

Written Notification

This notification explains the rights, options, and resources for those involved in a sexual assault, domestic violence, dating violence, and/or stalking incident.

Written Notification

If you or someone you know has experienced dating violence, domestic violence, sexual assault, and/or stalking, Adelphi University is here to help. You have the right to live, learn, and/or work in a safe and welcoming environment. Violence is unacceptable, and University policy prohibits acts of violence including (but not limited to) sexual assault, domestic violence, dating violence, and stalking. This document outlines steps to take depending on what services you want or need.

Unsure of where to start?

You may want more information or to talk to someone confidentially as you decide what you would like to do moving forward. You can access crisis counseling, information, and support by connecting with the resources listed below

First Steps: Things to Consider

Are you in Danger?

If yes, Call 911

Adelphi University Department of Public Safety can also provide support. You can contact the Department of Public Safety and Transportation immediately by dialing "5" or ext. 3507 or 3511 from any in-house telephone, utilize any blue light emergency call box, pick up any red phone, contact any public safety officer, or respond to the public safety command center located in Levermore Hall. To contact Public Safety via a cell phone, please call 516.877.3511. If off campus, the local Garden City Police Department is located at 349 Stewart Ave, Garden City, NY, 11530; Telephone: 516.465.4100 or for emergencies call 911.

If at one of the Adelphi Centers, one should:

New York City – Brooklyn: Located at 179 Livingston Street, Brooklyn 11201; Call 718.489.2100 or 718.489.2105 or contact the SFC Security Guard located in the Lobby at the SFC Campus Security desk. Located at 133 Remsen Street, Brooklyn NY 11201; Call 718.522.2300 or contact the contract security officer located at the main entry to the building.

Off Campus, contact the New York City Police Department 84th Precinct located at 301 Gold Street, Brooklyn, NY, 11201; Telephone: 718.875.6811 or for emergencies call 911.

Hudson Valley Center: Located at Saint Francis Medical Arts Pavilion, 241 North Road, Poughkeepsie, NY, 12601
Call 845.471.3348 or contact the contract officer at the main entry to the Adelphi area located on the fourth floor.

Off Campus, contact the local Police Department, Town of Poughkeepsie located at 19 Tucker Drive, Poughkeepsie, NY, 12601; Telephone: 845.485.3666 or for emergencies call 911.

Hauppauge Center: Located at 150 Motor Parkway, Hauppauge, NY, 11788

Call 631.300.4367 or 516.237.8605 or contact the contract officer located at the entrance of the Adelphi area.

Off Campus, contact the Suffolk County Police Department 4th Precinct located 727 Veterans Memorial Highway, Smithtown, NY, 11787; Telephone: 631.854.8400 or for emergencies call 911.

Do you need medical attention?

You can receive medical attention at any medical facility; however, certain facilities have specially trained staff to help survivors of sexual assault. The following locations have sexual assault nurse examiners.

Cooperating Hospitals with a Sexual Assault Nurse Examiner (SANE):

Nassau University Medical Center*
2201 Hempstead Turnpike,
East Meadow, NY, 11554

North Shore University Hospital Northwell Health
300 Community Drive,
Manhasset, NY, 11030

*NUMC is preferred for incidents involving minors.

It is important to preserve evidence that may be useful in obtaining a protection order or in proceeding with a criminal investigation should you choose to do so. Completing a forensic exam does not require you to file a police report or report to the institution, although we encourage these reports if you are comfortable doing so.

Medical exams can also address other physical needs or trauma and assess for sexually transmitted infections or pregnancy. If possible, please do not bathe, douche, smoke, use the toilet or clean the location where the incident occurred. Save items you were wearing, sheets, or towels in a paper bag. Text messages, records of phone calls, emails, pictures, notes, and gifts can all be pertinent for a report of sexual assault, dating violence, domestic violence or stalking.

Your immediate and long-term safety is what is most important. The resources and options outlined below may be helpful as you decide what next steps are a good fit for you.

Emotional and Physical Impact

Emotions are to be expected.

Dating violence, domestic violence, sexual assault, and stalking are significant and can be traumatizing. Though each person's experience is unique, there are a wide range of emotions that may be felt over the days, weeks, months and even years following a traumatic experience. These reactions may change over time and it may be helpful to address them with the assistance of a trained counselor or therapist, victim/survivor advocate or even a trusted friend or family member.

Possible physical effects may include:

- Pain and soreness
- Injuries, Nausea
- Vomiting
- Headaches
- Panic attacks
- Sleep pattern disturbances
- Insomnia or sleeping more than usual
- Loss of appetite or change in eating habits (overeating or under-eating, etc.)

Possible psychological and/or emotional effects may include:

- Impaired memory
- Shock, Denial
- Irritability and anger
- Sadness and grief
- Social withdrawal
- Apathy (detachment, loss of caring)
- Hypervigilance (always on guard)
- Sleep disturbance (including nightmares)
- Flashbacks
- Difficulty concentrating
- Loss of trust in self or others
- Guilt, shame or embarrassment
- Thoughts of suicide or death
- Diminished interest in activities or sex
- Increased interest in sexual activity

Confidential Resources on Campus

Student* Counseling Center:

[Student Counseling Center Location Information](#)

Hours of Operation: Regular Semester Hours: Monday–Thursday: 9:00 a.m.–7:00 p.m.; Friday: 9:00 a.m.–5:00 p.m.; summer and winter break hours: Monday–Thursday: 9:00 a.m.–5:00 p.m. (Virtual or In-Person); Friday: 9:00 a.m.–5:00 p.m. (Virtual Only) p – 516.877.3646; e – scc@adelphi.edu

Counseling services are also available for students* at our learning hubs via telehealth. For assistance and to set up an appointment, contact the Student Counseling Center at 516.877.3646 or scc@adelphi.edu.

*Note: Employees have access to the University's EAP program, as needed, at the Main Campus and learning hubs.

