



2023-2024

KNOW YOUR RIGHTS & RESOURCES

A guide for students who have been impacted by discrimination, discriminatory harassment, sexual violence, intimate partner violence, stalking, sexual harassment, and other civil rights-based offenses.

Santa Clara University Office of Equal Opportunity and Title IX

titleixadmin@scu.edu

408-551-3043

Loyola Hall, Suite 140

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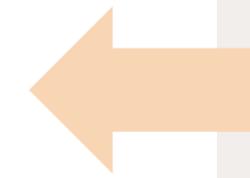
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Scan the QR
code to submit
a report or
learn more.

A LETTER FROM THE INTERIM DIRECTOR AND TITLE IX COORDINATOR

Santa Clara University is committed to providing a safe living, learning, and working environment. This guide provides an overview of care, support, and resolution options for students who have been impacted by conduct that may fall under the University's [Policy on Discrimination, Harassment, and Sexual Misconduct](#), which will be referred to as “the Policy” in this document.

Individuals who have experienced harm have the right to choose their next steps- if any- including the right to seek supportive measures and initiate an investigation.

Knowing what options, rights, and resources are available can help you determine your best path forward. This guide:

- Provides an overview of on-campus resources and services, such as confidential advocates, campus safety, counseling, student health services, and other options for ongoing support.
- Provides an overview of supportive measures, like changes in housing, class and work schedules, and mutual restrictions on communication between two individuals.
- Outlines the EO/Title IX processes and what is involved in an investigation.
- Provides information on your rights, including your right to an Advisor and support person.
- Introduces additional resources and services in the broader community.

If you have questions or suggestions regarding this guide, please contact me at any time.

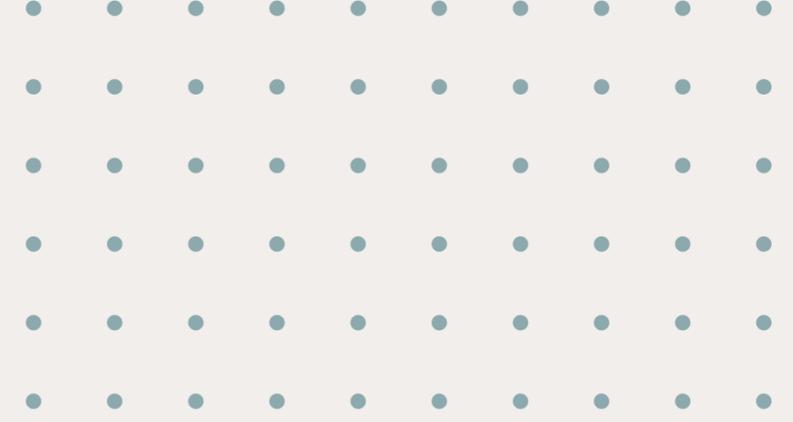
Brandi Williams
Interim Director & Title IX Coordinator

