

Resources Guide and General Information

Reporting Party

The materials provided in this packet provide information about support services available to students who have reported sexual or gender-based violence or harassment¹ under the College's Policy Prohibiting Sexual Harassment (<https://wp.stolaf.edu/title-ix/policy/>). We encourage you and your advisor to review these materials and identify services that may assist you going forward.

While our goal is for these materials to provide useful guidance, we understand that some of this information may be hard to follow, overwhelming, or upsetting. Please remember that among the professional and confidential resources available to you are the Counseling Center (507-786-3062 or counselingcenterboehouse@stolaf.edu), [TimelyCare](#) telehealth services, and the college pastors, Matt Marohl (507-786-3341 / marohl@stolaf.edu) and Katie Fick (507-786-3287 / fick@stolaf.edu). Confidential and trained student volunteer advocates are also available through the Sexual Assault Resource Network (SARN, 507-786-3777 or sarn@stolaf.edu). Public Safety, which operates 24 hours a day, 365 days a year, may be reached at 507-786-3666. Public Safety is also able to connect a student with the on-call dean from the Dean of Students Office.

We strive to keep the information in this packet current and accurate. If you have questions or concerns about any of these materials, please contact Kari Hohn, Title IX Coordinator, at khohn@stolaf.edu or 507-786-3465. Kari can assist you with accessing any of the resources described in this packet.

We hope these materials will inform and support you during this challenging time.

¹ As defined in St. Olaf's [Policy Prohibiting Sexual Harassment](#), sexual or gender-based violence or harassment refers to sexual assault, sexual violence, sexual exploitation, sexual harassment, dating violence, domestic violence, and stalking.

At-a-Glance Resources for Reporting Parties

Confidential Campus Resources

College Ministry Boe Memorial Chapel Undercroft	507-786-3092 / ministry@stolaf.edu
The Boe House Counseling Center Rolvaag Memorial Library 225	507-786-3062 / counselingcenterboehouse@stolaf.edu
TimelyCare TeleHealth	https://wp.stolaf.edu/wellness/timelycare/
Student Health Services Larson House	507-786-3063 / healthservices@stolaf.edu
SARN (Sexual Assault Resource Network) Buntrock Commons 014	507-786-3777 / sarn@stolaf.edu

Non-Confidential Campus Resources

Title IX Coordinator Tomson Hall 148	507-786-3465 / khohn@stolaf.edu
Public Safety Tomson Hall 010	507-786-3666
Student Life Office Tomson Hall 148	507-786-3615

Off-Campus Resources

HOPE Center (advocacy agency) 1003 7 th St. NW, Faribault, MN 55021	800-607-2330 (24/7 SafeLine) 507-332-0882 (business)
Northfield Hospital Emergency Department 2000 North Avenue, Northfield, MN 55057	507-646-1100

Descriptions of Support Resources

St. Olaf On-Campus Resources

College Pastors and Chaplains – Confidential Resource

<https://wp.stolaf.edu/ministry/>

The College Pastors and Chaplains are confidential resources, trained in pastoral care. This means that they speak with students of any faith, or who don't practice a religious faith, about all aspects of life. They are good listeners, engage thoughtfully in conversation, and have experience with Title IX cases. To set up a meeting, please use the contact information listed below.

- College Pastor Matt Marohl (marohl@stolaf.edu; 507-786-3341)
- Associate College Pastor Katie Fick (fick@stolaf.edu; 507-786-3287)
- Associate Chaplain for Muslim Life M. Tauseef Akbar (akbar2@stolaf.edu)
- Associate Chaplain for Jewish Life Shosh Dworsky (dworsk1@stolaf.edu)

The Boe House Counseling Center – Confidential Resource

<https://wp.stolaf.edu/counseling-center/>

Boe House encourages you to seek their support. Boe House counselors are trained professionals who provide free and confidential services on campus and can provide a safe environment to talk about what you're going through. They offer individual and group counseling, among other services.

To schedule a counseling appointment, call 507-786-3062 or email counselingcenterboehouse@stolaf.edu. If scheduling via email, include days and times you're available for a one-hour appointment. The Counseling Center is open Monday through Friday, 8am-noon and 1-5pm.

TimelyCare – Confidential Resource

**see additional handout*

TimelyCare provides St. Olaf students with free, 24/7 access to medical and mental telehealth care. For more information, to set up an appointment, or to access the 24/7 TalkNow option, follow the instructions on this website: <https://wp.stolaf.edu/wellness/timelycare/>.

Health Services – Confidential Resource

<https://wp.stolaf.edu/health/st-olaf-health-service-patient-portal>

St. Olaf Health Services provides free, confidential, on-campus healthcare visits for students. Medications and testing are available to students during their clinic visit, when appropriate, for a minimal out-of-pocket fee. Appointments can be made to discuss education and questions regarding birth control and Plan B as well as Sexually Transmitted Infection education and testing, and pregnancy testing.

Health Services is located in Larson House. They are available for appointments on weekdays from 9-11:30am and from 1-4pm. Make an appointment at Health Services via your [online student health portal](#).

SARN – Confidential Resource

<https://pages.stolaf.edu/sarn/>

The Sexual Assault Resource Network (SARN) is a student-run confidential resource that takes a stand against sexual assault and relationship violence on the St. Olaf campus through supporting survivors and their friends, raising awareness in the college community, and promoting healthy relationships. SARN advocates are available for survivors' rights and legal advocacy, assistance with the College's reporting and/or investigation processes, education and information on sexual assault and healthy relationships, or just someone to talk to.

Office Hours in Buntrock Commons Room 14: Monday-Friday, during chapel time and community time. Tuesday and Sunday nights from 7-8 p.m.

Phone Hours: On call nightly from 8 pm to 8 am during the academic year at 507-786-3777.

Email: sarn@stolaf.edu

Student Life Office – Non-Confidential Resource

<https://wp.stolaf.edu/deanofstudents/>

The Student Life deans are available to assist you in a variety of ways. They can work with you and your faculty to navigate academic accommodations as necessary. Additionally, they can work with you to provide housing accommodations or adjustments in your student work assignments.

The Dean of Students office suite is located in Tomson 148. To make an appointment or seek their support, call 507-786-3615.

Off-Campus Resources

HOPE Center

The HOPE Center provides free, confidential advocacy services to victims of sexual and domestic violence in Rice County. They intend to meet the self-identified needs of survivors, at any and all points in their healing processes, through supportive listening, emotional support, identification of strengths, and resources and expertise offered to victims and their families. Advocates at the HOPE Center provide crisis intervention, support counseling, information about options, help with protection planning, assistance with systems, and referrals to other resources. The HOPE Center also offers legal advocacy regarding court procedures, victim rights and reparations, and accompaniment to civil and criminal court proceedings.