Health Services Center: Waldo Hall First Floor

Hours of Operation: During the semester there is 24hr Coverage Monday through Thursday and Closes Friday at 8pm. Closed on Saturday and Sunday (for specific hours/days, please visit adelphi.edu/health/).

p – 516.877.6000; e – healthservicescenter@adelphi.edu
For more information: [Health Services Brochure](#)

There are no Health Services available at our learning hubs.

Interfaith Center: Pastoral** and Spiritual Support -

[Interfaith Center Location Information](#). University Center, 303

Hours of Operation: Monday–Friday: 8:30 a.m.–4:30 p.m.

p – 516.877.3113; e – auinterfaith@adelphi.edu

For more information: [Interfaith Center Brochure](#)

There are no Interfaith Services available at our learning hubs.

**The Pastoral and Spiritual Support – Faith Leaders at the Interfaith Center serve as confidential resources for individuals seeking guidance and support.

If You Need Medical Attention

On Campus Services

Adelphi University Health Services Center

Waldo Hall First Floor

p – 516.877.6000 / e – healthservicescenter@adelphi.edu

The center is under the direction of a nurse practitioner. Registered nurses or emergency medical technicians have 24 hours Coverage Monday through Thursday and Closes Friday at 8pm; and closed on Saturday and Sunday, when classes are in session during the fall and spring semesters. During the summer and semester breaks, view hours on the [AU Health Services Website](#). Our services are available to all registered students. In case of emergency, when the Health Services Center is closed, call the Department of Public Safety and Transportation by dialing "5" from any campus telephone, or by dialing 516.877.3511.

The Health Services Center offers many services including: Nurse practitioners trained in primary and urgent care; Routine gynecological care; Birth Control; Emergency Contraception; HPV testing (PrEP:Pre-Exposure Prophylaxis-HIV prevention option); STI Testing; Clearances for student-athletes; Emergency response to accidents or injuries on the Adelphi campus; Referrals to other healthcare professionals or community organizations for non-emergency concerns, as appropriate; Peer educators who provide programs of interest and need to the campus population; LGBT Health and Wellness Services; Registered dietitian for consultation by appointment; and more.

Visit adelphi.edu/health for more information about Adelphi University and the Health Services Center.

Off Campus Services

[Cooperating Hospitals with a Sexual Assault Nurse Examiner \(SANE\):](#)

Nassau University Medical Center*
2201 Hempstead Turnpike,
East Meadow, NY, 11554

North Shore University Hospital Northwell Health
300 Community Drive,
Manhasset, NY, 11030

*NUMC is preferred for incidents involving minors.

Adelphi University does not provide direct transportation to these hospitals. If the survivor is not taken by ambulance, Health Services or Public Safety can provide the survivor with a Taxi Voucher. Please obtain the Taxi Voucher before going to the hospital.

Quick Guide: Available Resources

On Campus Resources

Victim Advocacy

The Safe Center Long Island
For More Information Contact
Student Counseling Center or
The Safe Center LI 24-hour hotline:
516.542.0404

Counseling & Mental Health

Student Counseling Center
[Student Counseling Center Location Information](#)

p – 516.877.3646*

e – scc@adelphi.edu*

Counseling services are also available for students* at our learning hubs via telehealth. For assistance and to set up an appointment, contact the Student Counseling Center at 516.877.3646 or scc@adelphi.edu.

**for the Main Campus and learning hubs*

Health Services Center- Main Campus

Waldo Hall First Floor

p – 516.877.6000

e – healthservicescenter@adelphi.edu

[Health Services Brochure](#)

[GoHealth](#): Telehealth program with Adelphi and Northwell Health

Visa and Immigration Assistance

International Services

Post Hall, Suite 200

p – 516.877.4990

e – is@adelphi.edu

adelphi.edu/international-services/incoming/immigration-support

Student Financial Aid

Office of Student Financial Services

Levermore Hall, Lower Level

p – 516.877.3080

e – financialservices@adelphi.edu

Off Campus or Community Resources

Victim Advocacy/Counseling & Mental Health

In the Garden City area:

The Safe Center LI 24-hour hotline:

516.542.0404

Long Island Crisis Center Online/Mobile Chat Counseling:

longislandcrisiscenter.org/get-help-now/#mobile

In the Hauppauge Center area:

Victims Information Bureau of Suffolk:

631.360.3606 (24-hour crisis line)

Long Island Crisis Center Online/Mobile Chat Counseling:

longislandcrisiscenter.org/get-help-now/#mobile

In the New York City-Brooklyn Center area:

Safe Horizon hotlines:

Domestic violence hotline: 800.621.4673

Crime victim's hotline: 866.689.4357

Rape, sexual assault and incest hotline: 212.227.3000

TTY phone number for all hotlines: 800.621.4673

safehorizon.org

In the Hudson Valley Center area:

Rape crisis/Crime victim hotline:

845.452.7272 (24-hour hotline);

845.452.1110

familyservicesny.org

ADDITIONAL RESOURCES

New York State Domestic and Sexual Violence Hotline:

800.942.6906 (English and Spanish bilingual accessibility)

Deaf or hard of hearing: 711

suny.edu/violence-response/ - NY SAVR Resources

Health

Cooperating Hospitals with a Sexual Assault Nurse Examiner (SANE):

Nassau University Medical Center*

2201 Hempstead Turnpike, East Meadow, NY, 11554

*NUMC is preferred for incidents involving minors.

North Shore University Hospital Northwell Health

300 Community Drive, Manhasset, NY, 11030

Legal Assistance

Main Campus: Garden City Police Department

349 Stewart Ave, Garden City, NY, 11530;

Telephone: 516.465.4100 or for emergencies call 911

NYC-Brooklyn Center: New York City Police Department

84th Precinct located at 301 Gold Street, Brooklyn, NY, 11201;

Telephone: 718.875.6811 or for emergencies call 911.

