assault, domestic violence, dating violence, stalking, and how to conduct an investigation and decision-making process that protects the safety of all and promotes accountability. The training includes the following topics: relevant evidence and how it should be used, proper techniques for questioning witnesses, basic rules for conducting proceedings, avoiding actual or perceived conflicts of interest, preventing sexual assault, responding to incidents of sexual assault, the dynamics of sexual assault, neurobiological responses to trauma, and compliance with state and federal laws on sexual assault.

The following principles are applicable to sexual misconduct complaint resolution proceedings.

Rights of the Complainant and the Respondent in All Complaint Resolution Proceedings

The complainant and respondent are entitled to:

- respect, sensitivity, and dignity;
- appropriate support from the College;
- privacy to the extent possible based on applicable law and College policy;
- information on the policy and procedures;
- the right to participate or decline to participate in the complaint resolution process, with the acknowledgement that not participating, either totally or in part, may not prevent the process from proceeding with the information available;
- equitable procedures that provide both parties with a prompt, fair and impartial investigation and resolution conducted by officials who receive annual training on conduct prohibited by the policy;
- notice of the allegations and defenses and an opportunity to respond;
- an equal opportunity to identify relevant witnesses and other evidence and to suggest possible topics to be covered with witnesses during the formal process;
- for the complainant, not to be questioned or have evidence considered regarding the complainant's prior sexual conduct with anyone other than the respondent;

- for the complainant, to never be treated by campus authorities in a manner that suggests they are at fault for the sexual misconduct or that they should have acted in a different manner to avoid the sexual misconduct;
- the right to be free from retaliation;
- the right to appeal the decision and/or the sanctions;
- the right to notification, in writing, of the outcome of the complaint and any appeal;
- the right to report the incident to law enforcement at any time or to decline to do so;
- the right to have an advisor present during the complaint resolution process. The College will not limit the choice of advisor or presence of the advisor for the complainant or respondent in any meeting or disciplinary process. See the Advisors section below for additional information and rules regarding the conduct of advisors.

Additional Rights in Cases Involving Allegations of Sexual Assault, Dating Violence, Domestic Violence, or Stalking: In cases involving allegations of sexual assault, dating violence, domestic violence, or stalking, the following rights will be afforded to the complainant and the respondent in addition to those rights described above.

- The complainant and respondent will be provided timely notice of meetings at which the complainant or respondent, or both, may be present.
- The complainant and respondent will be provided timely and equal access to any information that will be used during informal and formal disciplinary meetings during the adjudication phase of the complaint procedure.
- The complainant and respondent have the right to the complete and prompt assistance of campus authorities, at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a sexual assault incident.
- The complainant and respondent have the right to the assistance of campus authorities in preserving materials relevant to a campus complaint proceeding.
- The complainant and respondent have the right to the assistance of campus personnel (during and after the complaint process), in cooperation with the appropriate law enforcement authorities, in shielding the complainant or respondent, at their request, from unwanted contact with the complainant or respondent, including but not limited to a college issued no-contact order, transfer to alternative classes or to alternative college-owned housing, if alternative classes or housing are available and feasible, change in work location or schedule, or reassignment, if available and feasible; and to receive assistance with academic issues.
- The complainant has the right to decide when to repeat a description of an incident of sexual assault, dating violence, domestic violence, or stalking and the respondent has the right to decide when to repeat a description of a defense to such allegations.
- The complainant and the respondent have the right to be provided access to their description of the incident, as it was reported to the College, including if the individual transfers to another post-secondary institution, subject to compliance with FERPA, the Clery Act, Title IX, and other federal or state law. Requests for an individual's description of the incident should be made to the Title IX Coordinator.

In addition, a complainant who alleges sexual assault, dating violence, domestic violence, or stalking has the following rights:

- to be informed by the College of options to notify proper law enforcement authorities, including on-campus and local police, of a sexual assault, dating violence, domestic violence, or stalking incident, or to decline to notify such authorities;

- to the complete and prompt assistance of campus authorities, at the complainant's request, in notifying the appropriate law enforcement officials and College officials of a sexual assault, dating violence, domestic violence, or stalking] incident and filing criminal charges with local law enforcement officials in sexual assault, dating violence, domestic violence, or stalking cases;
- to be offered fair and respectful health care, counseling services, or referrals to such services and notice of the availability of campus or local programs providing sexual assault advocacy, dating violence, domestic violence, or stalking services;
- to assistance from the Crime Victim Reparations Board and the Commissioner of Public Safety;
- for students who choose to transfer to another post-secondary institution, the right to receive information about resources for victims of sexual assault, dating violence, domestic violence, or stalking at the institution to which the victim is transferring.
- to the assistance of campus personnel (during and after the complaint process), in cooperation with the appropriate law enforcement authorities, in shielding the complainant, at his or her request, from unwanted contact with the respondent, including but not limited to a college issued no-contact order, transfer to alternative classes or to alternative college-owned housing, if alternative classes or housing are available and feasible, change in work location or schedule, or reassignment, if available and feasible; and to receive assistance with academic issues to assistance from the Crime Victim Reparations Board and the Commissioner of Public Safety;
- to decide when to repeat a description of an incident of sexual assault, dating violence, domestic violence, or for students who choose to transfer to another post-secondary institution, the right to receive information about resources for victims of sexual assault, dating violence, domestic violence, or stalking at the institution to which the victim is transferring.
- for an individual who reported sexual misconduct, to be provided access to his or her description of the incident, as it was reported to the College, including if the individual transfers to another post-secondary institution, subject to compliance with FERPA, the Clery Act, Title IX, and other federal or state law. Requests for an individual's description of the incident should be made to the Title IX Coordinator.

Interim Actions

The College will provide written notification to victims about options for, available assistance in, and how to require changes to academic, living, transportation and working situations or protective measures. The College is obligated to comply with a student's reasonable request for a living and/or academic situation change following an alleged sex offense. At any time after a report of a potential violation of this policy has been received by the College, the Title IX Coordinator or the Title IX Coordinator's designee(s) will consider whether interim action is reasonably necessary or appropriate to protect the parties and the broader community, pending completion of the response and resolution process. The College must make accommodations and provide protective measures for an individual who believes they have experienced sexual misconduct if requested and reasonably available. The College may take such steps even when an individual asks that the College keep a reported violation of this policy confidential and that it not investigate the matter and regardless of whether an individual chooses to report to law enforcement. The College may also make accommodations to others involved in the process, including those adversely affected by allegations of sexual misconduct, if requested and reasonably available.

In implementing interim actions, the Title IX Coordinator will consult with the appropriate college official of the respective line of the parties impacted by the interim action (i.e., Vice President of Student Affairs for students, Vice President of Academic Affairs for faculty, Vice President of Human Resources & Chief Diversity Officer for administrators and staff).

Examples of interim actions include, without limitation:

- Establishing a “no contact” directive prohibiting the parties involved from communicating with each other during the response and resolution process.
- Prohibiting an individual involved from being on College property.
- Prohibiting an individual involved from participating in College-sponsored events.
- Changing an individual’s on-campus residency, dining, or transportation arrangements, or prohibiting an individual from residing in a residence.
- Assistance in finding alternative housing.
- Changing an individual’s student or employee status or job responsibilities.
- Changing an individual’s work or class schedule or job assignment.
- Changing academic requirements or providing assistance with academic issues, such as tutoring.
- Providing escorts.
- Access to counseling and medical services.
- Making information about orders for protection and harassment restraining orders available to a complainant and providing assistance with respect to obtaining and enforcing such orders.
- Voluntary leave of absence or pre-disciplinary leave.