1003 7th St. NW
Faribault, MN 55021

Business line: 507-332-0882
24/7 SafeLine: 800-607-2330
<http://hopecentermn.org/>

Northfield Hospital Emergency Department: Sexual Assault Nurse Examiners (SANEs)

**see additional handout in packet about Medical Forensic Exams*

Northfield Hospital can provide you with access to a Sexual Assault Nurse Examiner (SANE) who has specialized training to conduct medical forensic exams (or “rape kits,” as they are commonly known). These exams include the collection of any evidence from the incident as well as taking care of your medical needs. Having this exam does not mean you must report your assault to law enforcement.

Medical forensic exams are available to you within 10 days after the incident. These exams are available 24/7, and Public Safety (507-786-3666) is able to give you a ride to the hospital with no questions asked. Medical forensic exams are paid for by Rice County; however, the exam cost may not include the cost of additional services, such as x-rays.

You may call the Northfield Hospital Emergency Department (507-646-1100) to let them know that you are on your way and that you would like to see a SANE. Upon arrival at the Emergency Department, let the receptionist know that you would like to see the on-call SANE. The SANE will get to the hospital as soon as possible, but be prepared to wait for 30 minutes to one hour.

Other Supportive Measures Available through the Title IX Office

- Extensions of deadlines through Class Dean
- Modification of work schedule
- Modification of class schedule
- Campus security escort
- Change in housing
- Leave of absence
- DAC Accommodations
- No-Contact Directive
- And others...

Common Feelings after Experiencing Sexual or Gender-Based Violence

Experiencing sexual or gender-based violence of any kind can result in a wide range of reactions – some may be immediate, while some may be longer term. The variety of reactions may depend on your previous life experience, the type of violation, if force was used, the relationship between you and the responding party, etc.

A person who has been hurt by sexual or gender-based violence may experience any or all of the following:

- Feeling of betrayal
- Rage
- Shame/humiliation
- Fear
- Self-blame
- Feeling of loss of control over their life
- Fear that they will not be believed by friends, family, and professionals
- Somatic responses – aches, pain, stomach problems
- Difficulty sleeping
- Nightmares/flashbacks
- Heightened anxiety
- Depression
- Suicidal thoughts
- Post-Traumatic Stress Disorder
- Disassociation
- Generalized fear of things reminiscent of the incident (season, location, sounds, smells, etc.)
- Heightened responses at the anniversary time of the incident
- Difficulty concentrating
- Fear of intimate relationships/becoming vulnerable
- Emotional numbing

It's important to remember that your responses are not unusual; they are normal reactions to this experience. Know that you do not have to navigate any of these reactions on your own. St. Olaf is here to help you if you are experiencing any or all of the above reactions after experiencing sexual or gender-based violence. The Title IX Coordinator and Confidential Resources are equipped to connect you to a variety of resources and supports that can help address any of the above reactions.

Adapted from "Common Reactions to Sexual Assault" by the Minnesota Coalition Against Sexual Assault, 2013 (<http://mncasa.org/assets/PDFs/Common%20Reactions.pdf>).

Guidance for Friends and Family

How can friends and family help you?

- Assist you in feeling emotionally and physically safe.
- Affirm you.
- Listen to you without judgment.
- Remind you that they are trustworthy.
- Provide options instead of making decisions for you.
- Help you access as much information as possible to help determine what options you're interested in pursuing.
- Provide reassurance that you do not deserve to be hurt or abused.
- Provide reassurance that what happened to you is not your fault.
- Educate themselves (<https://wp.stolaf.edu/title-ix/education/>). Resources from a variety of advocacy organizations are readily available online (local: <http://hopecentermn.org/>; Minnesota: <http://rapehelpmn.org/find-help/> & national: <https://centers.rainn.org/>).
- Remember that the healing process is fluid and may not progress in a linear fashion.

What friends and family should NOT do:

- Blame you for what happened.
- Suggest that you should have reacted or responded differently during your experience.
- Make decisions for you — instead, they should ask you what you need or want and help to support you.
- Judge you.
- Expect you to act in a certain way — there are numerous ways to react.
- Disclose any information about what you confided in them to someone else, even if it's a close family member or friend.
- Project their own distress about what happened on to you — friends and family members need to make sure to get help for themselves, too.

Special Concerns for College Students

Are you in the same class as the Responding Party?

It can be unsettling or distracting to be in the same class as the person you reported about. Your academic career is important and we want you to feel comfortable attending class so that you may be successful. The Title IX Coordinator may assist in altering class schedules.

Are your grades suffering because of what you experienced?

It is common to have difficulties concentrating on studying or focusing on coursework after experiencing sexual or gender-based violence. With your permission, your class dean can contact your faculty on your behalf. Without disclosing details, they can explain that you are experiencing tremendous stress and need flexibility in meeting deadlines. We also encourage students to communicate directly with their faculty in order to limit any possible misunderstandings about expectations and requirements.

Additionally, you may qualify for accommodations through Disability and Access. Reach out to the Title IX Coordinator, or directly to the [DAC Office](#), to learn more about this potential option.

Do you live in the same residence hall as the Responding Party?

If you live in the same residence hall, the Associate Dean for Residence Life (Pamela McDowell, mcdowell@stolaf.edu) can help talk through potential options to make your living situation more comfortable.

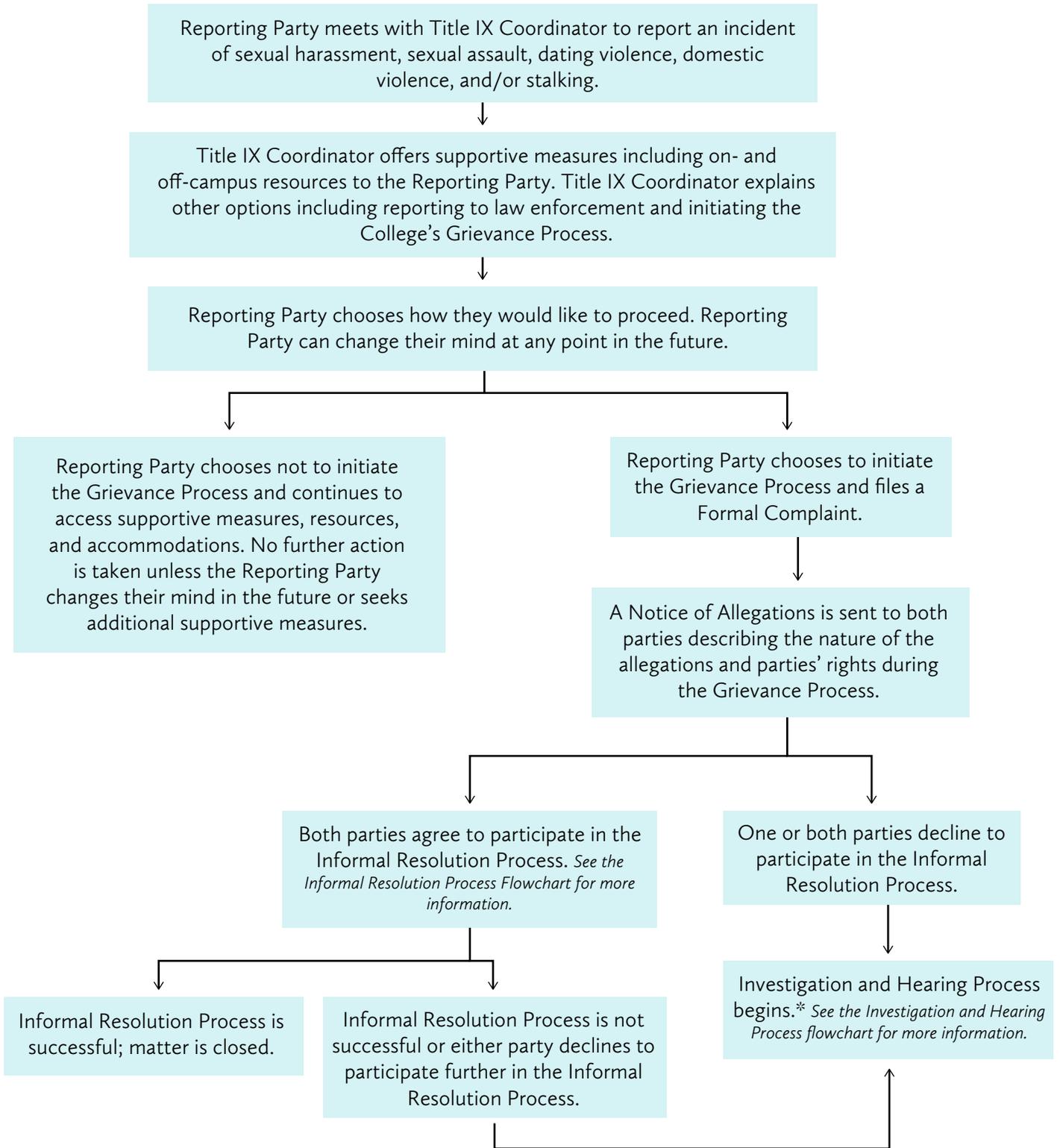
If you tell your parents will it be more or less helpful to you?