Hudson Valley Center: Town of Poughkeepsie Police Department

19 Tucker Drive, Poughkeepsie, NY, 12601;

Telephone: 845.485.3666 or for emergencies call 911

Hauppauge Center: Suffolk County Police Department 4th Precinct

727 Veterans Memorial Highway, Smithtown, NY, 11787;

Telephone: 631.854.8400 or for emergencies call 911.

Visa and Immigration Assistance

For more information and links visit:

Immigration Legal Services of Long Island: A nonprofit organization that provides immigration assistance and removal defense services to detained and non-detained immigrants who live or work in the tri-state area.

Community Legal Advocates of NY: Provides free or low-cost holistic civil legal and advocacy services to residents of Long Island and New York City.

Catholic Charities: Provides services such as Affordable Housing, Food & Nutrition, and Immigration & Refugee to people in need – no matter their religion or nationality.

HIAS: Provides vital services to refugees and asylum seekers around the world and advocates for their fundamental rights so they can rebuild their lives.

Immigration Law Help: A searchable online directory of over 1,000 free or low-cost nonprofit immigration legal services providers in all 50 states.

Immigrant Legal Resource Center: Working with and educating immigrants, community organizations, and the legal sector to help build a democratic society that values diversity and the rights of all people.

The Legal Aid Society: This organization provides urgent legal services to reunify families and assist low-income immigrants in obtaining lawful status, applying for citizenship, and defending against deportation.

LawHelpNY: An online tool for helping New Yorkers locate free or low-cost legal services throughout New York State.

JUSTIA Lawyers: Nassau County Immigration Legal Aid and Pro Bono Services.

Additional Resources

Adelphi University Website Links related to VAWA Offenses: Sexual Assault, Domestic Violence, Dating Violence, & Stalking

[Sex Discrimination, Sexual Misconduct and Other Prohibited Conduct Grievance Procedures](#) [Link to Brochures and Pamphlets](#) [Annual Security and Fire Safety Report](#)

Making a Report

You may choose to report to law enforcement, you may choose to report to Public Safety, you may choose to report to a CSA, you may choose to report to Title IX, you may choose to report through our campus disciplinary process, you may report to all, or may choose to access none of these options. Adelphi University will protect your identity in publicly available information, such as within our annual security report, crime log, and/or in warnings sent to the campus community. You can access the accommodations listed below regardless of where you choose to report and we will keep these accommodations confidential, as long as it does not limit our ability to provide them to you. If we would need to share information in order to provide an accommodation, we would notify you of what information needs to be shared, why, and with whom prior to sharing the information.

On Campus

There are people on and off campus who can support you in reporting to law enforcement if you choose to do so.

You can contact Adelphi University Department of Public Safety. They can assist you in notifying law enforcement and can help connect you to other people and resources on our campus.

Regardless of whether or not you report to the police, you can report to the University by contacting:

Department of Public Safety and Transportation

Main Campus: Garden City

Command Center- Levermore Hall 1st Floor

p – 516-877-3507

p – 516-877-3511

Dial “5” from any campus phone

If at one of the Adelphi Centers, one should:

New York City - Brooklyn Center:

179 Livingston Street, Brooklyn 11201

p – 718.489.2100 or 718.489.2105

contact the SFC Security Guard located in the Lobby at the SFC Campus Security desk.

133 Remsen Street, Brooklyn NY 11201

p – 718.522.2300 or contact the contract security officer located at the main entry to the building.

Hudson Valley Center:

Saint Francis Medical Arts Pavilion, 241 North Road, Poughkeepsie, NY, 12601

p – 845.471.3348

contact the contract officer at the main entry to the Adelphi area located on the fourth floor.

Hauppauge Center:

150 Motor Parkway, Hauppauge, NY, 11788

p – 631.300.4367 or 516.237.8605

contact the contract officer at the entrance of the Adelphi area.

Division of Student Affairs

Vice President for Student Affairs

p – 516.877.3660

e – divisionofstudentaffairs@adelphi.edu

Office of Community Concerns and Resolution

Chief of Community Concerns and Resolution

p – 516.877.6864

e – occr@adelphi.edu

Student Conduct and Community Standards

Director of Student Conduct and Community Standards

p – 516.877.3940

e – studentconduct@adelphi.edu

Title IX Coordinator

Allison Vernace

Chief of Community

Concerns and Resolution

*Title IX Coordinator Director
of Equity and Compliance*

Emily Whearty

*Assistant Title IX
Coordinator*

Adelphi University
One South Avenue
Levermore Hall, Room 207
Garden City, NY, 11530
p - 516.877.4819
e - titleix@adelphi.edu

Reporting Website

To report incidents of alleged discrimination, harassment, or retaliation- follow this link: [Title IX Report](#)

Law Enforcement

If you would like to contact the local police department, you can do so with the below information.

Main Campus: Garden City Police Department

349 Stewart Ave, Garden City, NY, 11530;

Telephone: 516.465.4100 or for emergencies call 911

NYC-Brooklyn Center: New York City Police Department

84th Precinct located at 301 Gold Street, Brooklyn, NY, 11201;

Telephone: 718.875.6811 or for emergencies call 911.

Hudson Valley Center: Town of Poughkeepsie Police Department

19 Tucker Drive, Poughkeepsie, NY, 12601;

Telephone: 845.485.3666 or for emergencies call 911

Hauppauge Center: Suffolk County Police Department 4th Precinct

727 Veterans Memorial Highway, Smithtown, NY, 11787;

Telephone: 631.854.8400 or for emergencies call 911.

Please note that what law enforcement agency to report to can vary depending on the specifics of your case, but we can help you figure out where to go and will assist you in reporting to law enforcement.

Many survivors find law enforcement to be a great resource. Others choose not to report to law enforcement. We always encourage reporting, but know that only you can determine if doing so is the right decision for you.

