Policies, Procedures, and Resources

2013–2014

go.carleton.edu/sexual_misconduct
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*The Policy was developed and is reviewed annually by the Sexual Misconduct Committee, and is in place for Carleton faculty, staff and students.*

Learn more about Healthy Communities and Relationships and Sexual Misconduct Support and Response at [go.carleton.edu/sexual_misconduct](http://go.carleton.edu/sexual_misconduct).
Statement of Philosophy

Carleton College is committed to:

• fostering an environment free of sexual assault, sexual harassment, and other sexually inappropriate conduct. We expect community members to engage in relationships and sexual interactions that are characterized by consent. Individuals who engage in behaviors that violate Carleton’s community standards and Policies Against Sexual Misconduct are held responsible for their actions.

• maintaining a response to sexual misconduct that is comprehensive in its scope, supportive in its approach, and fair in its execution. It should be supportive before, during, and after any adjudication, recognizing that for all parties affected by an instance of sexual misconduct—alleged or proven—the experience is emotionally, socially, and intellectually demanding.

• taking seriously the fact that the best process to address sexual misconduct should begin before any sexual misconduct has occurred, with prevention through education, and should conclude with intentional measures to work towards healing individuals and community.

I. Policies Against Sexual Misconduct

The Policies Against Sexual Misconduct include the Policy Against Sexual Assault, the Policy Against Sexual Harassment, and the Policy Against Sexually Inappropriate Conduct. Each policy contains a definition of the conduct which is prohibited by that policy. The term “sexual misconduct” as used in these policies includes sexual assault, sexual harassment, and sexually inappropriate conduct. These policies are a community policy that affects all Carleton faculty, staff, and students.

Definitions

CONSENT: Consent means the mutual understanding of words or actions freely and actively given by two informed people, which a reasonable person would interpret as a willingness to participate in mutually agreed upon sexual activity. Consent is not effective if it results from the use of physical force, there is intimidation or coercion, or the recipient party is incapacitated, or if a person is under the influence of drugs or alcohol such that they lack necessary judgment to give consent to sexual activity. Silence or non-communication should never be interpreted as effective consent.

SEXUAL CONTACT: Sexual contact includes but is not limited to: sexual intercourse, penetration of an orifice (anal, oral or vaginal) with the penis, finger, or
other object in a sexual manner, intentional touching of the genitals, buttocks, or breasts, or coercion to force someone else to touch one’s genitals, buttocks, or breasts. Sexual contact can occur over clothing.

SEXUAL CONTACT WITH AN INCAPACITATED PERSON: Incapacitation is the physical and/or mental inability to make informed, rational judgments. To have sexual contact with someone whom you know to be, or should know to be incapable of making a rational, reasonable decision due to his or her consumption of substances, in other words, unable to give effective consent, is a violation of policy.

SEXUAL EXPLOITATION: Acts committed by a person for sexual gratification, financial gain and/or advancement, entertainment, or for any other reason that abuses or exploits the privacy of another person’s sexuality. Examples may include but are not limited to: non-consensual recording of sexual activity or nudity, unauthorized presentation or distribution of said recordings in any form, allowing others to observe a sexual act without the knowledge or consent of the individuals involved, or prostituting another person.

A. Policy Against Sexual Assault

1. Policy Statement

Carleton College prohibits sexual assault or sexual violence in any form, including non-stranger rape. When sexual assault or sexual violence occurs at Carleton, the standards of the community—as well as the criminal laws of the state of Minnesota—are violated. The goals of this policy are to create a community free of sexual assault, to provide avenues for those affected by sexual misconduct to obtain assistance, and to provide a clear and fair complaint and investigation procedure.

Sexual assault committed in connection with any College program, whether on or off campus, is prohibited. This applies to academic, educational, extra-curricular, athletic, residential, work place, and other College activities and programs.

Carleton College strongly recommends that people who believe they have been victims of sexual assault pursue criminal charges against the person or persons they believe to have committed the sexual assault. Victims are also urged to make a complaint to the College. A criminal charge and an internal complaint can be pursued at the same time. Retaliation against anyone involved in the complaint process or anyone who pursues legal action—including the complainant, the respondent, or anyone participating in the investigation—is prohibited and will not be tolerated.