This is a very difficult question for persons who have experienced sexual or gender-based violence or harassment. Many find it hard to disclose to their parents, but ultimately find their parents' support helpful through this process. Some fear that their family may blame them. Only you can decide if and when to tell your family. A counselor from the Counseling Center (Boe House) or TimelyCare can help you process this decision and discuss the benefits and risks associated with telling your family.

What if you have mutual friends or belong to the same groups as the Responding Party?

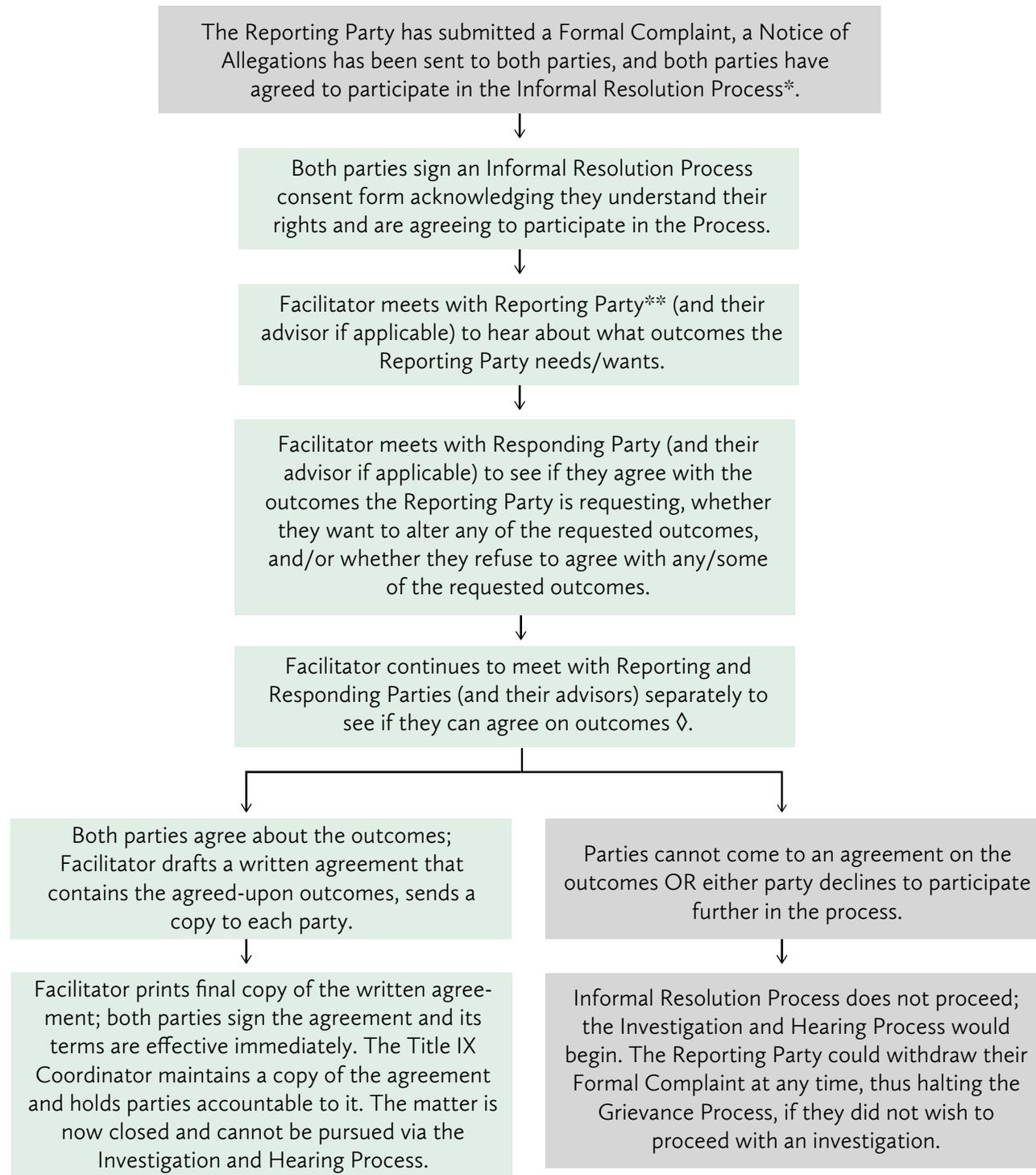
This is a common situation since most sexual and gender-based violence occurs between acquaintances. Mutual friends will likely take sides and you may find yourself losing friends. This can be incredibly difficult, and it's important to surround yourself with people who support and respect you. Seek guidance and support from the support resources outlined earlier in this packet.

REPORTING PROCESS



**Reporting Party can withdraw their Formal Complaint at any time, thus halting the Grievance Process.*

INFORMAL RESOLUTION PROCESS



* The College maintains discretion to determine whether a matter is appropriate for Informal Resolution. Only under extremely rare circumstances would the CORE Team decide to overrule a Reporting Party's decision to pursue the Informal Process.

** The Reporting Party and the Responding Party never have to see or have direct communication with each other throughout this process.

◇ At any point during the Informal Resolution Process, either party may decide to stop the Informal Resolution Process and initiate the Investigation and Hearing Process.