Regardless of whether or not you report to the police, there are campus options, including resolution through the University process, available to you.

Requesting Supportive Measures

Regardless of whether you choose to report to local police or public safety, there are specific options available to you, if requested and reasonably available. These options include living modifications, academic adjustments, transportation assistance, working modifications and additional protective measures, including an institutional “no contact” order. For more information on how to obtain these measures, contact the Title IX Coordinator at 516.877.4819.

Order of Protection for Family, Criminal, & Supreme Court

You can also access orders of protection within our state through Family, Criminal, and/or Supreme Court systems. Adelphi University complies with all Court Order of Protections.

You can also obtain a "No Contact Order" through the University. Depending on the nature of the incident, Adelphi University may issue a no contact order to prevent contact between two individuals. To request a no contact order, please contact the Title IX Coordinator, Levermore Hall-Rm 207 at 516.877.4819.

Adelphi University Department of Public Safety and Transportation can assist you in obtaining an order of protection.

To obtain a Family Court order of protection you need to file a form called a "Family Offense petition". The form requires the petitioner to list the reasons for the order, which can include: disorderly conduct, harassment, aggravated harassment, criminal mischief, sexual abuse, strangulation, menacing, reckless endangerment, sexual misconduct, stalking, and forcible touching.

A criminal court order of protection can only be issued against a person who has been charged with a crime. The judge decides whether to issue the order of protection for the survivor or complaining witness and what terms and conditions will be included in the order.

A Supreme Court order of protection can be issued as part of an ongoing divorce proceeding. During an ongoing divorce case you can submit a written or make an oral request at a court appearance. The judge decides whether to issue the order of protection and what terms and conditions will be included in the order.

Adelphi University Main Campus [Garden City - Nassau County]		
Court	Location	Contact
Family	<i>Nassau County Family Court</i> 1200 Old Country Road, Westbury, NY 11590	(516) 493-4000
Criminal	<i>Nassau County Courthouse</i> 262 Old Country Road, Mineola, NY 11501 <i>Nassau County District Court, 1st District</i> 252 Old Country Road, Mineola, NY 11501	(516) 493-3600 (516) 493-4200
Supreme	<i>Nassau County Supreme Court</i> 100 Supreme Court Drive, Mineola, NY 11501 <i>Nassau County Supreme Court</i> Matrimonial Center 400 County Seat Drive, Mineola, NY 11501 <i>Nassau County Supreme Court</i> 262 Old Country Road, Mineola, NY 11501	(516) 493-3401 (516) 493-3444 (516) 493-3600

Adelphi University Hauppauge Center [Hauppauge - Suffolk County]		
Court	Location	Contact
Family	<i>Suffolk County Family Court</i> John P. Cohalan Jr., Courthouse 400 Carleton Avenue, Central Islip, NY 11722	(631) 740-3800
Criminal	<i>Suffolk County Court</i> Arthur Cromarty Court Complex 210 Center Drive, Riverhead, NY 11901 <i>Suffolk County District Court, 4th District Court</i> Veterans Memorial Highway North County Complex Building 158 Hauppauge, NY 11788	(631) 852-1462 (631) 208-5775
Supreme	<i>Suffolk County Supreme Court</i> John P. Cohalan Jr., Courthouse 400 Carleton Avenue, Central Islip, NY 11722	(631) 740-3850

Adelphi University Hudson Valley Center [Poughkeepsie - Dutchess County]		
Court	Location	Contact
Family	<i>Dutchess Family Court - 9th JD</i> 50 Market Street, Poughkeepsie, NY 12601	(845) 431-1850
Criminal	<i>Dutchess Supreme and County Court</i> 10 Market Street, Poughkeepsie, NY 12601 <i>City Court of Poughkeepsie</i> 62 Civic Center Plaza, Poughkeepsie, NY 12601	(845) 431-1710 (845) 483-8200
Supreme	<i>Dutchess Supreme and County Court</i> 10 Market Street, Poughkeepsie, NY 12601	(845) 431-1710

Adelphi University NYC-Brooklyn Center [Kings County (Brooklyn)]		
Court	Location	Contact
Family	<i>Kings County [Brooklyn] Family Court</i> 330 Jay Street, Brooklyn 11201, in downtown Brooklyn.	Phone: 347-401-9610 Email: kingsfamilycourt@nycourts.gov
Criminal	<i>Kings (Brooklyn) Criminal Court</i> 120 Schermerhorn Street, Brooklyn near Livingston Street & Smith Street.	(646) 386-4500
Supreme	<i>Civil - 360 Adams St. Brooklyn, NY 11201</i> <i>Criminal - 320 Jay Street Brooklyn, NY 11201</i>	718-675-7699 347-296-1076

Campus Disciplinary Process: Rights and Options

You have the right to:

- A prompt, fair, and impartial process from the initial investigation to the final result (completed within the timeframes laid out by our policy in a manner that is transparent, provides timely notice of meetings and equal access to information to both the complainant and the respondent, and conducted by officials without a conflict of interest or bias for either party that receive annual training on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability)
- Have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of your choice*
- Notification, in writing, to the complainant and respondent of:
 - The result of any institutional disciplinary proceeding from your report of dating violence, domestic violence, sexual assault, or stalking
 - The institution's procedures to appeal the results [only if such procedures are available]
 - Any change to the results
 - When the results become final

TITLE IX SEX-BASED HARASSMENT GRIEVANCE PROCESS

Disciplinary Proceeding for the University in regards to sex-based Harassment including: sexual assault, domestic violence, dating violence, and stalking for students and employees.