Students, faculty members, and staff members should understand that apparently consensual sexual relationships, particularly those between individuals
of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of power or authority must understand that the validity of the consent involved can and may be questioned. The College particularly recognizes the abuse potentially inherent in sexual relationships between faculty members and students and between staff supervisors and their student employees. (See “Statement on Consensual Relations,” Carleton College Faculty Handbook and Staff Handbook.)

2. Definition of Sexual Assault

Sexual assault is intentional sexual contact with another person without that person’s consent (see definitions of sexual contact and consent). Consent exists when a person freely and knowingly agrees at the time to participate in a particular sexual act with a particular person. Consent is not effective, for example, when force, threat, or coercion is used. Consent is not effective when sexual contact is with a person who is unable to say no or otherwise resist because of the use of alcohol or drugs or because he or she is asleep or unconscious (see definition of sexual contact with an incapacitated person).

The initiator of sexual contact will be found in violation of this policy if it is determined that he or she knew or should have known that the other person could not give effective consent as defined by this policy. Being intoxicated or under the influence of any substance at the time of sexual contact is never an excuse for violation of this policy.

Sexual assault can be committed by a man or a woman against a person of the same or opposite sex. Sexual assault can be committed by current or former lovers, friends, or acquaintances.

B. Policy Against Sexual Harassment

1. Policy Statement

Carleton College will not tolerate sexual harassment in any form. When sexual harassment occurs at Carleton, the standards of the community are violated. The goal of this policy is to create a community free of sexual harassment.

Sexual harassment committed in connection with any College program, on or off campus, is prohibited. This applies to academic, educational, extra-curricular, athletic, residential, work place, and other College activities and programs.

A violation of the Carleton College Sexual Harassment Policy also may be a violation of state and federal law. Therefore, individuals who feel they have been sexually harassed may have the right to bring legal action, in addition to making a complaint to the College. Legal action and an internal complaint can be
pursued at the same time. Retaliation against anyone involved in the complaint process or anyone who pursues legal action—including the complainant, the respondent, or anyone participating in the investigation—is prohibited.

Students, faculty members, and staff members must understand that apparently consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom he or she has any degree of power or authority must understand that the validity of the consent involved can and may be questioned. The College particularly recognizes the abuse potentially inherent in sexual relationships between faculty members and students and between staff supervisors and their student employees. (See “Statement on Consensual Relations,” Carleton College Faculty Handbook and Staff Handbook.)

The essential importance of academic freedom is recognized, and a standard of reasonableness will guide the College. A claim of academic freedom is not a defense to actions intended to harass or actions which would be understood to be harassing by a reasonable person. Carleton College believes that ideas, creativity, and free expression thrive—and indeed can only exist for students, faculty members, and staff members—in an atmosphere free of sexual harassment or coercion.

2. Definition of Sexual Harassment

Sexual harassment under this policy includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or education; or

2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or

3. That conduct or communication has the purpose or effect of substantially interfering with an individual’s employment or education, or of creating an intimidating, hostile, or offensive employment or educational environment.

For purposes of this definition, communication may be oral, written, or electronically transmitted.

Stalking is a form of sexual harassment. Stalking may include persistent attempts to contact the person by phone, electronic communication, or regular mail; vandalizing the person’s property or leaving unwanted items for the person; and/or constantly appearing at the person’s classroom, residence, or workplace without permission.
Sexual harassment can be committed by a man, a woman, or a group of people against a person or persons of the same or opposite sex. Sexual harassment can be committed by friends, acquaintances, classmates, supervisors, co-workers, faculty members, and/or any other person. Acts of sexual harassment may or may not be directed at a specific person. The use of alcohol or drugs by any party will not diminish the responsibility for sexual harassment under this policy.

C. Policy Against Sexually Inappropriate Conduct

1. Policy Statement

Carleton College prohibits sexually inappropriate conduct in any form. When sexually inappropriate conduct occurs at Carleton, the standards of the community are violated. The goal of this policy is to create a community free of sexually inappropriate conduct.

Sexually inappropriate conduct committed in connection with any College program, whether on or off campus, is prohibited. This applies to academic, educational, extra-curricular, athletic, residential, work place, and other College activities and programs.

Individuals who feel they have been the victims of sexually inappropriate conduct have the right to make a complaint to the College. Retaliation against anyone involved in the complaint process or anyone who pursues legal action—including the complainant, the respondent, or anyone participating in the investigation—is prohibited.