Communication and Support:

- Title IX Coordinator offers resources and accommodations to both parties throughout the resolution process.
- Title IX Coordinator serves as liaison throughout the process and provides weekly updates to both parties.
- Title IX Coordinator follows up with both parties after the process has concluded and is responsible for ensuring both parties are complying with their agreement (if an agreement is reached).

INVESTIGATION & HEARING PROCESS

At any point prior to the Hearing Panel issuing a decision, the parties may request to move to the Informal Resolution Process to attempt to come to an agreement. Both parties must agree to pursue the Informal Resolution Process to move forward with that option.

Investigation Phase: External investigator assigned; Investigator collects evidence and conducts party/witness interviews.



Evidence Review Phase: Parties and their advisors review and respond to evidence collected by the Investigator.



Investigation Report Phase: Parties and their advisors review and respond to the Investigator's Report that summarizes all relevant evidence.



Hearing Phase: A Hearing Panel conducts a live, virtual hearing with the parties, their advisors, and relevant witnesses. Parties' advisors may question the other party or witnesses.



Decision Phase: The Hearing Panel issues their decision about responsibility and sanctions, if applicable.



Appeal Phase: Either/both parties are able to appeal the Hearing Panel's decision to the Appeal Adjudicator. The non-appealing party may respond to the appeal.



End of Process: The process is complete once the Appeal Phase is over or if neither party appeals the Hearing Panel's decision. Sanctions and remedies, if applicable, are effective immediately following the end of the process.

Communication & Support:

- Reporting Party and Responding Party are offered supportive measures, including resources and accommodations, throughout the process.
- Title IX Coordinator serves as liaison throughout this process and provides weekly updates to both parties.
- Title IX Coordinator follows up with both Reporting Party and Responding Party after the process has concluded.

Medical Forensic Exams and Evidence Collection

While many medical services are available to you via St. Olaf's Health Services Office, you may also decide to have a medical forensic exam at the Northfield Hospital Emergency Department. These exams are conducted by Sexual Assault Nurse Examiners (SANEs), who are specially trained to perform these exams, collect any evidence, and take care of your medical needs post-assault. Having this exam does not mean you must report your assault to law enforcement or pursue a formal investigation through St. Olaf; however, having evidence collected means that law enforcement will be able to utilize this evidence if you do decide to report to the police.

Medical forensic exams are available to you within 10 days after your assault, but having the exam as soon as possible is best. SANE nurses are available 24/7 through the Northfield Hospital Emergency Department, and St. Olaf Public Safety (507-786-3666) is able to give you a ride to the hospital with no questions asked. Medical forensic exams are paid for by Rice County, and you should not be charged for any costs associated with the exam.¹

You may call the Northfield Hospital Emergency Department (507-646-1100) to let them know that you are on your way and that you would like to see a SANE. Upon arrival at the Emergency Department, let the receptionist know that you would like to see the on-call SANE. The SANE will get to the hospital as soon as possible, but be prepared to wait for 30 minutes to one hour.

If seeking a medical forensic exam, keep the following recommendations in mind:

- Bring all clothes you were wearing during the assault to the hospital if you are not still wearing them.
- The SANE may want to swab or take some of your clothing as evidence, so be sure to bring a change of clothes. The hospital can help provide clothing if needed.
- Try not to eat, drink, shower/bathe, go to the bathroom, or brush your teeth before the exam, if possible. These areas might contain evidence from the assault.
- Feel free to bring a friend or SARN advocate to the hospital with you, although they may be asked to leave the room at certain points during the exam.

At the time of the exam:

- The SANE will explain the exam process to you, step by step, but you have the right to decline any part of the exam process.
- An advocate from the HOPE Center, the local advocacy agency, will be available to you.
- The SANE will ask for a detailed history of the assault.
- The SANE will complete a physical exam that will include documentation and treatment of any injuries.
- The SANE will collect any potential evidence.
- The SANE will have a conversation with you about your risk for sexually transmitted infections (STIs), pregnancy, and HIV as well as medication options.
- Education and resources will be provided regarding follow-up care.

¹ Please note that any medical services outside the scope of the medical forensic exam, such as x-rays or sutures, will not be paid for by Rice County and will be billed to your insurance. If you are a dependent on your parents' insurance and are concerned about your parents finding out about your exam, speak to your HOPE Center advocate or the Title IX Coordinator about how to maintain confidentiality through your insurance.

- Options for reporting to law enforcement will be discussed if you choose to report.

Remember that having a medical forensic exam does **not** mean that you are required to report your sexual assault to law enforcement or to pursue an investigation through St. Olaf. Evidence from your exam is sealed within a sexual assault evidence collection kit (commonly known as a “rape kit”) and is stored for 30 months if you decide not to report your assault to law enforcement at the time of your exam. Your kit will remain confidential and sealed until you report to law enforcement, and testing of kits only occurs after you report to law enforcement.

Reporting to Law Enforcement

R rainn.org/articles/reporting-law-enforcement

The decision to report to law enforcement is entirely yours. Some survivors say that reporting and seeking justice helped them recover and regain a sense of control over their lives. Understanding how to report and learning more about the experience can take away some of the unknowns and help you feel more prepared.

How do I report sexual assault?

You have several options for reporting sexual assault:

- **Call 911.** If you are in immediate danger, dial 911. Help will come to you, wherever you are.
- **Contact the local police department.** Call the direct line of your local police station or visit the station in person. If you are on a college campus you may also be able to contact campus-based law enforcement.
- **Visit a medical center.** If you are being treated for injuries resulting from sexual assault, tell a medical professional that you wish to report the crime. You can also choose to have a sexual assault forensic exam. To find an appropriate local health facility that is prepared to care for survivors, call the National Sexual Assault Hotline 800.656.HOPE (4673).

To learn more about the options in your area, call the National Sexual Assault Hotline at 800.656.HOPE (4673). You'll be connected to a staff member from a local sexual assault service provider who will walk you through the process of getting help and reporting to law enforcement at your own pace. In most areas, there are specific law enforcement officers who are trained to interact with sexual assault survivors. Service providers can connect you to these officers, and might also send a trained advocate to accompany you through the reporting process.

Who will I be talking to?

In most areas, there are specific law enforcement officers who are trained to interact with survivors of sexual assault. In addition, many law enforcement agencies participate in Sexual Assault Response Teams (SARTs), which provide a survivor-centered, coordinated response to sexual assault. SARTs incorporate medical personnel, law enforcement, and sexual assault service providers in your area. They work together to organize the investigation, reduce repetition of questions and interviews, and facilitate communication among all agencies involved.

Learn more about communicating with law enforcement.

Is there a time limit on reporting to the police?

In short, yes. This window of time you can report a crime is called the statute of limitations. Statutes of limitation vary by state, type of crime, age of the victim, and various other factors. Visit RAINN's State Law Database to learn more about the criminal statutes of limitation where you are.

What are some common concerns about reporting?

If you have questions or concerns about reporting, you're not alone. The list below may have answers to some common questions that are on your mind.