Step 1: Reporting and Rights and Options

There is no time limit on when a complaint may be made. Once an incident is reported to Title IX or reporting employee [private and confidential], written information is provided about on- and off-campus resources, reporting options, and rights. **Any individual (whether or not the person reporting is the person alleged to be the victim/survivor of conduct that could constitute Title IX sex-based harassment) who believes that they are a victim/survivor of a sexual assault, dating violence, domestic violence, and stalking is encouraged to report these incidents to Public Safety, Title IX Coordinator (at any time, including non-business hours), the police, or any campus authority, including Resident Assistants, Faculty, Deans or Administrators.**

Report to the Following University Employees:

- Office of Title IX - Title IX Coordinator or Assistant Title IX Coordinator at titleix@adelphi.edu or 516.877.4819
- Department of Public Safety at 516.877.3511; Levermore Hall, 1st Floor, Suite 113 (Open 24/7/365)
- Assistant Vice President of Student Affairs and Dean of Students, degearo@adelphi.edu or 516.877.3654;
- Office of Student Conduct and Community Standards at 516.877.3612 or studentconduct@adelphi.edu;
- Office of Human Resources at 516.877.3220 or humanresources@adelphi.edu;
- Residence Life and Housing (i.e. Resident Assistant, Assistant/Associate Directors, etc.) at 516.877.3650 or housing@adelphi.edu;
- You may also report online to: adelphi.edu/title-ix/reporting-harassment/*

*You may choose to file this complaint form anonymously. This form will be received and reviewed by the Title IX Coordinator or Executive Director of Labor Relations and Human Resources Operations. The University will comply with all federal, state and local mandates regarding the reporting of crimes to appropriate authorities.

Confidentiality will be maintained to the extent required by law and to the extent possible given the University's obligations under law and under this Policy. At the beginning of the process, the University will inform the complainant about confidentiality standards and privacy concerns, as well as confidential and other resources available.

Step 2: Outreach and Resources

Once a report of conduct prohibited under University Policy is made, the report will be referred to the Title IX Coordinator. The Title IX Coordinator will make initial outreach within four (4) business days to provide information on grievance procedures, informal resolution options, supportive measures, and related resources. Victims are afforded the options to notify law enforcement, receive assistance with notification, decline to report, or seek confidential services.

Supportive and Protective Measures and Accommodations

Supportive measures are non-disciplinary and non-punitive individualized services offered to ensure equal access to the University's educational programs, protect safety, and deter prohibited conduct, all without imposing an unreasonable burden on either party.

- **Who is eligible:** Supportive measures are available for the Complainant, Respondent, reporting individuals, and all third-party witnesses when the University becomes aware of allegations, regardless of whether a formal investigation or informal resolution is pursued. The Title IX Coordinator is responsible for coordinating and effectively implementing these measures, which can be interim or ongoing.
- **Examples of Supportive Measures:** These measures may include but are not limited to [this is not an exhaustive list]:
 - Providing campus escort services;
 - Extensions of deadlines or other course-related adjustments;
 - Changes to work, academic, housing, living, transportation, or other applicable situations including changes in residence hall assignments or office locations;
 - Referral to counseling, medical and/or other healthcare services;
 - Training and education programs related to sex-based harassment;
 - Establishing restrictions on contact between the parties;
 - Providing increased security or monitoring of certain areas of the campus; and
 - Other similar measures or any other actions deemed appropriate by the Title IX Coordinator.
- **Privacy:** Supportive measures are private and the University will not disclose information about any supportive measures to persons other than the person to whom they apply, unless necessary to effectively implement the supportive measure.
- **Modifications of Measures:** If you believe that the supportive or interim protective measures provided to you are unsuitable, you have the right to request a modification or reversal of that decision. Submit a written request to the Title IX Coordinator within five (5) days of the decision or a significant change in circumstances, including any supporting evidence. The Title IX Coordinator will review the request and may modify the original decision if deemed unreasonable or inconsistent with this Policy. You will receive written notification of the decision within seven (7) days of your request.
- **Students and Employees with Disabilities:** The University will provide reasonable accommodations for students and employees involved in any processes within this Policy, per University policies implemented by the Student Access Office. Individuals seeking accommodations should notify the Title IX Coordinator, who will consult with the Student Access Office for students or the Office of Human Resources for employee

Step 3: Evaluation of Report(s)

The Title IX Coordinator will assess all reports of potential policy violations within ten (10) business days of receipt. If the behavior might constitute prohibited conduct, the Title IX Coordinator will discuss options with the complainant, including: (1) Supportive responses, and (2) proceed with a Formal Grievance or Informal Resolution. If the behavior doesn't meet the criteria for prohibited conduct, it will be referred to the appropriate University office for resolution.

Step 4: Select Next Steps

Supportive Response Only	Selected if the complainant prefers only a supportive response and not to proceed forward with a Formal Grievance Process or Informal Resolution Process. The response can include implementation of supportive or protective measures.
Formal Grievance Process	When a complaint is not otherwise withdrawn, dismissed or resolved through an informal resolution, the University will conduct a fair, prompt and impartial investigation and determination through the Formal Grievance Process.
Informal Resolution	A voluntary alternative to the Formal Grievance Procedure for addressing complaints of sex-based harassment and discrimination, aiming for a mutually acceptable solution without further investigation or hearings. It can take various forms based on the parties' needs, with both parties required to consent and able to withdraw at any time before finalizing an agreement. The Title IX Coordinator determines the process's availability and informs the parties of the allegations, rights, and potential outcomes. An impartial facilitator, distinct from investigative roles, will guide the process.
Dismissal of Complaint(s)	The University may dismiss a complaint if it cannot identify the respondent despite reasonable efforts, if the respondent is not part of its programs, if the complainant voluntarily withdraws allegations, or if the conduct alleged wouldn't constitute violations of policy even if proven. Upon dismissal, the University will notify the complainant and any notified parties, inform them of the right to appeal, provide supportive measures, and ensure that prohibited conduct does not continue.