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and Title IX

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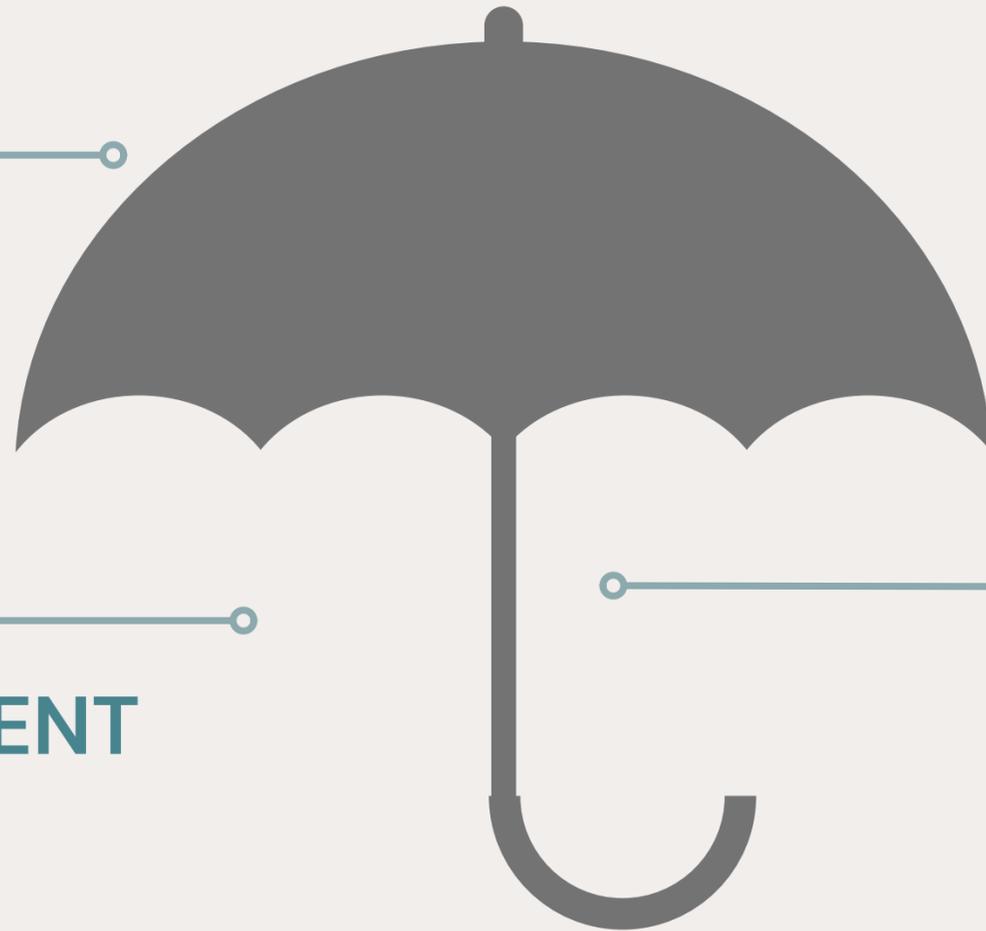
For a list of staff and the
office location, visit our
[Staff](#) page.

SCOPE OF THE POLICY



DISCRIMINATION

The umbrella category for all conduct prohibited by the Policy.



TITLE IX

SEX-BASED HARASSMENT

Sexual harassment
Stalking
Sexual assault
Dating Violence
Domestic Violence

RETALIATION

OTHER PROTECTED CLASS DISCRIMINATION

Intimidation
Hazing
Bullying/Cyberbullying
Extreme verbal, emotional, or psychological abuse
Coercion
Sexual Exploitation
Discriminatory Harassment

CONFIDENTIAL SURVIVOR ADVOCATES

The University has caring, specially-trained confidential survivor advocates in the Wellness Center who provide a trauma-informed and supportive space for you to discuss concerns regarding discrimination and sex-based harassment (including sexual assault, dating violence, domestic violence, and stalking).

Confidential advocates are available at no cost. When meeting with an advocate, you can share as little or as much information as you choose. The next steps, if any, are entirely up to you.

**ASHLEIGH PEZZONI,
CONFIDENTIAL ADVOCATE**

(408) 551-3307 // [apezzoni@scu.edu](mailto:apezioni@scu.edu)

[Book an appointment with Ashleigh](#)

All staff members in the [Wellness Center](#) are designated as confidential, which means any information disclosed to them will not be revealed to anyone, including EO/Title IX or law enforcement without your written permission.

CONFIDENTIAL ADVOCATES CAN...