- **The perpetrator got scared away or stopped before finishing the assault.**
Attempted rape is a serious crime and can be reported. Reports of attempted rape and other assault are taken seriously.
- **I know the person who hurt me.**
About 2/3 of victims know the perpetrator. It can be unnerving to be violated by someone you know. Regardless of who the perpetrator is, sexual assault is against the law.
- **I've been intimate with the perpetrator in the past, or am currently in a relationship with the perpetrator.**
Sexual assault can occur within a relationship. Giving someone consent in the past does not give them consent for any act in the future. If you did not consent, they acted against the law—and you can report it.
- **I have no physical injuries, and I'm worried there's not enough proof.**
Most sexual assaults do not result in external physical injuries. It's important to receive medical attention to check for internal injuries. You can also choose to have a sexual assault forensic exam to check for DNA evidence that may not be visible on the surface.
- **I'm worried law enforcement won't believe me.**
There has been great investment in police training on this topic. While there are occasional exceptions, most law enforcement officers are understanding and on your side. If you do encounter someone who isn't taking your case seriously, ask for their supervisor and let your local sexual assault service provider know.
- **I don't want to get in trouble.**
Sometimes minors are afraid of being disciplined, either by the law or by their parents, because they were doing something they shouldn't have when the abuse occurred. For example, a teen might have been consuming alcohol, or a child might have been breaking a house rule. It's important to remember that sexual assault is a crime—no matter the circumstances. Nothing you did caused this to happen.

Do I have to report to get rape kit?

By law, you are not required to report to law enforcement in order to receive a sexual assault forensic exam, commonly referred to as a “rape kit.” The Violence Against Women Reauthorization Act of 2013 has made it easier for someone to have a “Jane Doe rape kit,” where they are given a code to identify themselves if they choose to report later.

Does it matter whether or not I know the perpetrator? Can I still have an exam?

There is value in having a sexual assault forensic exam performed, regardless of whether or not you know the identity of the perpetrator or perpetrators. DNA evidence collected during the exam can play an important role in the case against the perpetrator.

Will I have to pay for the exam?

By law, you should not be billed for the direct costs of a sexual assault forensic exam. The way states handle this law can vary. Since 2009, states have been required to provide sexual assault forensic exams for free or via reimbursement, regardless of cooperation with law enforcement. Starting in 2015, health facilities will no longer be able to charge for exams up front and ask for victims to file reimbursement through their insurance later. If you have questions about a bill your received related to your exam or about any other aspects of the process, you can contact your local sexual assault service provider or state coalition.

Legal Disclaimer

The Rape Abuse and Incest National Network (RAINN) website provides general information that is intended, but not guaranteed, to be correct and up-to-date. The information is not presented as a source of legal advice. You should not rely, for legal advice, on statements or representations made within the website or by any externally referenced Internet sites. If you need legal advice upon which you intend to rely in the course of your legal affairs, consult a competent, independent attorney. RAINN does not assume any responsibility for actions or non-actions taken by people who have visited this site, and no one shall be entitled to a claim for detrimental reliance on any information provided or expressed.

The Role of Advisors

Am I allowed to have someone assist me in the Grievance Process?

Yes, all parties to the Grievance Process (including both the Informal Resolution Process and the Investigation and Hearing Process) are entitled to have an advisor of their choice accompany them to any meetings related to the complaint, including any interviews by the investigator, meetings with the Informal Resolution Process facilitator, and any hearing. A party's advisor may also accompany their advisee in reviewing any investigation report and related information made available to the advisee. However, the advisor may not participate *instead of* the party they are advising during any of these meetings.

Can my advisor be an attorney?

Yes, parties can choose anyone to be their advisor, including an attorney, as long as the individual is not a potential witness to the allegation.

What role does an advisor play?

The advisor may accompany their advisee to meetings to observe the process and provide advice and support. The advisor generally does not speak on behalf of the person they are advising, but may assist their advisee in drafting communications and preparing for interviews with college officials. If a party is involved in a hearing, the advisor may attend the hearing and ask questions of the other party and witnesses on behalf of their advisee during the cross-examination portion of the hearing.

How many advisors can a party have?

Each party is entitled to have one advisor of their choosing.

What if I want to change my advisor?

A party may elect to change advisors during the Grievance Process one time. The party must inform the Title IX Coordinator in writing at least two business days before any meetings where the new advisor will be present. A request to change advisors may not be used to cause undue delay or otherwise disrupt the process.

Can my advisor speak on my behalf?

No, the role of your advisor is to provide you with support and guidance. Unless invited to do so, your advisor is not permitted to communicate on your behalf. Your advisor may assist you in drafting written communications with the college or preparing for any interviews, meetings, and hearings; however, your advisor is not permitted to speak for you, or otherwise communicate directly with the investigator or other college officials, unless they are asking questions on your behalf during a hearing.

What if my advisor is not available to attend a scheduled meeting?

Because the college is legally mandated to complete its Grievance Process promptly, the college

expects that you and your advisor will make yourselves readily available to attend scheduled meetings. The college will strive to find mutually agreeable meeting times; however, the college typically will not change scheduled meetings to accommodate an advisor's inability to attend. The college will strive to make provisions for an advisor who cannot attend in person to attend a meeting by telephone or Zoom. The college reserves the right to proceed with a scheduled meeting even though an advisor is not available to be present. In selecting an appropriate advisor to assist you, we encourage you to consider their availability during the period of time that these proceedings will take place.

What if an advisor disrupts or interferes with the process?

The college reserves the right to remove or dismiss advisors who are disruptive or who fail to abide by the restrictions placed upon advisors assisting parties in the Grievance Process. An example of conduct that could result in dismissal may be an advisor who interrupts an interview by interjecting comments and interfering with the investigator's ability to obtain information directly from the party. Conduct that may be intimidating to the other party or a witness in the Grievance Process also could result in removal of the advisor.

Mutual No Contact Directive Information

St. Olaf Dean of Students personnel, Campus Safety officers and the Title IX Coordinator are authorized to issue a No Contact Directive prohibiting contact between students when there exists a reasonable belief that this action will assist the College in maintaining an orderly and peaceful campus environment. Unless explicitly imposed as a sanction following a disciplinary proceeding, the issuance of a No Contact Directive **is not punitive** and should not be treated as an indication that a party receiving the No Contact Directive has committed a policy violation or other offense.

The College will consider various facts and circumstances in determining whether to issue a No Contact Directive, including the following:

- To minimize a risk of conflict or other disturbance on campus;
- When there are allegations of serious college policy violations;
- In response to allegations of actual or threatened harassment, violence, or other misconduct between the parties involved;
- When there is a credible risk of harm from continued contact between students; and
- Where continued contact between students may adversely affect a disciplinary proceeding.

No Contact Directives identify the specific individuals who may not have contact with one another. "Contact" includes all forms of communication or interaction including: in-person contact, telephone calls, email, texts and other forms of electronic communication, social media-based messages or postings. No Contact Directives cover both direct contact by the student and indirect communications directed through friends, advisors or other individuals acting on the student's behalf.