2. Definition of Sexually Inappropriate Conduct

Sexually inappropriate conduct includes unwelcome sexual conduct that may not rise to the level of sexual harassment but is still sexual in nature. For example, conduct that may be considered to be sexually inappropriate conduct may be an isolated occurrence or not sufficiently serious to be considered sexual harassment under this policy. Sexually inappropriate conduct may include, but is not limited to, crude, obscene, or sexually offensive gestures or unwelcome sexual comments or communication. For purposes of this definition, communication may be oral, written, or electronically transmitted. Depending on the circumstances, this type of conduct can also be considered sexual harassment.

Sexually inappropriate conduct can be committed by a man, woman, or a group of individuals against a person or persons of the same or opposite sex. Sexually inappropriate conduct may or may not be directed at a specific person in order for a violation to occur. The use of alcohol or drugs by any party will not diminish responsibility for sexually inappropriate conduct under this policy.
II. Student Reporting and Complaint Procedures

* Please note that the procedures outlined here are to address student-to-student sexual misconduct. To make a report or file a complaint involving faculty or staff members, see section III.

Definitions

COMMUNITY BOARD ON SEXUAL MISCONDUCT (CBSM): The College body charged with adjudicating complaints of student-to-student sexual misconduct.

COMMUNITY CONCERN: A written form informing the College and the Office of the Dean of Students of an instance of sexual misconduct or a behavior of concern. The Office of the Dean of Students will follow up on concerns but will not initiate the complaint process on behalf of a student. See the College’s Sexual Misconduct Prevention and Response Web site (go.carleton.edu/sexual_misconduct) for the online community concern form.

COMPLAINT PROCESS COORDINATOR: A person designated by the College to coordinate the complaint process and talk with students who are considering pursuing the complaint process. See the College’s Sexual Misconduct Prevention and Response Web site (go.carleton.edu/sexual_misconduct) for more information.

COMPLAINT: A request for an investigation and hearing regarding an allegation of sexual misconduct, submitted to the complaint process coordinator.

COMPLAINANT: A person who makes a complaint of sexual misconduct.

CONFIDENTIAL SUPPORT PERSON: Carleton’s Student Health and Counseling staff members (psychologists, nurses, director) and the chaplain are confidential support people. This means that in most circumstances they have a professional and legal obligation not to reveal information shared in the course and scope of performing their duties. When students talk to a confidential support person about a possible violation of the sexual misconduct policy, that support person will not reveal or report this conversation in any identifying manner. The confidential support person will, however, report the incident in a non-identifying manner to be part of the College’s end-of-term report on sexual misconduct, in compliance with state and federal laws.

INVESTIGATION: A fact-finding inquiry into a complaint.

INVESTIGATOR: A person designated by the College to investigate a complaint of sexual misconduct.

INVESTIGATIVE SUMMARY: A summary written by the investigator, based on interviews with the complainant, respondent, and witnesses, and any other
sources of information used in the investigation. This summary will be part of
the documentary record and will be presented to the CBSM panel at a hearing.

REQUIRED REPORTING: All Carleton faculty and staff members and peer leaders
who have advisory roles on campus are required to report certain information
whenever they are informed of incidents of sexual misconduct. This specific
information is indicated within the community concern form, which is the
mechanism for reporting. A community concern form is not a complaint and will
not initiate an investigation, although the Office of the Dean of Students/
Title IX Coordinator in consult with the Sexual Misconduct Prevention
Consultant/Investigator/Title IX Deputy, may decide it is necessary to follow up
on the community concern. See the College’s Sexual Misconduct Prevention and
Response Web site (go.carleton.edu/sexual_misconduct) for more information.

RESPONDENT: A person against whom a complaint of sexual misconduct is
made.

SEXUAL MISCONDUCT SUPPORT (SMS) ADVISER: A trained support person, select-
ed at the beginning of the complaint process from a pool of Sexual Misconduct
Support (SMS) advisers, who will assist the complainant or respondent during
the complaint process. SMS advisers also may be contacted prior to filing a
complaint to help a student discuss options and find appropriate support. See the
College’s Sexual Misconduct Prevention and Response Web site (go.carleton.edu/
sexual_misconduct) for a listing of SMS advisers.

WITNESS: Any person who may have information about the incident in question.

A. Community Concerns

When sexual misconduct or inappropriate behavior occur on campus, it affects
our entire community. Because the College cares about the safety of its students
and the climate of its community, we encourage you to communicate with us
about your concerns—regardless of whether you believe any College policies
have been violated. When we are well-informed about what is happening on
campus, we can make decisions to better support and protect our community.