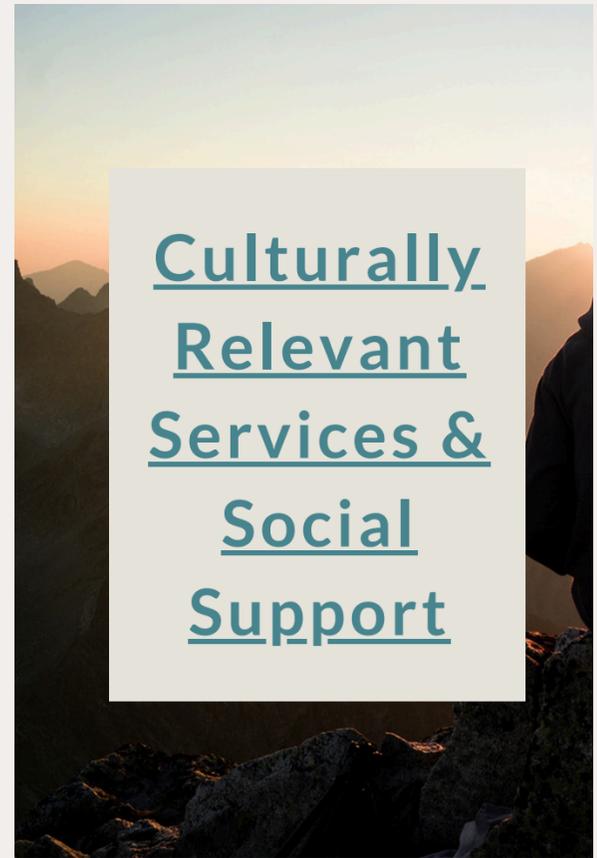
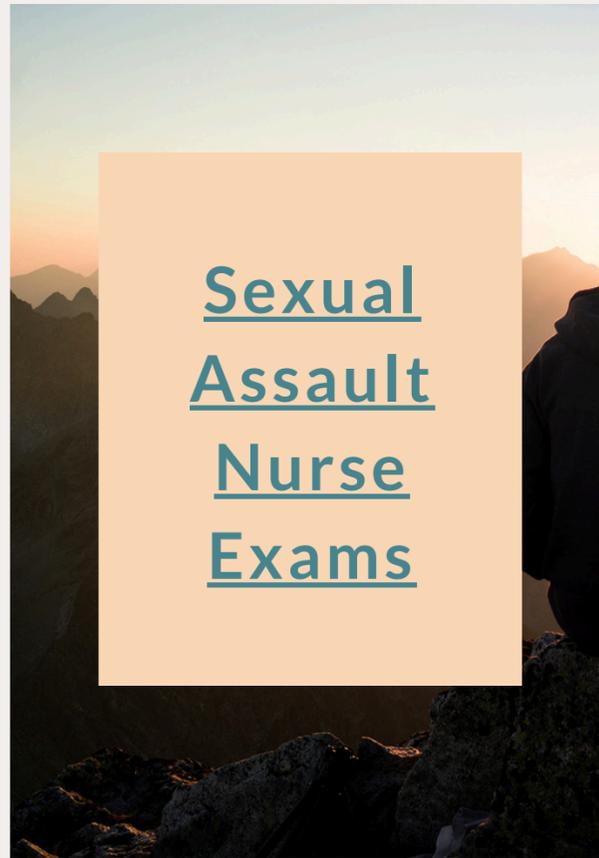
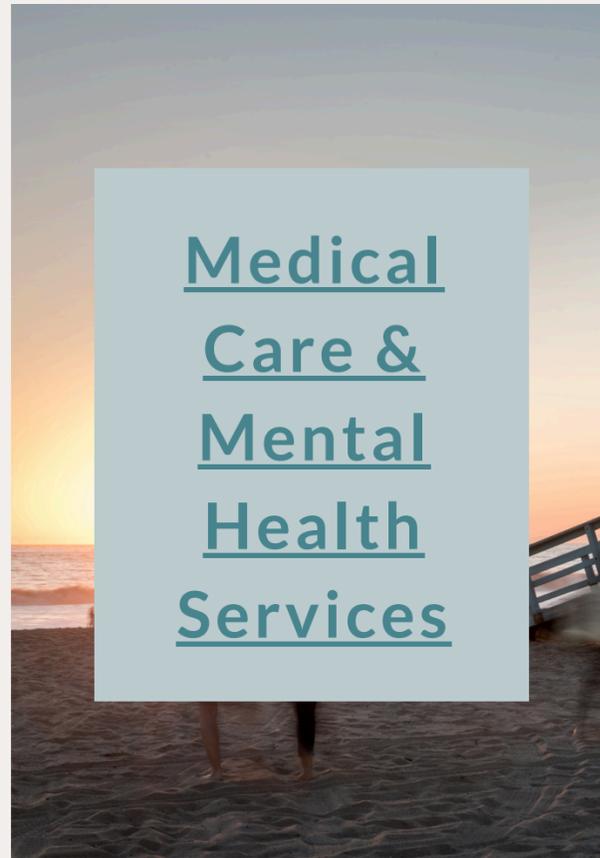
- Help you understand your rights and options.
- Support you in creating a safety plan for your situation.
- Connect you with supportive measures.
- Inform you of the University's formal complaint and police reporting options and support you through one or both processes.
- Assist you in obtaining a civil protection order (often referred to as a restraining order).
- Review your housing options.
- Refer you to on- and off-campus resources, including attorneys, law enforcement, and mental health professionals.
- Accompany you to medical appointments, including a sexual assault exam.