Such measures will vary based on the particular facts and circumstances, including but not limited to the specific need expressed by the complainant, the age of the student[s] involved, the severity or pervasiveness of the allegations, any continuing effects on the complainant, whether the complainant and alleged respondent share the same residence hall, dining hall, class, transportation, or job location, and whether other judicial measures have been taken to protect the complainant. The Title IX Coordinator will be responsible for determining what measures will be put in place.

To request an accommodation or protective measure, complainants should contact the Title IX Coordinator. If a respondent feels that he or she needs interim measures or accommodations, please contact the Title IX Coordinator.

The College will maintain as confidential any interim actions or protective measures provided to an individual who believes they have experienced sexual misconduct, to the extent that maintaining such confidentiality would not impair the ability of the College to provide the accommodations or protective measures. The College will only disclose information necessary to provide the accommodations or protective measures in a timely manner to individuals who need to know the information in order to effectively provide the accommodations or protective measures. The Title IX Coordinator will determine what information about a complainant should be disclosed and to whom this information will be disclosed based on the facts and circumstances of the specific situation and the accommodation to be provided. The College will inform the complainant before sharing personally identifying information that the College believes is necessary to provide an accommodation or protective measure. The College will tell the complainant which information will be shared, with whom it will be shared, and why.

Additional services are available on campus and/or in the community, as described in the Resources section at the end of this policy and on the College’s website.

Any concern about a violation of an interim measure should be reported to the Title IX Coordinator.

Advisors

The complainant and the respondent in complaint resolution proceedings have the right to be assisted by an advisor of their choice, including an attorney.

Guidelines related to the use of advisors:

- The purpose of the advisor is to support an individual during the complaint resolution process. An advisor is permitted to accompany the individual to in-person interviews or other meetings during the complaint resolution process. In selecting an advisor, each party should consider the potential advisor's availability to attend in-person interviews and meetings. As a general matter, the College will not unnecessarily delay its processes to accommodate the schedules of advisors.
- Advisors may confer with their advisee, but they may not actively participate in the complaint resolution process. The advisor may accompany the complainant or respondent to all meetings relating to the complaint resolution proceeding. The advisor may not appear in lieu of the complainant or respondent or speak on their behalf in either in-person or written communications to the College. The advisor may not communicate directly with the investigators, adjudicators, appeal officers, Title IX Coordinator, Deputy Title IX Coordinators, or any other school official involved in the complaint resolution process and may not interrupt or otherwise delay the complaint resolution process.
- Advisors may have access to information concerning a case only when accompanying the party (for in-person access to information) or only when the party has given permission for the advisor to be copied on emails or other correspondence (for access to written communications). An advisor's access to such information is subject to the same limitations as those placed upon the parties and conditioned upon the advisor's agreement to maintain the confidentiality of any student education records or other confidential information.
- The College will notify a party to a complaint resolution process if another party involved in the complaint resolution process has obtained an advisor. The notice will indicate if the other party's advisor is an attorney.
- Advisors will be required to sign an Advisor Agreement acknowledging receipt and understanding of these requirements. Failure to comply with these requirements, including violations of confidentiality, or other forms of interference with the complaint resolution process by the advisor may result in disqualification of an advisor. The College reserves the right to dismiss an advisor.

Non-Participation and Silence

Either party may decline, at any time, to provide information or participate further in the complaint resolution process. If, at any time during the complaint resolution process, a party decides not to participate, the College will proceed with the complaint resolution process and make a determination based upon the information available. A respondent's silence in response to a complainant's allegation will not necessarily be viewed as an admission of the allegation, but may leave the complainant's allegations undisputed. Similarly, a complainant's silence in response to a respondent's denials or defenses will not necessarily be viewed as an admission of the denials or defenses, but may leave the respondent's denials or defenses undisputed. Even if a party decides not to participate or chooses to stop participating at a phase of the process, the party will still be given the option to participate during additional phases of the process.

Conflicts

If a complainant or respondent has any concern that any individual acting for the College under this policy has a conflict of interest or bias, such concern should be reported to the Title IX Coordinator in writing within two days after receiving notice of the individual's involvement in the process. The Title IX Coordinator will review the concerns and take appropriate steps to ensure that no conflicts of interest exist on the part of anyone investigating or resolving a complaint under this policy. If the Title IX

Coordinator has a conflict of interest with respect to a complaint, the College's Vice President of Student Affairs/Deputy Title IX Coordinator will appoint an alternate person to handle the complaint at issue.

Time Frames for Resolution

The College is committed to the prompt and equitable resolution of allegations of sexual misconduct. The College will strive to conclude the response and resolution process within 60 days of receiving a complaint. Specific time frames for each phase of the complaint resolution process are set forth below. Generally, the College will strive to complete the investigation within 30 days and the adjudication within 30 days.

Circumstances may arise that require the extension of time frames based on the complexity of the allegations, the number of witnesses involved, the availability of the parties involved, the effect of a concurrent criminal investigation, any intervening school break, vacation, or other unforeseen circumstance. In addition, temporary extensions to the timing requirements may be necessary due to factors such as a witness being absent from campus or involvement of law enforcement gathering evidence. If a criminal complaint has been filed, the College's procedures, including any investigation, may be temporarily delayed to allow law enforcement to gather evidence. Such delay may only occur at the request of law enforcement and will not be any longer than necessary for law enforcement to complete the gathering of evidence. This process typically takes 7-10 days. While the College may temporarily delay its process while law enforcement gathers evidence, the College will not wait for the conclusion of a criminal investigation or criminal proceeding to begin its own investigation.

In the event that the investigation and resolution exceed the 60-day timeframe or to the extent additional time is needed during any of the phases of the process discussed below, the College will notify all parties of the reason for the delay and the expected adjustment in time frames. Efforts will be made to complete the process in a timely manner balancing principles of thoroughness, fundamental fairness and promptness.

Complainants are encouraged to begin the complaint resolution process as soon as possible following an alleged incident. If a complaint is brought forward more than five (5) years after an alleged incident, the College, in its discretion, may decline to process a complaint under these procedures, but reserves the right to take other administrative action as appropriate depending on the specific circumstances of the complaint. If at least one party involved in the complaint is still a member of the College community as a student or employee, the complaint generally will be processed under these procedures.

Reservation of Flexibility

The procedures set forth in this section reflect the College's desire to respond to complaints in good faith and in a manner that promotes fairness to all parties. The College recognizes that each case is unique and that circumstances may arise which require that it reserve some flexibility in responding to the particular circumstances of the matter. Where it is not possible or practical to follow this procedure, the College reserves the right to modify the procedure or to take other administrative action as appropriate under the circumstances.