When deemed necessary by the College, No Contact Directives may include additional restrictions or other terms specific to the security or well-being of the individuals involved and/or the St. Olaf community as a whole. Any additional terms will be expressly stated in the No Contact Directive. Additional measures may include, but are not limited to:

- Restricting a student from attending certain events;
- Restricting a student's access to certain campus locations, including certain residence halls;
- Restricting the times a student may be present in on-campus dining facilities;
- Requiring that the students not be enrolled in the same academic course(s); and
- Requiring that the students not participate in the same co-curricular or extra-curricular activities.

The College will review No Contact Directives on an ongoing basis. A student seeking the modification or discontinuance of a No Contact Directive may make such a request to the Dean of Students. Unless the No Contact Directive expressly provides otherwise or is modified or rescinded by the College, the No Contact Directive will remain in effect until the graduation or withdrawal of the student who is subject to the No Contact Directive.

Violations of No Contact Directives are serious independent violations of the College's Code of Conduct. Such violations could also support a charge of retaliation, stalking or other Prohibited Conduct under the College's policies.

Incidental contact will not be considered a violation of a No Contact Directive. Incidental contact may include unintentional and unexpected encounters on campus or in a campus building or

residence hall. Frequenting spaces on campus with the intention of seeing or being seen by the individual(s) with whom contact is prohibited will not be considered incidental, and will be deemed a violation of a No Contact Directive.

Students who have interpersonal conflicts that do not raise concerns for individual health and safety will not be granted No Contact Directives. These individuals should pursue other forms of conflict resolution. For further information, students are encouraged to speak with the Dean of Students or an Associate Dean of Students.

FAQs on Immigration Issues for International and Undocumented Students

***NOTICE** - International students with questions about their immigration and visa status are advised to seek the assistance of an immigration attorney. This document is a resource to explain certain aspects of the law, but is not a replacement for legal advice.*

Does my immigration status affect my ability to access on-campus resources?

No. Students and other members of the St. Olaf community receive the same rights under our policies, regardless of immigration and visa status.

What if I need to take a break from school or decrease my course load?

Academic accommodations like these are fairly common. To ensure that such changes do not jeopardize your immigration status, be aware that withdrawing or reducing your course load requires additional procedures. If a student needs to drop below a full-time course load, they must receive approval from St. Olaf's Principal Designated School Official (PDSO). Currently the PDSO is located in the Taylor Center for Equity and Inclusion in Buntrock Commons 111. The PDSO can permit students to reduce course load for academic or medical reasons. Students are not required to tell the PDSO about the details for needing a lighter class load. For assistance in making a request, an international student may wish to contact the Title IX Coordinator.

If I am an undocumented immigrant, can my status be used against me?

No, St. Olaf will not tolerate any retaliation against an individual who has reported or participated as a witness or other party in a Grievance Process.

Is there an office on campus that can provide me additional information?

The Taylor Center for Equity and Inclusion (<https://wp.stolaf.edu/taylorcenter>) has information on services to support international students. For questions regarding changes to other visa statuses, or legal options that fall outside of standard F1 and J1 student visas, you should consult a qualified immigration attorney.

What is an immigration lawyer and what do they do?

Immigration lawyers are licensed attorneys who specialize in the field of immigration law. They function as the client's advocate, and can represent them before immigration agencies, both in immigration court as well as in filing applications for immigration benefits. The lawyer can give legal advice and discuss immigration options. Like all lawyers, immigration lawyers are bound by professional ethical and legal requirements, and keep client discussions confidential.

Where can I find a local immigration attorney?

U.S. Citizenship and Immigration Services (USCIS), a bureau of the Department of Homeland Security (DHS), offers two sites to help individuals find free or low-cost legal representation:

- USCIS Find Help in your Community Webpage (<https://www.uscis.gov/citizenship/learners/find-help-your-community>)
- USCIS Find Legal Services Webpage (<https://www.uscis.gov/avoid-scams/find-legal-services>)

The American Immigration Lawyers Association (AILA) also offers an online referral service that can help find an immigration lawyer (<http://www.ailalawyer.com/>).

Access to Legal Services

NOTICE - *This resource is not intended to provide legal advice. Individuals with questions about their rights are advised to seek the assistance of a qualified attorney.*

All parties to the college's Grievance Process, whether a Reporting Party or a Responding Party, should consider consulting an attorney. Although the Grievance Process is not a court of law, the process has serious implications for all parties, and is governed by complex legal requirements.

An attorney can assist you in better understanding the process and explaining your rights. You may have an attorney serve as your advisor of choice. An attorney can also apprise you of what rights you have in legal processes outside the college's process, such as criminal prosecutions and civil lawsuits.

One benefit of speaking with an attorney is that everything that you disclose to the attorney is confidential due to the attorney-client privilege. This is true even if you have an initial conversation with a lawyer and then decide not to have the lawyer represent you.

St. Olaf will not pay for or recommend an attorney to represent you. If you are seeking an attorney, there are various organizations that may provide pro bono (without charge) legal representation to students who cannot afford legal counsel. For further information on pro bono legal services, you may wish to contact Southern Minnesota Regional Legal Services (<http://www.smrls.org/#>), the Minnesota State Bar Association's Access to Civil Legal Services (<http://www.mnbar.org/public/public-resources/access-to-civil-legal-services#.WlU18fkrJhG>), or MN Legal Advice Online (<http://www.mnlegaladvice.org/>). Minnesota Coalition Against Sexual Assault (<http://www.mncasa.org/Legal%20resources%202014.pdf>) provides a list of resources, including providers of legal services for individuals who report being a victim or survivor of sexual or interpersonal violence.

Virtual care from anywhere.

Get on-demand support from counselors, doctors, nurse practitioners and more, right at your fingertips.

Create your **FREE** account:

1. Visit timelycare.com/stolaf or download the TimelyCare app.
2. Click "Sign In."
3. Create your profile using your school email.
4. Follow the prompts to start your first visit.



IT'S FOR ST. OLAF STUDENTS.

FOR FREE.



TALKNOW

Get 24/7, on-demand mental health support.



MEDICAL

Get 24/7, on-demand and scheduled medical visits.



HEALTH COACHING

Schedule virtual appointments with a certified health coach.



SCHEDULED COUNSELING

Access licensed counselors in your state.



PSYCHIATRY

Get access to no-cost psychiatry services.

**Options for evening or weekend
emergency or crisis situations:**

St. Olaf Public Safety
507-786-3666

South Central Mobile Crisis Team
877-399-3040

Crisis Text Line—text “MN” to
741741

National Suicide Hotline
800-273-TALK (8255)

911

Cancellation/No Show Policy

**No show or cancellation with less
than 24 hour notice.**

Missed appointments with a counselor:
If you miss a scheduled appointment with a counselor, you are responsible for notifying us of the reason and confirming future appointments. We reserve the right to deny services to any student who has missed three or more scheduled counseling appointments during the course of the academic year.

Missed appointments with our dietitian: If you miss a scheduled appointment with the dietitian, you are responsible for notifying us of the reason and confirming future appointments. We reserve the right to deny services to any student who has missed two or more scheduled appointments during the course of the academic year.