If you are concerned about behavior affecting you or other members of our com-
Community concern form. By submitting a community
concern form, you are notifying the College of your concern, and a member of
the Dean of Student’s Office or their designee (concerns about students) or a
Title IX Deputy (concerns about faculty/staff or visitors) will follow up with you
to make sure that we understand your concern, gather additional information,
and discuss next steps and support options for you and others involved. The
Community concern form and the complaint process are two separate processes.
Student-student complaints must be filed with the College’s complaint process
coordinator but can begin with a community concern form.
For more information or to submit a community concern from, go to the College’s Sexual Misconduct Prevention and Response Web site (go.carleton.edu/sexual_misconduct).

B. Internal Student Complaint Process

The complaint process is the process by which the college investigates and adjudicates allegations of student-to-student sexual misconduct. If a student is found in violation of the Policies Against Sexual Misconduct, he/she will be sanctioned by the College.

If you are interested in filing a complaint, would like to discuss your options, or have any questions about the process, contact the coordinator of the student complaint process or one of the SMS advisers. These conversations may require the coordinator or adviser to file a non-identifying report of sexual misconduct (for federally mandated record-keeping) but will not obligate you to begin the complaint process.

**Time Limitations for Bringing a Complaint:** A complaint may be brought anytime, as long as the respondent is a current faculty, staff or student of Carleton College. Potential complainants are reminded that the College’s ability to effectively investigate complaints can be hampered or negated by the passage of time. Therefore, potential complainants are encouraged to bring complaints in a timely manner.

* Please note that the complaint process outlined here is for student-to-student sexual misconduct. Instances of misconduct involving faculty or staff members should be reported to the Sexual Misconduct Prevention Consultant. Students also may contact their class dean for support.

The student complaint process can be broken into the general steps outlined here:

1. **Initiating the Process**

   The complaint process begins when a student meets with the coordinator of the complaint process and files a complaint of sexual misconduct. Together, this student (the complainant) and the coordinator will review information about expectations of the complaint process and select an adviser for the complainant. If an adviser is not selected, one will be assigned.

   When a complaint has been filed against a student, that student becomes the respondent. The respondent will be contacted by the coordinator and informed of the complaint. The respondent, together with the coordinator, will review the same information and expectations that were shared with the complainant and will select an adviser. If an adviser is not selected, one will be assigned.
Both the complainant(s) and respondent(s) will be asked to write a statement about their participation and perspective on the incident(s) in question. The parties will be provided with information about how to prepare a written statement and a list of questions and prompts to which they may respond as they write their statements.

Under the Policies Against Sexual Misconduct, Carleton community members and others are protected against false complaints of sexual misconduct. Disciplinary action will be taken against any person knowingly and deliberately making a false complaint.

The coordinator will remain available to answer questions by the complainant and respondent about the complaint process.

2. Investigation

Every complaint brought forward will be promptly investigated. This means that prior to the Community Board on Sexual Misconduct (CBSM) hearing, a qualified person (the investigator) will gather information regarding the incident, from whatever source, that will help the CBSM make a determination as to whether a policy has been violated. As part of the investigation, the investigator will meet with the complainant(s) and respondent(s) to gather facts about the incident.

The investigator also may meet with other parties (witnesses) who may have information about the incident and also may review e-mails, text messages, photographs, and/or other documents that may be relevant to the complaint. The investigator then will prepare and submit to the CBSM a written fact-finding summary regarding the investigation.

3. Adjudication

(A) HEARING

*This is a brief description of the hearing process. See the College’s Sexual Misconduct Prevention and Response Web site (go.carleton.edu/sexual_misconduct) for the complete Student Reporting and Complaint Procedures document, which contains a detailed outline of hearing procedures.

The goals of this hearing are: a) to allow both the complainant and the respondent the opportunity to present their experiences, discuss the investigative summary, and to ask questions pertinent to the incident(s) in question; b) to have the matter considered and decided by an impartial panel representing different segments of the College community; and c) to determine whether a violation of College community standards has occurred.
The Community Board on Sexual Misconduct (CBSM) is the College body charged with adjudicating complaints of student-to-student sexual misconduct. Each sexual misconduct complaint is heard and adjudicated by a panel of three representatives drawn from the larger CBSM. For more information about the CBSM, see the College’s Sexual Misconduct Prevention and Response Web site (go.carleton.edu/sexual_misconduct).