Step 5: Notice of Allegations

Formal Grievance Process

Once the formal grievance process is initiated, through a formal complaint, the Title IX Coordinator will provide an initial notice of allegations, which will include:

- The specific section(s) of this Policy alleged to have been violated;
- Notice of the University's formal grievance process and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute prohibited conduct, and the date(s), time, and location(s) of the alleged incident(s);
- The respondent is presumed not responsible for the prohibited conduct until a determination is made at the conclusion of the grievance procedures. Prior to such determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decisionmaker;
- The parties may have an advisor of their choice, faculty advocate, and/or union representation as outlined in the section below, present during the course of any grievance process, including any related meeting or interview.
- A statement about the University's prohibition on retaliation;
- The University's Code of Conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance procedures.
- If, in the course of an investigation, the University decides to investigate additional allegations of prohibited conduct by the respondent toward the complainant that are not included in the written notice or that are included in a consolidated complaint, it will provide written notice of the additional allegations to the parties.
- A statement informing the parties that they may inspect and review the evidence collected in an investigation; and
- A description of the range of possible disciplinary sanctions and remedies or a list the possible disciplinary sanctions and remedies that the University may implement following any determination of responsibility;

Advisors and Other Support Available

Advisor of Choice	Faculty Advocate	Union Representation
An advisor may be, but is not required to be, an attorney. An Advisor of Choice can assist with navigating and understanding the grievance process, provide emotional support during each portion of the process and attend any meeting or interview that is associated with the process.	Refers to designated members of the faculty who are available to assist a party through Title IX Grievance Procedures. Faculty Advocates are appointed by the Provost and trained by Student Conduct and Community Standards staff in conduct and grievance procedures, but function as independent advisors for parties. Parties may choose to utilize these advocates upon request to the Title IX office at any time during the proceedings.	Unionized employees are permitted one (1) union representative and one (1) advisor of choice or faculty advocate for all proceedings described herein. Union representative and advisor of choice can be the same person.
<i>Each individual may have a maximum of two (2) support persons, consisting of one (1) Advisor of Choice and one (1) Faculty Advocate or Union Representative, with unionized employees allowed to have one (1) Union Representative and one (1) Advisor of Choice or Faculty Advocate (where the same person may serve in both capacities), and all support persons must adhere to university decorum rules.</i>		

Informal Resolution

The Title IX Coordinator or Student Conduct Officer will notify the parties in writing before the process starts, (1) of a description of the allegations, (2) the parties' right to withdraw before an agreement is reached, (3) that once a resolution agreement is finalized, the parties cannot initiate or resume grievance procedures, (4) the potential terms that may be requested, and (5) the records that will be maintained or could be shared, including how information disclosed during an informal resolution process may or may not be used if a grievance procedure were initiated or resumed.

Step 6: Investigations

Formal Grievance Process

1. A trained and neutral investigator will be assigned to your case. If the individual you reported is a student, the investigation will be handled by the Office of Student Conduct. If the individual is an employee, the Title IX Office will take the lead.
2. The investigator will gather evidence related to the case. This may include interviews with the parties, potential witnesses, and a review of relevant documents.
3. Prior to any meetings or proceedings, parties will receive written notice detailing the date, time, location, and purpose of the meeting, allowing you to prepare for participation.
4. Both parties will have an equal right to present evidence and witnesses that support their perspectives and have access to all relevant evidence collected during the investigation.
5. After the investigation concludes, you will have the opportunity to review the evidence collected. You must sign a confidentiality agreement and will have ten (10) business days to respond to the investigator about this evidence.
6. Finally, the investigator will prepare a report summarizing the findings of the investigation. This report will include any written responses provided and will be shared with both parties.

Informal Resolution

If both parties agree to an informal resolution, the Title IX Coordinator or appointee will serve as a facilitator, separate from the investigator or decision-maker, ensuring no conflicts of interest or bias. The facilitator cannot participate as a witness or in any future investigations or disciplinary actions.

The Title IX Coordinator will review progress towards resolution every 30 days and can terminate the process to resume investigation at any time. Information shared during the process will not be referenced in any future proceedings, but data from other sources can still be included in investigations.

Step 7: Determination

Formal Grievance Process

Determination Procedure where Neither party is a Student

The University follows a single-investigator model in all cases of prohibited conduct, except for those alleging sex-based harassment involving at least one student party. Following the completion of the investigation, the investigator will be appointed as the decisionmaker. The decisionmaker will make the final determination of responsibility.

Determination Procedure Student as a Complainant or Respondent

When an allegation of sex-based harassment involves at least one student, the University conducts a live hearing after the investigation. The Title IX Coordinator assigns the case to a three-person Hearing Panel comprising trained Adelphi employees, though an external panel may be appointed if necessary.

1. **Hearing Notice:** Parties will receive written notice at least ten (10) business days prior to the hearing, including the date, time, place, names of the Hearing Panel members, participants, hearing purpose, instructions on submission of cross-examination questions to the panel, and any technology to be used.
2. **Submission of Questions:** Parties must submit proposed cross-examination questions in writing at least three (3) business days before the hearing. The Hearing Panel will review the questions for relevance and may allow follow-up questions at the hearing.
3. **Hearing Process:** The hearing will follow the scheduled date unless changes are necessary, in which case parties will be notified in writing. During the hearing, both parties can present their case, accompanied by an advisor, and refer to evidence. The process includes opening remarks, cross-examination conducted by the Hearing Panel, closing statements, and deliberations (parties are not able to attend the deliberations phase).
4. **Cross-Examination:** During the live hearing, the Hearing Panel will conduct cross-examination, and parties cannot question each other directly. The panel will maintain order and may adjourn or exclude individuals if necessary. Hearings can be conducted in-person or virtually, with recordings available for review.
5. **Written Determination:** After the hearing, the decision-makers will evaluate all relevant evidence using a preponderance of the evidence* standard. They will notify both parties in writing of their determination, including details of the allegations, procedures used, findings, and rights to appeal. The determination is final after resolution of any appeals or the lapse of the appeal period.
6. **Impact Statement:** In cases of sex-based harassment involving a student as the complainant, parties will have the opportunity to submit impact statements to the Title IX Coordinator which will be shared with the appropriate office responsible for determining sanctions, and both parties will receive copies of the submitted impact statements.