XI. PROCEDURES FOR SEXUAL MISCONDUCT COMPLAINT RESOLUTION

A formal complaint initiates the complaint resolution procedure below. Generally, complaints are filed by individuals who believe that their rights under this policy have been violated. In addition, the College reserves the right to move forward with a complaint resolution procedure to protect the safety, integrity and welfare of the community as a whole, even if the victim chooses not to make or move forward with a

complaint. Generally, the Title IX Coordinator will make a determination of whether the College will move forward with a complaint resolution procedure in the absence of a complaint filed by the victim. If the College decides that it has an obligation to move forward with a complaint process, it will notify the victim before proceeding. Complaints of sexual misconduct should be made to the Title IX Coordinator or a Title IX Deputy Coordinator:

- Title IX Coordinator: Dave Bauman, Title IX Coordinator, Human Resources: 218-723-6179, dbauman@css.edu
- Title IX Deputy – Athletics: Stacy Deadrick (218)-723-6299, 1200 Kenwood Ave, Duluth, MN 55811, sdeadric@css.edu
- Title IX Deputy – Student Affairs: Steve Lyons (218)-723-6167, 1200 Kenwood Ave, Duluth, MN 55811, slyons@css.edu
- Title IX Deputy – Academic Affairs: Jeri Collier (218)-723-6064, 1200 Kenwood Ave, Duluth, MN 55811, jcollier@css.edu
- Title IX Deputy – Extended Sites: Amy Grimm (651)-403-8627 340 Cedar St. #50, St. Paul, MN 55101, agrimm@css.edu

When the College receives a complaint, the Title IX Coordinator or the Title IX Coordinator's designee(s) will conduct an initial assessment to determine whether the alleged conduct falls under the scope of this policy and determine the alleged policy violations to be investigated. The Title IX Coordinator or the Title IX Coordinator's designee(s) may refer the matter to other disciplinary procedures if the alleged behavior does not fall within the policy or the alleged behavior applies to another disciplinary procedure. The parties will be notified of that determination and the complainant will be informed of other procedures for resolving the complaint and of other resources that may be available to the complainant.

Informal Resolution

When the complainant chooses to move forward with the complaint resolution process, the complainant has the option to proceed informally, when permissible. In cases involving sexual assault, informal resolutions are not appropriate and are never permissible.

If an informal resolution is pursued, the Title IX Coordinator (or the Title IX Coordinator's designee) will attempt to facilitate a resolution that is agreeable to the complainant and the respondent. Under the informal process, the College will only conduct such fact-finding as is useful to resolve the conflict and as is necessary to protect the interests of the parties, the College, and the College community. The College will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the complainant's access to the educational and extracurricular activities of the College. Examples of potential remedies are provided in the "Interim Actions" section of the policy. The recommended resolution may also include other institutional responses or requirements imposed on the respondent. Any informal resolution must adequately address the concerns of the complainant, as well as the rights of the respondent and the overall intent of the College to stop, remedy, and prevent policy violations.

The College will not compel a complainant or respondent to engage in mediation, to directly confront the other party, or to participate in any particular form of informal resolution. Mediation, even if voluntary, may not be used in cases involving sexual assault. Participation in informal resolution is voluntary, and the complainant and respondent have the option to discontinue the informal process at any time and request a formal investigation. The College also always has the discretion to discontinue the informal process and move forward with a formal investigation. If at any point during the informal resolution

process, the complainant or respondent or the College wishes to cease the informal resolution process and to proceed through the formal resolution process, the informal resolution process will stop and the formal resolution process outlined below will be invoked.

If the parties to the complaint agree in writing to the terms and conditions of a recommended resolution within five (5) calendar days of the Title IX Coordinator presenting the recommended resolution to the parties, the case will be resolved without further process under this procedure. If all parties to the complaint do not agree in writing to the terms and conditions of the recommended resolution within five (5) calendar days of the Title IX Coordinator presenting the recommended resolution to the parties, the complaint will be referred to the Formal Resolution process. If the complaint is referred to the Formal Resolution process, the time spent attempting to reach an informal resolution generally will not be counted as part of the 60-day time frame discussed in the “Time Frames for Resolution” section above.

Formal Resolution

A. Investigation Procedure

The College will appoint one or two investigators to conduct a prompt, thorough, fair, and impartial investigation. The scope of the investigation will vary, depending on the circumstances of the reported conduct. The investigation will typically involve interviews of the complainant and respondent and may also involve questioning of other witnesses and/or review of other information. Interviews may be audio-recorded. The complainant and respondent will have an opportunity to advise the investigator of any witnesses they believe should be interviewed, and/or other evidence that they believe should be reviewed by the investigator(s). The investigator, in his or her discretion, may decline to interview witnesses suggested by the parties and may interview witnesses who were not suggested by either party. Generally, the investigator(s) will not include character/general reputation evidence in the investigation. The parties may decide when or when not to repeat a description of the alleged misconduct and have the right to decline to participate in the investigation and complaint resolution procedure.

The parties will be informed of a close of evidence date, after which the parties will not be permitted to submit new or additional evidence, unless the investigator(s) determines otherwise.

The College will strive to complete the investigation process within 30 days of the filing of the complaint, but in some cases more time may be required based on the circumstances. See the Time Frames for Resolution section above.

Upon the conclusion of the investigation, the investigator(s) generally will compile a report with findings and compile an investigation file, which may consist of any information, documents, recordings, or other evidence that is provided to the adjudicator. At the investigator(s)' discretion, such information may include, as applicable: any written complaint, recordings of complainant, respondent, and witness interviews, any other evidence obtained during the investigation, and the investigator's summary of the investigation. The investigation file will be forwarded to the Title IX Coordinator. The Title IX Coordinator or the Title IX Coordinator's designee(s) will review the investigation file and has the discretion to ask the investigator(s) for clarification, additional investigation, and/or to have information removed or redacted from the investigation report.

B. Review of Investigation File in Cases Involving Sexual Assault, Dating Violence, Domestic Violence, and Stalking

For complaints involving allegations of sexual assault, dating violence, domestic violence or stalking, the investigation file will be made available for review by the complainant and respondent. Confidential

information in the investigation file that cannot be shared with the complainant, respondent or adjudicator may be redacted from the file in accordance with applicable law. The Title IX Coordinator or the Title IX Coordinator's designee(s) will provide a seven-day period for the complainant and respondent to have access to review the investigation file and prepare a response as discussed below to the investigation file, as discussed below. The parties' access to the investigation file generally will be provided during normal business hours in a designated on-campus location. The investigation file cannot be removed from that location, nor can copies be made or pictures taken of the file contents.

Both parties will have the opportunity to provide a written response. To do so, the party must submit an initial written statement, which may not exceed 2,000 words in length, to the Title IX Coordinator. The initial written statement may be used as an opportunity to clarify points in the report or identify information previously given to the investigator that is not included in the investigation report which the party believes should have been included. While the parties may be assisted by their advisors in preparation of the initial written statement, the initial written statement must be submitted by the party, must be the party's own statement, and may not be used to submit the statements of others on the party's behalf.

The parties will have an opportunity to review the initial written statement submitted by the other party and, if desired, may submit a rebuttal written statement not to exceed 1,500 words. The Title IX Coordinator or the Title IX Coordinator's designee(s) will provide a three-day period for the complainant and respondent to have access to review the other party's initial written statement and submit a rebuttal written statement. The parties' access to the initial written statement generally will be provided during normal business hours in a designated on-campus location. The initial written statement cannot be removed from that location, nor can copies be made or pictures taken of the contents. The rebuttal written statement may only be used to respond to arguments made in the other party's initial written statement. While the parties may be assisted by their advisors in preparation of the rebuttal written statement, the rebuttal written statement must be submitted by the party, must be the party's own statement, and may not be used to submit the statements of others on the party's behalf. The parties will have an opportunity to review the rebuttal written statement submitted by the other party.

The Title IX Coordinator or the Title IX Coordinator's designee(s) will provide a three day period for the complainant and respondent to have access to review the other party's rebuttal written statement. The parties' access to the rebuttal written statement generally will be provided during normal business hours in a designated on-campus location. The rebuttal written statement cannot be removed from that location, nor can copies be made or pictures taken of the contents.