We realize that circumstances change or emergencies arise and necessitate changing appointment times. We greatly appreciate hearing from you at least 24 hours in advance if you need to reschedule, as other students will likely be waiting for available appointment times.



**COUNSELING
CENTER**

LOCATION

THE COUNSELING CENTER IS
LOCATED AT
RML ROOM 225

HOURS

OPEN DURING THE ACADEMIC
YEAR FROM 8:00 A.M. TO NOON
& FROM 1:00 P.M. TO 5:00 P.M.,
MONDAY THROUGH FRIDAY.
SUMMER HOURS VARY.

**PLEASE EMAIL OR CALL TO
SCHEDULE AN APPOINTMENT
COUNSELINGCENTER
@STOLAF.EDU
OR
507.786.3062**

STOLAF.EDU/COUNSELING-
CENTER/

The Counseling Center was established by St. Olaf College to enhance the personal growth and development of its students. The Center supports students in their academic pursuits and facilitates personal and interpersonal learning and growth. The programs it provides are preventive as well as remedial.

Confidentiality

The St. Olaf Counseling Center policy on confidentiality follows the ethical guidelines of the Minnesota Board of Psychology. Information is released to no one outside the Counseling Center staff without written permission from the student. In rare circumstances, a counselor might be legally required to break confidence.

Eligibility for Services

Counseling Center services are provided without cost to all St. Olaf students.

Services

A variety of services and programs are provided within the Counseling Center; others are held in residence halls or in classrooms.

Individual Counseling

Any personal concern is appropriate to bring to the Counseling Center. Student concerns typically involve issues

related to relationships, identity, family, depression, victimization, anxiety/panic attacks, academics, grief and loss, socialization/isolation, food/body image or chemical use/abuse.

Group Counseling (when possible)

In the past these groups have focused on topics such as family issues, food and body image concerns, coping with grief and loss, victimization issues, enhancing relationships, men's issues, women's issues, and personal growth.

Nutrition Counseling

Nutrition counseling is available, on a limited basis, to students who have concerns about their eating/body image. Students must be referred to the dietitian by a staff therapist.

Presentations

The focus of these presentations may involve topics such as stress management, depression, adjustment issues, eating and body image issues, healthy relationships, anxiety, and how to help a troubled friend.

Testing

The Counseling Center offers psychological testing. Students are referred to other offices or agencies when additional testing is desired (ADHD/ADD screening is available but testing is not).

Consultation

Operating within the guidelines of the Center's policy on confidentiality, coun-

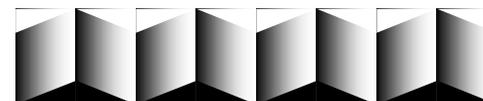
selors are available for consultations with students, faculty, administrative personnel, resident hall staff, and parents.

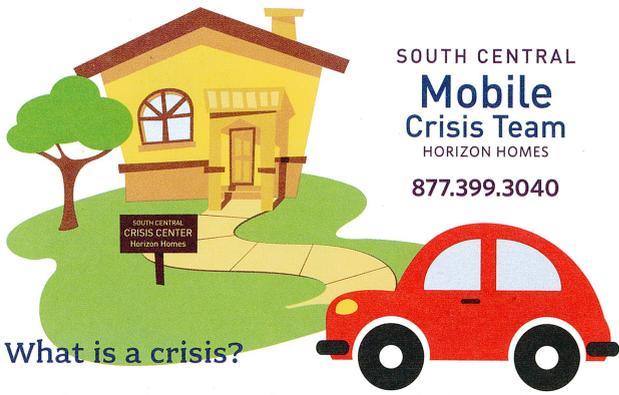
Let's Talk

Walk in 10-15 minute consult with a counselor—call us or check our website for time and location.

Referrals

The counselors will refer students to other campus services, or off-campus professionals and agencies, for services not available at the Counseling Center.





SOUTH CENTRAL
**Mobile
 Crisis Team**
 HORIZON HOMES
 877.399.3040

What is a crisis?

- Feelings of stress or being overwhelmed
- Plans or thoughts of hurting yourself or others
- Suddenly finding it difficult to complete normal daily activities due to stress or other symptoms
- Increase or change in symptoms such as mood, anxiety or panic attacks, hallucinations (seeing or hearing things that other people do not see or hear), or delusions (false beliefs)



SOUTH CENTRAL Community-Based Initiative

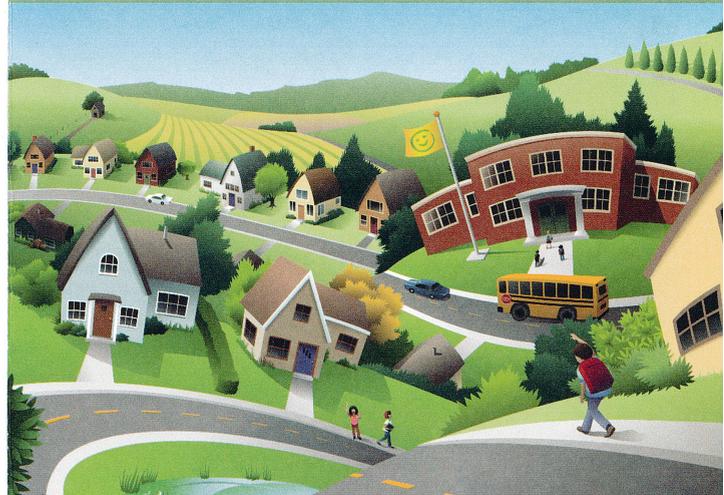
BLUE EARTH BROWN FARIBAULT
 FREEBORN LE SUEUR MARTIN
 NICOLLET RICE SIBLEY WATONWAN

The regional Crisis Center is operated by Horizon Homes, Inc., a well-established local provider of adult mental health services, including housing, treatment, and rehabilitation options. This is possible through a partnership between Horizon Homes, Inc., the South Central Community Based Initiative, and the Department of Human Services.

SOUTH CENTRAL
**Mobile
 Crisis Team**
 HORIZON HOMES



Caring » Coping » Calming the Crisis
 IN YOUR NEIGHBORHOOD



SOUTH CENTRAL Mobile Crisis Team



The Mobile Crisis Team is available to provide support for children, teens and adults who are experiencing a

mental health crisis in the comfort of their own home or other community location.

SERVICES OFFERED

- Problem solving and coping strategies
- Referrals to other local services
- Family education and support
- Crisis prevention planning
- Brief ongoing support



Accessing Services and Referral Process

Call 877.399.3040

We will gather information about the situation, and if needed, can send two crisis team members to meet with you.



Frequently Asked Questions

Q: When is the Mobile Crisis Team available?

A: Between the hours of 4 p.m.-12 a.m., seven days a week.

Q: Will I be charged for this service?

A: We will ask for insurance information to bill insurance companies, however, if you do not have insurance, you will not be billed directly.

Q: Does the Mobile Crisis Team provide transportation?

A: No, however, the mobile team can assist in identifying transportation resources.

Q: Where can I meet with the team?