Hearings are private and are not open to members of the Carleton community or to the public. In the hearing, both the complainant(s) and respondent(s) will have the opportunity to present their statements, comment on points of agreement or disagreement with the investigative summary or with other parts of the documentary record, and to respond to questions posed by the CBSM panel. The panel also will hear from the investigator, and may hear from witnesses who have additional information about the complaint. Either the complainant and/or respondent may request that the hearing be conducted such that the two parties are not in the hearing room at the same time.

(B) POLICY VIOLATION DECISION

Following the hearing, the panel will deliberate and vote on whether a violation of Carleton policy occurred.

The panel is charged with determining whether a violation of College policy occurred, and if so, to assign an appropriate sanction. Panel members will conclude that a violation occurred only if the statements, the investigative summary, and other information presented demonstrate that it is “more likely than not” that a violation occurred.

The panel deliberates in private after the hearing is completed to review the information presented. Only information included in the documentary record and/or presented during the hearing will be considered in these deliberations. The panel reaches decisions about whether a violation occurred by majority vote. The chair of the CBSM does not vote.

Once the panel has reached a decision, the chair of the CBSM will verbally report the finding of violation or no violation to the complainant and respondent, each separately. If a determination of “responsible” is made, both parties will be invited to share information that may inform the sanctioning decision.

(C) SANCTIONING

If the panel determines that the respondent was in violation of the Policies Against Sexual Misconduct, they will deliberate further to determine appropriate sanctions. For more information about the sanctioning decision process and possible sanctions, see the end of the complete Student Reporting and Complaint Procedures document at go.carleton.edu/sexual_misconduct.
4. Post-Process Follow-Up

A student’s network of support does not cease to exist when the complaint process ends. Both the complainant and respondent will meet with their respective advisers to discuss the outcome of the adjudication and develop plans for support to continue the healing process. They also will be asked to provide feedback about their experience with the complaint process so that the College can continue to improve its processes.

5. Appeal

Either party has the right to appeal the decision of the CBSM panel. The purpose of an appeal is to review the adjudication process. Appeals are accepted on the basis of one or more of the following:

1. procedural errors that may have substantially impacted the final decision;
2. relevant new information that was not available at the time of the hearing and would have substantially affected the panel’s decision;
3. sanctions that are substantially inconsistent with past institutional responses.

The right of appeal is contingent upon participation in the investigative and hearing process. An appeal must be made in writing to the complaint coordinator within five business days of the date that the party receives written notification of the panel’s decision and imposed sanctions. For more information about the appeal process, see the complete Student Reporting and Complaint Procedures document at go.carleton.edu/sexual_misconduct.

III. Faculty and Staff Complaint Procedures

Instances of misconduct involving faculty and staff members should be reported to the Sexual Misconduct Prevention Consultant/Investigator/Title IX Deputy, who will investigate the complaint and provide the adjudicator with an investigative summary. If the complaint involves faculty members, the dean of the college will be the adjudicator; if the complaint involves staff members, the vice president and treasurer will be the adjudicator.

Time Limitations for Bringing a Complaint: A complaint may be brought anytime, as long as the respondent is a current faculty, staff or student of Carleton College. Potential complainants are reminded that the College’s ability to effectively investigate complaints can be hampered or negated by the passage of time. Therefore, potential complainants are encouraged to bring complaints in a timely manner.

Students filing a complaint or reporting sexual misconduct by a faculty or staff member may seek support from any of the resources in section VII.
IV. External Complaint Options

At any time, students who wish to pursue an external complaint of sexual harassment or sexual assault may do so. To pursue external action, you may contact the Northfield Police at 507-645-4477, the Minnesota Department of Human Rights at 1-800-652-9747, or a private attorney. Advocates at the HOPE Center 1-800-607-2330 are well prepared to provide guidance as you navigate the legal system.

If you have experienced sexual assault and think that at some point you may wish to pursue a legal complaint, it can be beneficial to get an evidentiary exam immediately following the assault and to file a police report about the incident. For more information about exams with SAFE nurses at the hospital, see go.carleton.edu/sexual_misconduct. This can happen separately or at the same time as the Carleton complaint process.