The Title IX Coordinator or the Title IX Coordinator's designee(s) will review the initial written statements and rebuttal written statements. Based on the statements, the Title IX Coordinator or the Title IX Coordinator's designee(s) has the discretion to ask the investigator(s) for clarification, additional investigation, and/or to have information removed or redacted from the investigation report. In addition, the Title IX Coordinator or the Title IX Coordinator's designee(s) may remove or redact any portions of the parties' written statements that exceed the permitted scope or word limits of the statements as set forth above or that otherwise exceed the permitted scope of information that may be considered in the complaint resolution process (such as general character evidence or evidence relating to the complainant's prior sexual history).

C. Adjudication

Upon completion of the investigation, an adjudicator will be appointed by the College to adjudicate the complaint. Normally, only a single adjudicator will be appointed. However, the College reserves the right to appoint additional adjudicators to assist in making a determination in any given case. When the

respondent is a student, the adjudicator generally will be the Dean of Students. When the respondent is a faculty or staff member, the adjudicator generally will be the Vice President of Human Resources. When the respondent is a third party, the adjudicator generally will be the VP of Human Resources. However, the College reserves the right to appoint any trained adjudicator, regardless of whether the respondent is a student, faculty member, staff member, or third party.

The adjudicator will review the investigation file and any initial written statements and rebuttal written statements provided by the complainant and respondent after the parties' review of the investigation file, as applicable. The adjudicator may, in his or her discretion, request additional investigation by the investigator(s) or another appropriate individual, in which case, the complainant and respondent will be notified.

The adjudicator will use a "preponderance of evidence" standard to determine whether it is more likely than not that the respondent violated the policy and if so, what sanctions and remedies are warranted.

If the adjudicator determines that the respondent is responsible for a policy violation, he or she may, in his or her discretion, request information from the Title IX Coordinator regarding any previous violations of this policy by the respondent. If such information is shared with the adjudicator, the parties will be notified.

D. Sanctions and Remedies

The adjudicator will impose sanctions and/or remedies as necessary to end the misconduct, prevent its recurrence, and address its effects. Individuals who are found responsible under this policy may face the following sanctions as appropriate for students, employees, visitors, or others. Each of these sanctions may be imposed alone or in combination for a respondent found responsible for sexual misconduct, including for violations of the sexual assault, dating violence, domestic violence, or stalking provisions of this policy:

- Required assessment or education;
- Probation;
- Warnings;
- Loss of privileges;
- Fines;
- Restitution;
- Behavioral contracts;
- Community service hours;
- Campus housing suspension, ranging from two weeks to five years, with reinstatement requirements that could include behavioral contracts, required assessment or education, demonstrated rehabilitation, conditions upon the individual's presence on campus or at College events, or other required conditions;
- Campus housing expulsion;
- Temporary or permanent restricted access to areas of campus, and campus events, activities, organizations, or courses;
- Conditions upon presence on campus or at College events;
- No trespass or no contact orders;
- Removal or non-renewal of scholarships or honors;
- Suspension from the College, ranging from two weeks to five years, with reinstatement requirements that could include behavioral contracts, required assessment or education,

demonstrated rehabilitation, conditions upon the individual's presence on campus or at College events, or other required conditions;

- Expulsion from the College;
- Loss of salary or benefit such as sabbatical or research or travel funding;
- Suspension of promotion and salary increments, ranging from two weeks to five years, with reinstatement requirements that could include behavioral contracts, required assessment or education, demonstrated rehabilitation, conditions upon the individual's presence on campus or at College events, or other required conditions;
- Suspension or withdrawal of faculty privileges, ranging from two weeks to five years, with reinstatement requirements that could include behavioral contracts, required assessment or education, demonstrated rehabilitation, conditions upon the individual's presence on campus or at College events, or other required conditions;
- Transfer or change of job or responsibilities;
- Revocation of tenure;
- Demotion;
- Termination of employment;
- Inclusion in the respondent's education record or personnel file of a finding that the policy was violated.

When an investigation reveals that a campus organization (such as a student club, athletic team, campus academic department, staff/faculty committee) has committed or promoted behavior involving sexual misconduct, the organization may be sanctioned. Sanctions to the organization may include but are not limited to loss of funding and loss of recognition by the College, in addition to individual members of the organization who are determined responsible for a policy violation being subject to the sanctions listed above. All campus organizations/departments are responsible for the actions of its members when they are operating on behalf of the organization/department.

Remedies, accommodations, and protective measures for the complainant include implementing or extending remedial or protective measures, including, without limitation:

- A mutual or one-sided no contact order.
- Prohibiting an individual involved from being on College property.
- Prohibiting an individual involved from participating in College-sponsored events.
- Changing an individual's on-campus residency, dining, or transportation arrangements, or prohibiting an individual from residing in a College residence.
- Assistance in finding alternative housing.
- Changing an individual's student or employee status or job responsibilities.
- Changing an individual's work or class schedule.
- Providing academic accommodations or providing assistance with academic issues.
- Providing security escorts.
- Access to counseling and medical services.
- Making information about orders for protection and harassment restraining orders available to a complainant.
- Assistance identifying an advocate to help secure additional resources or assistance, including off-campus and community advocacy, support, and services.

Remedies designed to address the College community include increased monitoring, supervision, and/or security at locations or in connection with activities where the prohibited conduct occurred or is likely to reoccur and targeted or broad-based educational programming or training for relevant persons or groups.

Any concern about a violation of an imposed sanction should be reported to the Title IX Coordinator promptly.

E. Notice of Outcome

The complainant and respondent will receive a simultaneous written notice of the outcome of the complaint.

For complaints involving sexual assault, dating violence, domestic violence, or stalking: The written notice will include the determination of the adjudicator, any imposition of sanctions, and the rationales for the determination and sanctions including how the evidence was weighed, how the information supports the result, and the standard of evidence applied. The written notice will also include information about the procedures for appeal, as set forth below, and when the result becomes final. In addition, the written notice will include any other steps the College has taken to eliminate the conduct and prevent its recurrence and the complainant's written notice will include remedies offered or provided to the complainant.

For all other complaints of sexual misconduct: The written notice will include the determination of the adjudicator. The respondent's written notice will include any imposition of sanctions and the complainant's written notice will include any imposition of sanctions that directly relates to the complainant. The written notice will also include information about the procedures for appeal, as set forth below, and when the result becomes final. In addition, the written notice will include any other steps the College has taken to eliminate the conduct and prevent its recurrence and the complainant's written notice will include remedies offered or provided to the complainant.

The College will strive to complete the adjudication process and provide a notice of outcome within thirty days after completion of the investigation (including completion of any additional investigation conducted at the request of the adjudicator. In some cases, more time may be required.

The determination of the adjudicator may be appealed as provided below. In the event that no appeal is filed within the time periods prescribed below, the decision will be final.

XII. APPEAL OF DECISION

Either the complainant or the respondent may appeal the determination of the adjudicating body on one or more of the following bases:

- a procedural error occurred that substantially affected the outcome of the process;
- significant newly-discovered evidence that was not previously available to submit during the complaint resolution process may substantially affect the outcome of the process; however, intentional omission of factual information by the appealing party is not a ground for an appeal;
- the decision was arbitrary and capricious or violated academic freedom; or
- the sanction or other response by the College is substantially disproportionate to the findings.

A. Submitting an Appeal

A signed, written request for an appeal, not to exceed 2,000 words, must be submitted to the Title IX Coordinator within ten (10) days following the date that the notice of outcome was sent to the complainant and the respondent. Failure to file a timely appeal constitutes a waiver of any right to an appeal.