A: We can respond to a variety of community settings including: private homes, waived service programs, IRTS programs, hospitals, nursing homes, jails, community offices, etc.

Q: What areas do you serve?

A: The service area includes the counties of: Blue Earth, Brown, Faribault, Freeborn, Le Sueur, Martin, Nicollet, Rice, Sibley, and Watonwan.

*** If you are experiencing a life threatening emergency, please call 911 or seek immediate assistance. ***

As a victim of crime, Minnesota provides you with important rights as your case moves through the criminal justice system.

WHEN CRIME REPORTED TO LAW ENFORCEMENT

You have the right to:

- Ask the law enforcement agency to keep your identity private in reports available to the public.
- Be notified of certain crime victim rights and information on the nearest crime victim assistance program or resource.
- Apply for reparations (financial compensation) for non-property losses related to a violent crime.
- In cases of violent crime and domestic abuse where an arrest has been made, be provided notice of the release of the offender along with information on the release conditions and supervising agency.

WHEN CASE PROSECUTED

You have the right to be notified of:

- The prosecution process and your right to participate in it.
- Information on the nearest crime victim assistance program or resource.
- The right to apply for reparations (financial compensation) for non-property losses related to a violent crime.
- A proposed pretrial diversion referral.
- A change in the hearing schedule if subpoenaed or asked to testify.
- The right to request restitution from the offender upon conviction.
- The contents of a proposed plea agreement.
- The outcome of the case.
- After conviction and upon request, the release or escape from custody of the offender from jail or prison or transfer to a lower security facility.

CRIME VICTIM DEFINED

Under Minnesota law, a crime victim is defined as a person who incurs loss or harm as a result of a crime. A victim includes the family member, guardian, or custodian of a minor, incompetent, incapacitated, or deceased person.

Minnesota Statutes section 611A, subdivision 1

- An appeal and the right to attend the related hearing and to be notified of the result of that appeal.
- In felony or violent crime cases, a proposed modification to the sentence, the related hearing, and the right to provide input.
- A petition for expungement, upon request.

You have the right to participate in the process:

- Provide input in a pretrial diversion decision.
- Ask the prosecutor to request a speedy trial.
- Be notified of and attend the plea and sentencing hearings.
- Object to a proposed plea agreement at the plea hearing.
- When a presentence investigation (PSI) is conducted, provide information about the impact of the crime and your position regarding the proposed disposition.
- Give a victim impact statement at the sentencing hearing in writing or orally.

Certain rights address your safety, privacy, and protection, including the right to:

- Be notified of and provide input for a bail hearing in cases of violent crime and domestic abuse.
- A secure waiting area or safeguards against the offender and his/her supporters in the courthouse.
- Report witness tampering or violations of no contact or restraining orders.
- Ask that your home and employment addresses, telephone numbers, and birthdate be withheld from the offender and in open court.
- Protection against employer retaliation for you or your family member(s) taking reasonable time off to attend hearings or to testify in cases of violent crime.
- Make a confidential request that the court order an HIV test of the convicted offender in cases of sexual assault and some violent crimes.
- In homicide cases, to seek a court order preventing an offender from disposing of the deceased victim's property. Laws also prevent an offender from financially benefitting from the crime.

To address the financial impact of the crime, you have the right to:

- Apply for reparations (financial compensation) for non-property losses related to a violent crime.
- Seek restitution from the offender for out-of-pocket expenses directly related to the crime if the offender is convicted.
- Ask the offender's probation officer to schedule a hearing if the offender fails to pay restitution.
- Pursue a civil case against the offender for your losses, whether or not criminal charges have been filed.

DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING VICTIMS

You have the right to:

- Be informed by the prosecutor of any decision to decline or dismiss a case along with information about seeking an order for protection or harassment restraining order at no cost.
- Terminate a lease without penalty or payment to escape a violent situation.
- If a domestic violence victim, obtain at no cost a copy of the incident report the responding law enforcement agency is required to write.
- If a sexual assault victim, have a confidential sexual assault examination at no cost and receive notice of rights and resources from the medical facility.
- If a sexual assault victim, refuse a polygraph examination without impacting whether the investigation or prosecution will proceed.

PROVIDING NOTICE OF RIGHTS TO VICTIMS

Law enforcement agencies are required to notify victims of certain victim rights and local resources at initial contact.

Prosecutors are required to provide a notice of rights to victims once charges have been filed.

Minnesota Statutes section 611A, subdivision 2.

Frequently Asked Questions

How can I get specific information about the case?

Call your local law enforcement agency, prosecutor's office, or victim service provider for information.

What if I need financial assistance?

You could be eligible for reparations from the State of Minnesota if you are a victim of a violent crime and have out-of-pocket costs related to medical care, counseling, a funeral, lost wages, or certain other expenses. You could be eligible for restitution from the defendant if he/she is found guilty or enters a guilty plea.

Can I attend all the hearings?

Yes. In general, criminal court proceedings involving adult defendants are open to the public. A judge may close a hearing or exclude a party under certain circumstances. Victims in cases involving juvenile offenders may attend the court proceedings.

What should I do if I receive a subpoena?

A subpoena is a court order to appear in court. Read it very carefully. It will have instructions on whom to call for court information and location. If you have a scheduling conflict or have any questions, call whomever sent the subpoena as soon as possible. As a witness, you will receive a small fee for your time and mileage.

Do crime victim rights apply when the offender is a juvenile?

Yes, the same rights apply in both adult and juvenile cases.

How will I know when the offender gets out of jail or prison?

Prior to conviction, a county jail or detention facility must notify a victim of a violent crime of the offender's release. All victims, regardless of the crime, are strongly encouraged to register with the VINE (Victim Information and Notification Everyday) program to request automatic release notification. Following conviction, victims of inmates in a county facility must make a request for release notification to that facility and can also register with VINE. Victims of inmates in a Department of Corrections facility must register with the Minnesota CHOICE program for release notification.

Resources

When the offender is in custody:

To request to be notified of an inmate's release or to obtain other custody information:

County jails and detention facilities:

Minnesota VINE
Victim Information and Notification Everyday
1-877-MN4-VINE • 1-877-664-8463
www.vinelink.com

Minnesota Department of Corrections (DOC):

Minnesota CHOICE
www.minnesotachoice.com
DOC Victim Assistance Program 800-657-3830

For information on financial compensation in cases of violent crime, call:

Crime Victims Reparations Board
651-201-7300 • 1-888-622-8799
ojp.dps.mn.gov

If you are a crime victim or witness and you believe your rights have been violated, call:

Crime Victim Justice Unit
651-201-7310 • 1-800-247-0390 ext. 3

CONTACT US

Office of Justice Programs
445 Minnesota Street, Suite 2300
St. Paul, MN 55101-1515

E-mail: dps.justiceprograms@state.mn.us

Website: ojp.dps.mn.gov

651-201-7300 Main

888-622-8799 Toll Free

651-205-4827 TTY

651-296-5787 Fax

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CRIME VICTIM RIGHTS



OFFICE OF JUSTICE PROGRAMS

MINNESOTA DEPARTMENT OF PUBLIC SAFETY