* The standard of evidence used throughout the University disciplinary proceedings (student or employee) is the preponderance of the evidence. The preponderance of the evidence means such evidence (testimonials; documents (emails/screenshots/etc.); photos; physical evidence; etc) that, when considered and compared with that opposed to it, is more convincing, creating the belief that what is sought to be shown is more likely than not to have occurred.

Informal Resolution

If a resolution is reached, the facilitator will inform the parties in writing, and an informal resolution agreement will be created, requiring signatures from both parties and the Title IX Coordinator to finalize. This binding agreement resolves the allegations under the Policy, and any violations will result in disciplinary actions determined by the Title IX Coordinator.

Step 8: Disciplinary Sanctions

Formal Grievance Process

Following a determination that prohibited conduct occurred, the University may impose disciplinary sanctions, which include:

- A reprimand or written warning;
- Changing the respondent's work or academic schedule;
- Disciplinary probation;
- Revocation of honors, awards, or a degree;
- Community service and/or training;
- Restricting the respondent's access to the University's facilities or activities;
- Changing the respondent's work or housing assignment;
- Dismissal from or restricting or reassignment of University employment;
- Removing the respondent from student housing;
- Suspension (limited time or indefinite);
- Expulsion or termination;
- Forfeiture of a benefit, honor, leadership position, or other privilege enjoyed by virtue of the person's membership as adjunct faculty, staff, or administration;
- Demotion or forfeiture of promotion or salary increase;
- Reassignment of University employment;
- Respondents who are non-student employees may also be placed on administrative leave during the pendency of a formal grievance process or resolution process.

Sanctions for Student Respondents

After a case determination, the Office of Student Conduct and Community Standards will impose disciplinary sanctions, and the student will receive a Sanction Letter detailing the sanctions.

Transcript Notations: Students suspended or expelled for serious offenses will have notations on their transcripts indicating the nature of the disciplinary action. These notations can only be removed if the finding is vacated or after a minimum duration, depending on the sanction.

Withdrawal During Investigation: If a student withdraws while an investigation is pending, their transcript will show: "withdrew with conduct charges pending."

Sanctions for Employee Respondents

After case determination, the Office of Human Resources or the Provost's Office will impose sanctions, and the employee will receive a Sanction Letter detailing the imposed sanctions. For unionized employees, disciplinary actions will follow the applicable Collective Bargaining Agreement.

Informal Resolution

Agreed upon terms of resolution may include no-contact agreements, apologies, or acceptance of responsibility. Violations of agreements will lead to disciplinary action.

Step 9: Appeal Process (If Requested) and Resolution

Formal Grievance Process

Grounds for an Appeal

Parties may appeal a dismissal or determination on the following bases:

1. Procedural irregularity that would change the outcome.
2. New evidence that would change the outcome and was not reasonably available previously.
3. Conflict of interest or bias from the Title IX Coordinator, investigator, or decisionmaker that would change the outcome.
4. Sanction imposed is clearly inappropriate for the violation (for determinations only).

How to Make an Appeal

Step 1- Submit a written appeal request to the Title IX Coordinator within three (3) business days of notification of the dismissal, determination, or sanctioning, specifying the basis for the appeal.

Step 2- The University will notify all parties in writing about the appeal and provide them an equal opportunity to support or challenge the outcome within ten (10) business days.

Step 3- The preliminary review of requests will be conducted by designated officials based on the respondent type (student or employee).

Step 4- If the appeal is granted, it will be reviewed by a panel of three members who will conduct a document review and issue a decision, either affirming or reversing the original determination or sanction.

Step 5- The Appeals Panel will conduct a document review to evaluate the appeal based on the submitted evidence and the original documentation of the case. They will determine whether to affirm the original decision, grant the appeal and direct a new determination, or refer the matter back to the original investigator based on significant new information.

Step 6- The Appeals Panel will issue a written decision describing the outcome of the appeal and the rationale for their decision within ten (10) business days of receiving the complete record, including all parties' written submissions.

Step 7- The decision made by the Appeals Panel is final, and no further appeals can be pursued within the University's grievance process.

Informal Resolution

There is no right to appeal once an Informal resolution has been finalized. The University will retain these agreements for seven years.



Student Bill of Rights: What You Are Entitled To

For sexual assault, dating violence, domestic violence and stalking.

Complainants of the above offenses are entitled to:

1. The right to make a report to the local law enforcement and/or the state police;
2. The right to have disclosures of sexual assault, dating violence, domestic violence and stalking treated seriously;
3. The right to make a decision about whether or not to disclose a crime or violation and participate in the University disciplinary process and/or criminal justice process free from pressure from the University;
4. The right to participate in a process that is fair, impartial and provides adequate notice and meaningful opportunity to be heard;
5. The right to be treated with dignity and to receive from the University courteous, fair and respectful health care and counseling services where available;
6. The right to be free from any suggestion that the reporting individual is at fault when these crimes and violations were committed, or should have acted in a different manner to avoid such crimes or violations;
7. The right to describe the incident to as few University representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. The right to be protected from retaliation by the University, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the University;
9. The right to at least one level of appeal of a determination;
10. The right to be accompanied by an advisor of choice who may assist and advise a reporting individual, accused or respondent throughout the University disciplinary proceedings including all meetings and hearings related to such proceedings;
11. The right to exercise civil rights and the practice of religion without interference by the investigative, criminal justice or disciplinary proceedings of the University.

For Reporting Individuals and Complainants

For sexual assault, dating violence, domestic violence and stalking.