The Title IX Coordinator or the Title IX Coordinator's designee will review the appeal to determine whether the appeal states a permissible ground for appeal (as set forth above), such that the appeal will be considered.

The non-appealing party will be notified of the appeal and the alleged grounds for the appeal. The non-appealing party may, if desired, submit a written response to the appeal, not to exceed 2,000 words, to the Title IX Coordinator within seven (7) business days of receiving notice of the appeal.

The Title IX Coordinator or the Title IX Coordinator's designee(s) will review the appeal statement and any responsive appeal statement and may remove or redact any portions of the statements that exceed the permitted scope of the appeal or word limit or that otherwise exceed the scope of information that may be considered in the complaint resolution proceeding (such as general character/reputation evidence and evidence relating to the complainant's prior sexual history). The Title IX Coordinator or the Title IX Coordinator's designee(s) generally will compile an appeal file, which may consist of any information, documents, recordings, or other evidence that is provided to the appeal officer. Such information, may include, as applicable, the written appeal statement, the responsive appeal statement, the notice of outcome, the investigation file, the parties' initial written statements and rebuttal written statements, and any previously undiscovered evidence (if discovery of new evidence is a ground for appeal).

For complaints involving allegations of sexual assault, dating violence, domestic violence, or stalking, the appeal file will be made available for review by the complainant and respondent. The Title IX Coordinator or the Title IX Coordinator's designee(s) will provide a three-day period for the complainant and respondent to have access to review the appeal file and such access generally will be provided during normal business hours in a designated on-campus location. The appeal file cannot be removed from that location, nor can copies be made or pictures taken of the contents.

B. Consideration of Appeal

The Appeal Officers will be two (2) members of the CSS Title IX Team who have not been previously involved in the complaint process and do not have a conflict of interest in the case.

The Appeal Officers:

- Will *not* rehear the case, but will consider whether it is more likely than not that the above-listed grounds for appeal have been satisfied.
- Will review the appeal file.
- May choose to meet with the parties and consider other additional information, in their sole discretion. For complaints involving allegations of sexual assault, dating violence, domestic violence, or stalking, if the appeal officer meets with a party, the other party will have an opportunity to review any information provided to the appeal officer during or as a result of such a meeting.

If the Appeal Officers determine that the appealing party has demonstrated that it is more likely than not that one of the above grounds for appeal is satisfied, the matter will be remanded as determined by the Appeal Officers in consultation with the Title IX Coordinator. The Appeal Officers in consultation with the Title IX Coordinator will determine whether the matter should be remanded to the previous adjudicator or whether a new adjudicator should be appointed. If the grounds for appeal relate to the investigation, or warrant additional investigation, the Appeal Officers in consultation with the Title IX Coordinator will determine whether the matter should be remanded to the previous investigator(s) or whether a new investigator(s) should be appointed. Upon remand, the investigator(s) and adjudicator will utilize the same process as required for all adjudications under this policy.

If there is not adequate reason to believe that one or more grounds for appeal have been satisfied, the Appeal Officers may dismiss the appeal. This decision is final and is not appealable.

The College will strive to issue a written decision stating the Appeal Officers' findings and the final disposition of the appeal within 14 days following the Appeal Officer's receipt of the appeal file from the Title IX Coordinator. In some cases, more time may be required. The decision will be sent to the complainant and the respondent at the same time. The Appeal Officers will also notify appropriate administrators, faculty and staff members of the outcome on a need-to-know basis.

XIII. RECORDS

The Title IX Coordinator or the Title IX Coordinator's designee(s) will maintain records of all incidents reported and all complaints made under this policy, as well as their outcomes in order to track patterns and systematic concerns. Affirmative findings of responsibility in matters resolved through the Complaint Resolution Process are part of a student's conduct record and an employee's personnel record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student's conduct record or an employee's personnel record.

XIV. NO RETALIATION

The College prohibits retaliation against any individual who makes a good faith report of a potential violation of this policy, who supports another person's report, or who acts as a witness in any investigation into a complaint. Any concerns of retaliation should be reported to the Title IX Coordinator. The College will take appropriate action against any individual who retaliates against another person in violation of this policy. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Complaints of Retaliation, Violation of Interim Measures, and Violation of Sanctions

Any complaint relating to retaliation in violation of this policy, violations of interim measures, or violations of sanctions should be reported promptly to the Title IX Coordinator. The College will take appropriate action against any individual who retaliates against another person in violation of this policy or who violates interim measures or sanctions.

When the College receives a complaint of retaliation or of violations of interim measures or sanctions, the Title IX Coordinator may exercise discretion to determine an appropriate responsive process based on the facts and circumstances. At the Title IX Coordinator or the Title IX Coordinator's designee(s)' discretion, options for resolution include but are not limited to informal discussions and resolution facilitated by the Title IX Coordinator or the Title IX Coordinator's designee(s) or assignment of a member(s) of the CSS Title IX Team to investigate the complaint and determine an appropriate response. This process will be separate and distinct from the Complaint Procedure outlined above for addressing sexual misconduct complaints. The Title IX Coordinator or the Title IX Coordinator's designee(s) will document the complaint received, the process used, and the outcome. Sanctions imposed for retaliation, violation of interim measures, and violation of sanctions may include all the possible sanctions listed above in the Sanctions and Remedies section, including expulsion from the College and termination of employment. The College will notify the parties of the outcome of the complaint. Any party with concerns about the process or outcome should consult with the Title IX Coordinator.

XV. ALTERNATIVE PROCEDURES

Nothing in this policy is intended to interfere with the right of any individual to pursue other avenues of recourse, which may include filing a complaint with the United States Department of Education's Office for Civil Rights (OCR).

The OCR office for institutions located in Minnesota is:

U.S. Department of Education
Office for Civil Rights
Citigroup Center
500 W. Madison Street, Suite 1475
Chicago IL 60661-4544
Tel: 312.730.1560
TDD: 877.521.2172
Email: OCR.Chicago@ed.gov

XVI. RESOURCES

What To Do If You Experience Sexual Violence

- Get to a safe place.
- Call 911 if in immediate danger, if you are injured, or the community is in possible danger.
- Call Campus Security if the community is in possible danger and/or you have called 911.
- Consider securing immediate professional support on or off campus to assist you in this crisis.
- Seek a medical evaluation for personal wellness/testing and possible evidence collection, even if you are uncertain you want to press charges or pursue legal action.
- Take steps to preserve evidence, which may be necessary to the proof of criminal sexual violence or in obtaining a protection order. It is very important to preserve evidence. You may not know right now whether you will contact the police. But in case you later decide to, the evidence available immediately after the assault is crucial. To preserve evidence, follow these recommendations: Prior to seeking medical attention, do not shower, bathe, wash your hands, brush your teeth, use the toilet or clean up in any way. Bring another set of clothes to the hospital since clothes will be collected as part of the evidence. If you have changed clothes, bring your soiled clothing with you for evidence collection.
- Even after the immediate crisis has passed, contact confidential on-campus and/or off-campus resources for emotional support, information, and/or advocacy.
- Report the conduct to the Title IX Coordinator at (218)-723-7032. The Title IX Coordinator can arrange for interim actions and accommodations, including no contact orders. Note that the Title IX Coordinator is not a confidential resource.