V. Education and Training

In an effort to prevent and eliminate sexual misconduct, the College will distribute this Policies, Procedures, and Resources booklet, maintain an informative Web site, and inform every student, staff member, and faculty member of Carleton’s policies and procedures. Peer leaders and professional staff members in advisory roles will receive additional training in responding to incidents of sexual misconduct and directing those affected by sexual misconduct to resources and support people. Individuals designated as part of the Sexual Misconduct Support Team will receive extensive and ongoing training, as will those involved in administration and adjudication of the student sexual misconduct complaint process.

In addition to these trainings, the College community is informed about issues surrounding sexual misconduct through proactive and preventative education efforts. The Gender and Sexuality Center is primarily responsible for this education; appropriate resources and administrative support are provided for that purpose. For more information about getting involved with proactive and preventative education efforts, see go.carleton.edu/sexual_misconduct.

VI. History of Policies and Procedures

Policy Against Sexual Harassment adopted by the Board of Trustees June 1983.

Policy Against Sexual Harassment and Policy Against Sexual Assault adopted by the Board of Trustees June 18, 1992, upon recommendation of the College Council.

Revised by the College Council and approved by the Board of Trustees June 1995; June 1996; June 1997; June 1998.
Policies Against Sexual Misconduct adopted by the Executive Committee of the Board of Trustees June 2001, upon recommendation of College Council.

Policy revisions approved by the Executive Committee of the Board of Trustees, upon recommendation of College Council, September 2002; June 2003; June 2004.

Policy reviewed and edited for clarification (no substantive changes) by the SHARE Committee, May 2005.

Policy revisions approved by the Board of Trustees, upon recommendation of College Council, May 2007.

Policy revisions approved by the Board of Trustees, upon recommendation of College Council, May, 2010.


For more historical perspective on Carleton’s sexual misconduct policies and procedures, see go.carleton.edu/sexual_misconduct.

VII. Support and Resources

If you are in crisis…

Take whichever of these steps you are comfortable with and make sense for your situation.

Ensure you are safe.

• If you are in immediate danger or feel unsafe, call Carleton Security at 507-222-4444 or Northfield Police at 911. Security can respond to an ongoing situation, provide a safety escort, drive you to the hospital, contact 911, and/or contact the on-call dean or a counselor from Student Health and Counseling through a paging system. You will be asked your name and number so that the dean or counselor can call you directly. If you are uncomfortable giving your name, a friend or support person can call for you.

• You also may want to call a trusted friend or support person to be with you or to help you find a safe place.
• CAASHA peer advocates are voluntarily available to students at any time of the day and can help you through the steps of responding to a crisis. Go to go.carleton.edu/caasha for advocate contact information.

• If you are a student, your area director or RA also can help you get immediate care. Friday and Saturday nights, every dorm has an RA on duty. The duty phone numbers are posted on the first floor of each residential building.

Seek medical care.

• If you have experienced sexual assault, it is important to seek appropriate medical attention.

• Northfield Hospital can help you 24 hours a day:
  
  o The hospital can provide a full range of medical care following an assault, including testing for the presence of date rape drugs, treatment of physical trauma, pregnancy prevention, and STI testing/treatment.
  
  o Trained “SAFE Nurse” personnel can perform an evidentiary exam to collect evidence, should you wish to consider pursuing a legal complaint of sexual assault. For more information about these exams, go to go.carleton.edu/sexual_misconduct.

Getting to the hospital:

  o If you require transportation to an off-campus clinic or hospital, you may contact Carleton Security or utilize Northfield Transit or taxi services. Student Health and Counseling or Security can provide you with a taxi voucher.

Contacting the hospital:

  o Northfield Hospital (main number): 507-646-1000
    Emergency Room: 507-646-1100
    2000 North Avenue, Northfield, MN 55057
    http://www.northfieldhospital.org/index.htm

• Student Health and Counseling Nurse Practitioners can help students during normal business hours:

  o Student Health and Counseling can provide free, confidential medical care for students who have been sexually assaulted, including treatment for minor injuries, pregnancy prevention, and STI testing/treatment.
Contacting Student Health and Counseling:

- Phone: x4080 / 507-222-4080
  9:00 am – 6:00 pm, Monday–Friday; located in Ground Davis
  https://apps.carleton.edu/campus/wellness/

- When calling to schedule an appointment, please inform the receptionist that you are calling regarding an urgent sexual harassment or assault issue to assure that you receive an appointment as quickly as possible.

Seek emotional support.