1. A reporting individual or complainant's identity shall remain private at all times if the reporting individual or complainant wishes to maintain privacy.
2. If the accused is an employee of the University, the complainant has the right to disclose the incident to Human Resources and the right to request a confidential or private employee to assist in the reporting.
3. The right to receive assistance from an appropriate University representative on how to initiate legal proceedings in family or civil court.
4. The right to withdraw a complaint or involvement from the University process at any time. The University may still have obligations pursuant to state and federal law to investigate the incident and take action. The complainant may participate in the process to whatever degree they wish.
5. All parties have the right to be provided with information about available resources, including intervention, mental health counseling and medical services, including costs. The University will also provide information on sexually transmitted infections, sexual assault forensic examinations and resources available through New York State Office of Victim Services.
6. To have the University issue a "No-Contact Order" in cases where the accused is a student, consistent with the procedures outlined in the Code of Conduct which also provides for prompt review.
7. To be assisted by Public Safety in obtaining an Order of Protection or an equivalent protective or restraining order.
8. To receive a copy of the Order of Protection or equivalent when received by the University and be provided with the opportunity to speak with a Public Safety Officer to answer questions and explain the provisions of the order.
9. To receive assistance from Public Safety in effecting an arrest when an Order of Protection is violated.
10. When the accused is not a student, but is a member of the University Community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements and the policies of the University.
11. To receive reasonable interim accommodations (also referred to in this policy as supportive measures) regarding academics, housing, employment, transportation or other applicable arrangements to help ensure safety, prevent retaliation and a hostile environment, consistent with the University's policies. Both parties and the reporting individual shall, upon request, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of any such interim measure and accommodation that directly affects them, and shall be allowed to submit evidence in support of their request.
12. To request student conduct charges be filed against an accused student governed by this Policy in conjunction with the Code of Conduct, which include, among other things, the right to receive written notice of the charges, date, time, location and factual allegations concerning the violation, dates of meetings, the final determination, possible sanctions, to review the record and evidence in the case file, or otherwise in the possession or control of the University, and relevant to the conduct case, present witnesses and evidence and be accompanied by an advisor of choice to all meetings and the presumption that the respondent is not responsible until proven otherwise.

13. To receive a prompt response to the complaint and have it investigated and adjudicated by impartial individuals who do not have a conflict of interest and who have been trained annually in conducting investigations involving sexual assault, dating violence, domestic violence and stalking, the effects of trauma, the need for impartiality, the rights of the accused and the presumption of "not responsible".
14. Both parties have the right to exclude their own prior sexual history with persons other than the other party to the proceedings or their own mental health diagnosis and/or treatment from admittance into the disciplinary stages that determines responsibility. Past findings of dating violence, domestic violence, stalking or sexual assault may be admissible in the sanction stage.
15. Both parties have the right to choose whether to disclose or discuss the outcome of the University proceeding and have information obtained during the proceedings protected from public release until the appeals panel makes final determination, unless required by law. This provision applies unless the exceptions under the Title IX Sexual Harassment Grievance Process apply.
16. For crimes of violence, including, but not limited to sexual violence, defined as crimes that meet the reporting requirements pursuant to the federal Clery Act established in 20 U.S.C. 1092(f)(1)(F)(i)(I)-(VIII), the University will make a notation on the transcript of students found responsible after a conduct process that they were "suspended after a finding of responsibility for a code of conduct violation" or "expelled after a finding of responsibility for a code of conduct violation." For a respondent who withdraws from the University while such conduct charges are pending, and declines to complete the disciplinary process, it will make a notation on the transcript of such students that they "withdrew with conduct charges pending." A student has the right to appeal such transcript notation to request its removal in the event of a suspension, provided that such notation shall not be removed prior to one year after conclusion of the suspension. Notations for expulsion shall not be removed. If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.
17. Adelphi University has a Memorandum of Understanding with the Sexual Assault Nurse Examiner Program at Northwell Health (formerly North Shore Hospital) to provide forensic examinations in appropriate sexual assault cases.
18. The University will conduct an anonymous Campus Climate Survey every other year to ascertain general awareness and knowledge of issues pertaining to sexual assault, dating violence, domestic violence and stalking, which will be developed using standard and commonly recognized research methods. The results of this survey will be published on the University website provided that no personally identifiable information or information which can reasonably lead a reader to identify an individual shall be shared. The University will take steps to ensure that answers to climate surveys remain anonymous and that no individual is identified. Information discovered or produced as a result of the climate survey will not be subject to discovery or admitted into evidence in any federal or state court proceeding or considered for other purposes in any action for damages brought by a private party against the University, unless, in the discretion of the court, any such information is deemed to be material to the underlying claim or defense.
19. Adelphi will make reports of certain crimes occurring in specific geographic locations that shall be included in Adelphi's annual security report pursuant to the Clery Act, 20 U.S.C. 1092(f), in an anonymized manner that identifies neither the specifics of the crime nor the identity of the reporting individual. Adelphi is obligated to issue timely warnings of crimes enumerated in the Clery Act occurring within relevant geography that represent a serious or continuing threat to students and employees, except in those circumstances where issuing such a warning may compromise current law enforcement efforts or when the warning itself could potentially identify the reporting individual. A reporting individual shall not be identified in a timely warning. FERPA allows Adelphi to share information with parents when i. there is a health or safety emergency, or ii. when the student is a dependent on either parent's prior year federal income tax return. Generally, Adelphi shall not share information about a report of domestic violence, dating violence, stalking, or sexual assault with parents without the permission of the reporting individual.
20. Information regarding confidential and other available resources are addressed herein and posted on the University's Title IX website.
21. If an individual discloses information at a public awareness event the University is not obligated to initiate an investigation but may use the information to inform education and prevention efforts.



Working together as a community, we will continue to ensure a safe environment for everyone at Adelphi University.