Contact information for local law enforcement at College locations and Victim Services Legal Information and Assistance

| Location | Law Enforcement Offices | Phone Number | Address | Link to Other Resources and Support |
|-------------------------|--|---|---|---|
| Mesa, AZ | <u>Mesa Police Department</u> | <u>480- 800-9323</u> | 130 N Robson, Mesa, AZ. | <u>Click here for Victim Services and Legal Information Assistance</u> |
| | <u>Maricopa County Sheriff's Department</u> | <u>602- 876-1853</u> | 550 west Jackson, Phoenix, AZ | |
| Phoenix, AZ | <u>Phoenix Police Department</u> | 602-262-7626 | 620 W Washington St, Phoenix, AZ. | <u>Click here for Victim Services and Legal Information Assistance.</u> |
| | <u>Maricopa County Sheriff's Department</u> | <u>602- 876-1853</u> | 550 west Jackson, Phoenix, AZ | |
| Austin, MN | <u>Austin Police Department</u> | 507-437-9400 | 201 1 st Street NE Suite 2 Austin, MN. | <u>Click here for Victim Services and Legal Information Assistance.</u> |
| | <u>Mower County Sheriff's Department</u> | 507-437-9400 | 1 st floor, 201 1 st Street NE Suite 3, Austin, MN. | |
| Brainerd, MN | <u>Brainerd Police Department</u> | 218-829-2805 | 225 E River Rd, Brainerd, MN. | <u>Click here for Victim Services and Legal Information Assistance.</u> |
| | <u>Crow Wing County Sheriff's Department</u> | <u>218- 829-4749</u> | 304 Laurel St Brainerd, MN | |
| Cloquet, MN | <u>Cloquet Police Department</u> | <u>218- 879-1240</u> | 508 Cloquet Ave Cloquet, MN. | <u>Click here for Victim Services and Legal Information Assistance.</u> |
| | <u>Carlton County Sheriff's Department</u> | <u>218- 384-3236</u> | 317 Walnut Ave Carlton, MN | |
| Duluth, MN | <u>Duluth Police Department</u> | 218-730-5070 | 2030 North Arlington Avenue Duluth, MN. | <u>Click here for Victim Services and Legal Information Assistance.</u> |
| | <u>St. Louis County Sheriff's Department</u> | 218-726-2096 | 320 W 2 nd Street Duluth, MN. | |
| Fond Du Lac | <u>Fond Du Lac Police</u> | 920-322-3700 | 126 N Main Street Fond Du Lac, WI | <u>Click Here for Victim Services and Legal Information Assistance.</u> |
| | <u>Fond Du Lac County Sheriff's Department</u> | 920-929-3390 | 180 S Macy Street Fond Du Lac, WI | |
| Grand Rapids, MN | <u>Grand Rapids Police Department</u> | <u>218- 326-3464</u> | 420 N Pokegama Ave, Grand Rapids, MN | <u>Click here for Victim Services and Legal Information Assistance.</u> |
| | <u>Itasca County Sheriff's Department</u> | <u>218-326-3477</u> | 440 NE 1 st Avenue Grand Rapids, MN | |

| | | | | |
|--------------------------------|---|-------------------------------|--|--|
| Hibbing, MN | Hibbing Police Department | 218- 263-3601 | 1810 12th Ave E Hibbing, MN | Click here for Victim Services and Legal Information Assistance. |
| | St. Louis County Sheriff's Department | 218-726-2096 | 320 W 2 nd Street Duluth, MN. | |
| Inver Grove Heights, MN | Inver Grove Heights Police Department | 651-450-2525 | 8150 Barbara Ave E Inver Grove Heights MN. | Click here for Victim Services and Legal Information Assistance. |
| | Dakota County Sheriff's Department | 651- 438-4700 | 580 Hwy 55 Hastings, MN. | |
| Rochester, MN | Rochester Police Department | 507-328-6800 | 101 4th Street SE Rochester, MN. | Click here for Victim Services and Legal Information Assistance. |
| | Olmsted County Sheriff's Department | 507- 328-6790 | 101 4th St SE Rochester, MN. | |
| St. Cloud, MN | St. Cloud Police Department | 320- 345-4444 | 101 11th Ave N, St Cloud, MN. | Click here for Victim Services and Legal Information Assistance. |
| | Stearns County Sheriff's Department | 320-259-3700 | 807 Courthouse Square St Cloud, MN. | |
| St. Paul, MN | St. Paul Police Department | 651-291-1111 | 367 Grove Street Saint Paul, MN. | Click here for Victim Services and Legal Information Assistance. |
| | Ramsey County Sheriff's Office | 651-266-9333 | 425 Grove St Saint Paul, MN. | |

[Reporting to Law Enforcement. General information on what steps to take and what to expect when reporting to law enforcement.](#)

[How do I report sexual assault?](#)

[Preserving Evidence.](#) You may not know right now whether you will contact the police. But in case you decide to, the evidence available immediately after the assault is crucial. To preserve evidence follow these recommendations:

- [Do not shower, bathe, wash your hands, brush your teeth, use the toilet or clean up in any way.](#)
- [Do not change or destroy clothing. Your clothes may be evidence.](#)
- [If the assault occurred in your home, do not rearrange or clean up anything. You could destroy evidence.](#)

[You have options for reporting sexual assault:](#)

- **[Call 911](#)**
- **[Contact the local police department.](#)** ([Find information on police departments in your location on the table above.](#))
- **[Visit a medical center.](#)** ([Find information on medical centers where you can find SANE/FNE/SAFE nurses that provide sexual assault care services and assistance to victims of rape and sexual assault 24 hours per day on the Health Care Section of this document.](#)) If you are being treated for injuries resulting from sexual assault, tell a medical professional that you wish to report the crime. You can also choose to have a sexual assault forensic exam. In Minnesota you can complete the evidence collection

process even if you are unsure about reporting the incident to law enforcement. The county is obligated to pay for all evidence collection in a sexual assault evidence exam.

Who will I talk to?

- In most areas, there are specific law enforcement officers who are trained to interact with survivors of sexual assault. The number provided for the Police Department's in the different college campus locations connects you directly with one of those officers.

What should I expect?

- **You should have privacy.** When you discuss what happened to you with law enforcement, it should happen in quiet area away from others. If you feel that the situation is too public, ask to be relocated to a more private space.
- **It may take a while.** When you first report, the process may take a few hours. This is normal. Additional interviews with law enforcement may last a while as well, and they may occur over an extended period of time.
- **You can take a break.** If you need water, a snack, or just a minute to breathe, you can ask for a break. Law enforcement should accommodate these requests.
- **You can go up the chain.** If you feel that your complaint isn't being taken seriously or if you feel uncomfortable, you can ask to speak to a supervisor or the next-highest ranking officer.
- **Some questions may feel uncomfortable.** Because of the nature of sexual assault, some questions can feel uncomfortable or intrusive. Use whatever terms or phrases make you most comfortable. It can help to remember that law enforcement officers are professionals, just like doctors and teachers, and are prepared to listen to what happened.
- **You may hear the same question more than once.** Law enforcement may ask the same questions several times or several different ways. It's not because they don't trust you—after a trauma it can be difficult to describe the details. Repeating a question or asking in a different way may prompt you to remember something you forgot the first time.
- **You can have support.** It can be helpful and comforting to have support when communicating with law enforcement.
- **Someone you trust.** If you want a family member, friend, or partner to be present, you can have that too. **Be aware that family or friends who are present when you speak with law enforcement may be called as witnesses** if the case goes to trial. If the officer asks to speak with you privately, understand it's likely to help you feel comfortable disclosing information that may feel private or sensitive. You can refuse this request.

What should I know about Law Enforcement's Process?