- An experience of sexual assault or misconduct is not something you have to process and struggle with on your own. Talking with others about what you are feeling and experiencing can be an important part of the healing process.

- Seek out someone you trust to support you.

- At Carleton, there are a number of people trained in responding to sexual misconduct and supporting survivors, including counselors from Student Health and Counseling and the chaplains, who are confidential support people. Find them listed at go.carleton.edu/sexual_misconduct.

Consider reporting.

- Once you have taken steps to care for yourself physically and mentally, you may consider reporting your experience to the College or to Northfield Police. For more information about reporting sexual harassment or assault, look on go.carleton.edu/sexual_misconduct.

Support People

The following page is a quick-reference guide to sexual misconduct support. The Carleton Sexual Misconduct Prevention and Response Web site (go.carleton.edu/sexual_misconduct) has detailed information about each of these support people and their roles.

Carleton Support Resources:

CAASHA peer advocates  (informational message and voice mail)  x5710

Advocates’ contact information is posted on teal posters in bathrooms and online at apps.carleton.edu/student/orgs/caasha.
Area Directors:
Myers/Nourse                      x4455                Watson/East Houses x4093
Burton/Sevy/Davis              x4500                 Cassat/Memorial x7246
Musser/West Houses           x4457                 Evans/Goodhue x4442

Carleton Security               x4444

Remember that all calls to Security are answered on their radios. If you would like a private line, you may request that the Security officer on duty call you back on a phone line.

Chaplains—Carolyn Fure-Slocum & Shosh Dworsky x4003 & x4005

College Sexual Misconduct Prevention Consultant/Investigator/Title IX Deputy — Mary Dunnewold x4569

Community Board on Sexual Misconduct (CBSM) Chair and Title IX Coordinator—Julie Thornton x4075

Community Concern Form follow-up —Julie Thornton and Mary Dunnewold

Complaint Process Coordinator—Amy Sillanpa x4072

Dean of Students Office x4075

Dean of the College—Bev Nagel x4303

Gender & Sexuality Center—Kaaren Williamsen x7179

Human Resources x7471

Sexual Misconduct Support Adviser Coordinator and Title IX Deputy —Kaaren Williamsen x7179

Student Health and Counseling x4080

Title IX Deputy—Gerald Young x4057

VP for Student Development and Dean of Students—Hudlin Wagner x4248

Vice President and Treasurer—Fred Rogers x5411

Inform the administrative assistant that you are calling regarding an urgent sexual harassment or assault issue to assure that you receive an appointment as quickly as possible. After-hours counselors can be reached via Security.
**Obligations under Title IX:** Sexual assault and sexual harassment are forms of sexual discrimination under Title IX. The behaviors are prohibited behavior at Carleton College and are violations of Carleton College’s Policies against Sexual Misconduct. Further information about Title IX and the college’s obligation under it is available from Carleton’s Title IX Coordinator and Deputies.

**Non-Carleton Support Resources:**

HOPE Center
- 24-hour Safeline 1-800-607-2330
- During office hours (9 a.m.–4 p.m., Monday–Friday) 507-332-0882

Northfield Hospital
- Main Hospital Number 507-646-1000
- Emergency Room 507-646-1100
- 2000 North Avenue, Northfield, MN 55057

*If you require transportation to an off-campus Northfield clinic or the Northfield Hospital, you may contact Carleton Security or utilize Northfield Transit or taxi services. Student Health and Counseling or Security can provide you with a taxi voucher.*

Northfield Police
- 911
- Non-emergency 507-645-4477

*Reviewed/Revised June 2013; Reprinted August 2013*
If you have experienced **SEXUAL HARASSMENT**, **SEXUAL ASSAULT** or **INAPPROPRIATE BEHAVIOR**...

**You can talk with us.**

[go.carleton.edu/sexual_misconduct](http://go.carleton.edu/sexual_misconduct)

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**Ensure you are safe.**

- Carleton Security: x4444
- Northfield Police: 911

**Seek medical care.**

- Northfield Hospital: 507-646-1100
- Student Health & Counseling: x4080

**Seek emotional support.**

- Student Health & Counseling: x4080
- CAASHA: x5710 and [go.carleton.edu/caasha](http://go.carleton.edu/caasha)
- HOPE Center: 1-800-607-2330

**Consider reporting.**

[go.carleton.edu/sexual_misconduct](http://go.carleton.edu/sexual_misconduct)

SMS Advisers

Complaint Process Coordinator