You may be asked to speak with law enforcement several times throughout an investigation. These are the goals behind law enforcement's process:

- **Proving lack of consent is a priority.** The majority of sexual assaults are committed by someone known to the victim. Because of this, the difficulty in prosecuting is rarely about identifying a suspect—it's about proving a lack of consent.
- **They've been trained on the impact of trauma.** Law enforcement officers are trained not to label a false report based on an initial interview, a victim's response to the trauma, a statement that was taken back or recanted, or refusal to press charges. They understand that trauma can affect how a victim behaves, and may schedule follow-up interviews to

help break up the process and confirm details. Furthermore, they know that perpetrators sometimes target a person who they think will be an “unreliable witness.”

- **They are trying to counter the defense.** Law enforcement officers are trained to anticipate common defenses used by perpetrators in sexual assault cases. According to the International Association of Chiefs of Police (IACP), “the following are four common sexual assault defenses and strategies to counter these defenses in the written case.”
 - Denial: Collect and document evidence to establish that (nonconsensual) sexual contact did occur.
 - Identity: Collect and preserve DNA samples from the victim and suspect, and other physical evidence from the crime scene(s); document witness statements.
 - Consent: Document fear, force, threat, coercion and/or inability to consent.
 - Impeachment by Contradiction: Document any changes in victim/witness statements, especially as additional details are recalled following the initial trauma/shock of the assault.”

What goes into the Report?

When law enforcement files a report, it includes the case tracking number and a written narrative based on the interview(s) with the victim. Some aspects of the report will include:

- **Description of the assault:** details about what occurred; sensory experiences, such as what the victim saw, smelled, tasted, heard or felt during the assault; the victim’s exact words or phrases, quoted directly; details of voluntary alcohol or drug use that demonstrate why this is an issue of increased vulnerability rather than culpability.
- **Indication of force:** coercion, threats, and/or force and the victim’s response during and after; signs of fear including fight, flight, or freeze reactions from the victim.
- **Lack of consent:** what “no” looked or felt like for the individual victim— noting that silence is not consent and “no” or resistance is communicated through more than just words; any details that show how a consensual encounter turned nonconsensual.
- **Signs of premeditation:** any interactions that might indicate premeditation or grooming behavior by the perpetrator.
- **Timeline and victim response:** a timeline to show trauma behavior in context of previous behavior, such as weight loss or gain, changes in routine; documentation of the victim’s condition as observed.

On-Campus Places to Report Sexual Misconduct

Victim/Survivors have multiple reporting options, on this link you will find a [Title IX Reporting Comparison Chart](#) with FAQs and each reporting process. If you are unsure about reporting or the implications of the different lines of reporting, we recommend talking to a member of the [GEVA \(Gender Equality and Anti-Violence Allies\) Team](#) by calling 218-216-4779 (24 hours/day). GEVAs will clarify your options, provide information and support resources.

Online Reporting Forms

- [Confidential Reporting Form](#): This form is to be completed by staff who are confidential reporters (CSS Counselors, CSS Health Service, CSS Student Support Services) within 24 hours following the disclosure of sexual or gender based misconduct. It is intended to accurately reflect statistics of sexual violence while keeping anonymity and confidential resource for the victim/survivor.
- [CSS No Name Report – Students/Visitors](#): This form is intended to be an opportunity for students, visitors, and other non-mandated (not staff/faculty) to report incidences of sexual and gender based violence at CSS or regarding CSS Students

- [CSS No Name Report – Faculty Staff](#): This form is to be completed by staff or faculty who are quasi-confidential reporters within 24 hours following the disclosure or witnessing of sexual or gender based misconduct/violence
- [CSS Formal Report](#): This form can be completed by a student who is wishing to make a CSS Formal Report for Investigation. Students who have experienced violence and are wanting to make a CSS Formal Report can make this report at any time.

Report to Title IX Coordinators Directly

- Dave Bauman, Title IX Coordinator, Human Resources: 218-723-6179, dbauman@css.edu
- Steve Lyons, Deputy Title IX, Vice President of Student Affairs: 218-723-6167, slyons@css.edu, office in Tower 2145
- Stacy Deadrick, Deputy Title IX, Athletics :218-723-6299, , sdeadric@css.edu, office in Burns Wellness Center 258
- Jeri Collier, Deputy Title IX, Faculty and Staff 218-723-6064, jcollier@css.edu, office in Tower 1123C
- Amy Grimm, Deputy Title IX, Extended Sites, 651-403-8627, agrimm@css.edu, office in St. Paul Room 112

Report to Police of Campus Security – Dial 911 to contact the police and start the reporting process or dial 218-723-6175 to reach CSS Campus Security.

On-Campus Confidential Resources and Support.

For absolute confidentiality (Communication with legal privilege, therefore, information cannot be legally disclosed to another person without the reporter’s consent, except under very limited circumstances such as allegations involving the physical or sexual abuse of a minor or vulnerable adult or an imminent threat to the life of any person.) contact:

- [CSS Counseling Services](#) (absolute confidentiality) – Located in Tower 2150, main phone number: 218-723-6085, click on the link for a [Confidential Contact Form](#).
- [CSS Student Health Services](#) – Located in Somers Hall, Room 47, Ground Floor, and main phone number: 218-723-6282, studenthealthservice@css.edu.

For semi-confidentiality (Communications where there is no legal privilege, therefore, general information such as, nature, date, time and general location of the incident must be reported. However, Victim/survivor’s private, personally identifiable information is not required to be shared unless there is a cause for fear for the safety of a campus community member of others.) contact:

- [GEVA Team](#) – Call 218-216-4779 (on call 24 hours/day).
- Dave Bauman, Title IX Coordinator, Human Resources: 218-723-6179, dbauman@css.edu
- Steve Lyons, Deputy Title IX, Vice President of Student Affairs: 218-723-6167, slyons@css.edu, office in Tower 2145
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Court Contact Information for Harassment Restraining Orders and Orders for Protection

| Location | Court Information | Phone Number | Address |
|----------|--------------------------------------|--|--|
| Mesa, AZ | Mesa Municipal Court | 480- 644-2255 | 250 E 1 st Avenue Mesa, AZ. |

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|--------------------------------|---|--|---|
| Phoenix, AZ | Phoenix Municipal Court | 602-262-6421 | 300 W Washington St, Phoenix, AZ. |
| Austin, MN | Mower County Court | 507-437-9465 507-437-6680 | 201 2 nd Avenue NE, Suite 3 Austin, MN. |
| Brainerd, MN | Crow Wing County's District Court | 218-824-1310 | 326 Laurel Street Brainerd, MN. |
| Cloquet, MN | Carlton County Courthouse | 218-384-9578 | 301 Walnut Street Carlton, MN. |
| Duluth, MN | Duluth Police Department | 218-726-2460 800-540-9777 ext.2460 | 100 N 5th Avenue West, Duluth, MN. |
| Fond Du Lac | Fond Du Lac County Courts Department | 920-929-3038 920-929-3933 | 160 S Macy Street Fond Du Lac, WI |
| Grand Rapids, MN | Itasca County District Court | 218- 327-2870 | 123 4 th Street NE Grand Rapids, MN |
| Hibbing, MN | Hibbing Courthouse | 218- 262-0105 | 1810 12th Ave E, Hibbing, MN |
| Inver Grove Heights, MN | Dakota County Judicial Center | 651-438-8100 | 1560 Highway 55 Hastings, MN |
| Rochester, MN | Olmsted County District Court | 507-206-2400 | 151 4th Street SE Rochester, MN. |
| St. Cloud, MN | Stearns County Court | 320- 656-3620 | 725 Courthouse Square St. Cloud, MN. |
| St. Paul, MN | St. Paul Juvenile and Family Justice Center | 651-266-5130 | 25W 7 th Street #B122 St. Paul, MN |

- [Form Packet for Filing for an Order of Protection in Minnesota](#)
- [Form Packet for Filing for a Harassment Restraining Order in Minnesota](#)
- [Form for Filing an Order of Protection or a Harassment Restraining Order in Arizona](#)
- In 1983 the Minnesota Legislature passed the Minnesota Crime Victim Bill of Rights. An advocate from a rape crisis center, helpline or advocacy program in your community can assist you in exercising these rights.
- **You have the RIGHT to be notified of:**
 - Plea agreements
 - Changes in court schedules, date, time and place of plea hearings and sentencing Release of offender from prison/institution
 - Victim rights
- **You have the RIGHT to participate in prosecution:**
 - Right to inform court of impact of crime at the time of sentencing
 - Right to have input in pre-trial diversion program
 - Right to object to plea bargain

- Right to request a speedy trial
 - Right to bring a supportive person to all hearings
 - Right to attend plea hearing
 - Right to attend sentencing
 - Right to give written objections to sentence
- **You have the RIGHT to protection from harm:**
 - Threatening or tampering with a witness is against Minnesota law
 - Witnesses do not have to give their addresses in court
 - Victims have the right to a secure waiting room during court
 - Employers may not discipline or dismiss victims or witnesses who are called to testify in court
 - You have the RIGHT to apply for financial assistance: Victims may be eligible for financial assistance from the state or from the offender, if they have suffered economic loss. - See more at: <http://www.mncasa.org/what-to-do-if-assaulted#sthash.iPYge5VJ.dpuf>

Health Care Options

Sexual Assault Nurse Examiners (SANEs), Forensic Nurse Examiners (FNEs), or Sexual Assault Forensic Examiners (SAFEs) perform a special exam and collect evidence in a Sexual Assault Kit (SAK). There is no charge for the SAK exam.

You can have a SAK exam within 120 hours after the rape or sexual assault. The purpose of the SAK exam is to collect forensic evidence, receive preventative health care, and see if you have any physical injuries that need tending. The exam will take place at the sexual assault exam site, in a confidential room with trained staff and volunteers. During the exam, the SAK will collect evidence such as your clothing, DNA swabs, etc. Prior to the exam, preserve all evidence and do not shower, bathe, change clothes, douche, brush teeth, drink or eat, or throw away any clothing until police or medical personnel say it is okay. If you have done any of the above, it is still possible to do an exam, but it is not as effective. So if possible, please try to avoid any of these actions. [Completing a SAK exam does not require you to file a police report. But, it does help preserve evidence in case you decide to file a police report at a later date.](#)

For more information on the SAK exam please visit the following links: [Rape Help MN](#) and [Sexual Assault Kit Testing: What Victims Needs to Know.](#)

SANE/FNE/SAFE nurses provide sexual assault care services and assistance to victims of rape and sexual assault 24 hours per day and are available at the following hospitals. If a SANE/FNE/SAFE nurse is not available an emergency room nurse or physician should be able to perform the sexual assault evidence collection and documentation.

SANE/FNE/SAFE Nurses are Available at the Following Hospitals:

| Location | Court Information | Phone Number | Address |
|--------------|--|-------------------------------|--|
| Mesa, AZ | Mesa Family Advocacy Center | 480- 644-4075 | 130 N. Robson Mesa, AZ |
| Phoenix, AZ | Phoenix Family Advocacy Center | 602-534-2120 | 2120 N Central Ave 250, Phoenix, AZ |
| Austin, MN | Austin Medical Center | 507-433-7351 888-609-4065 | 1000 First Drive NW, Austin, MN |
| Brainerd, MN | Essentia Health- St. Joseph’s Medical Center | 218-829-2861 | 523 N 3rd St, Brainerd, MN. |

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|--------------------------------|--|-------------------------------|---|
| Cloquet, MN | Community Memorial Hospital | 218-879-4641 | 512 Skyline Blvd Cloquet, MN |
| Duluth, MN | St. Luke's Hospital | 218- 249-5555 | 915 E 1st St Duluth, MN |
| | Essentia Health Duluth Clinic | 218-786-4000 | 400 E 3 rd Street Duluth, MN |
| Fond Du Lac | Fond Du Lac County Courts Department | 920-929-3038 920-929-3933 | 160 S Macy Street Fond Du Lac, WI |
| Grand Rapids, MN | Grand Itasca Hospital | 218-326-3401 | 1601 Golf Course Road Grand Rapids, MN |
| | Essentia Health Deer River | 218-246-2900 | 115 10th Ave NE Deer River, MN |
| | Bigfork Valley Hospital | 218-743-3177 | 258 Pine Tree Dr, Bigfork, MN |
| Hibbing, MN | Fairview Range Medical Center | 218- 262-4881 | 750 E 34th St, Hibbing, MN |
| Inver Grove Heights, MN | 360 Communities | 651-244-9823 | 501 Hwy 13 Suite 102 Burnsville, MN |
| | Regions Hospital | 651-254-1611 | 640 Jackson Street St. Paul, MN 55101 |
| Rochester, MN | St. Mary's Hospital | 507-255-4000 | 1216 2 nd Street SW Rochester, MN. |
| St. Cloud, MN | St. Cloud Hospital | 320- 251-2700 | 1406 6th Ave N St Cloud, MN |
| | Sauk Center Hospital | 320—352-2221 | 425 Elm St N Sauk Centre, MN |
| | Paynesville Hospital | 320-243-3767 | 200 W 1st St Paynesville, MN |
| | Monticello Hospital | 763-295-2945 | 1013 Hart Blvd Monticello, MN |
| St. Paul, MN | Regions Hospital St. Paul | 651-254-3456 | 640 Jackson St St Paul, MN |
| | St. Joseph's Hospital St. Paul | 651-232-3000 | 45 W 10th St St Paul, MN |
| | United Hospital, St. Paul | 651-241-8000 | 333 Smith Ave N St Paul, MN |
| | Children's Hospital, St. Paul | 651-220-6000 | 345 Smith Ave N St Paul, MN |

Visa and Immigration Assistance

- International Student Programs Office: Alison Champeaux, 218-723-7016, achampeaux@css.edu
- USCIS Application Support Center, Federal Building, 515 West First Street Suite 208, Duluth, MN
- [Immigrant Law Center of Minnesota \(ILCM\)](#) 1-800-223-1368, 450 North Syndicate, Ste. 175, St. Paul, MN 55104
- [Legal Aid Society of Minneapolis](#), 612-332-1441, 430 1st Avenue N., Suite 300, Minneapolis MN.
- [International Institute of Minnesota](#), 651-647-0191 Ext. 307, 1694 Como Ave. St. Paul, MN.
- [Lutheran Social Service of Minnesota](#) 612-879-5260, 2400 Park Avenue Minneapolis, MN.

- [Mid-Minnesota Legal Aid](#), (320) 253-0121, 830 W. St. Germain St, Suite 300, PO Box 886, St. Cloud, MN.
- [Arizona Legal Women and Youth Services](#), (602) 248-7055, 24 W. Camelback Road, #A335, Phoenix, AZ.
- [Catholic Charities Community Services of Phoenix](#), (602) 749-4415, 1825 W. Northern Ave, Phoenix, AZ.

Student Financial Aid

The [Financial Aid Office](#) is a part of the OneStop Student Services. Please call (218) 723-6570 or (877) 287-8716, email at onestop@css.edu or visit OneStop office located in the Duluth campus, Tower Hall office 1130.