ASHLEIGH PEZZONI, CONFIDENTIAL ADVOCATE @ THE WELLNESS CENTER
(408) 551-3307 // apezioni@scu.edu // [Book an appointment with Ashleigh](#)

24/7 SUPPORT FOR SURVIVORS OF SEXUAL & DOMESTIC VIOLENCE

- [National Sexual Assault Hotline](#)
 - (800) 656-HOPE (4673)
- [RAINN](#)
 - 24/7 Chat: www.rainn.org/get-help
- [National Domestic Violence Hotline](#)
 - (800) 799 -SAFE (7233)
- [Cyber Civil Rights Initiative](#)
 - CCRI Image-based Sex Abuse Helpline: (844) 878-2274
- 24/7 Advocates:
 - Santa Clara: [YWCA Golden Gate Silicon Valley](#) at (800) 572-2782
 - Berkeley: [Bay Area Women Against Rape](#) at (510) 800-4247

CONNECTING WITH SERVICES AND RESOURCES



SUPPORTIVE MEASURES ARE INTENDED TO HELP RESTORE OR PRESERVE ACCESS TO SCU'S EDUCATIONAL, LIVING, & WORKING ENVIRONMENTS.

SAFETY & NO CONTACT DIRECTIVES

SAFETY PLANNING

Confidential Advocates in the Wellness Center can assist you with planning for your safety on and off campus, including providing assistance with protection orders. Visit the Wellness Center at 852 Market Street (across from Swig Hall) or call (408) 551-3307.

CAMPUS SAFETY SERVICES (24/7, 365 SUPPORT)

Campus Safety Services (CSS) can provide anonymous and non-anonymous 24/7 support via the Guardian App or by calling (408) 554-4444 in an emergency. They also offer ongoing safety support and advice, including escorts on campus, safety audits, and other interventions. Contact the EO/Title IX Office (408-551-3043) or CSS (408-554-4441) for more information and assistance.

LAW ENFORCEMENT

In an emergency, text or dial 911 without delay. You also have the right to make a police report when you believe a crime has occurred. For assistance, please contact CSS, a Confidential Advocate at the Wellness Center, or the EO/Title IX Office.

NO CONTACT DIRECTIVES (NCD)

Mutual No Contact Directives are a supportive measure intended to prevent two people from communicating with one another and are not intended to discipline, punish, or prevent anyone from accessing their educational, residential, or workplace environments. Except for issuing NCDs, the University generally cannot impose restrictions on the person accused of the misconduct—until and unless a formal complaint is made and an investigation is initiated. If you are interested in an NCD, please contact a Confidential Advocate at the Wellness Center, the EO/Title IX Office, or submit a request for assistance at www.scu.edu/title-ix/.

MEDICAL CARE & MENTAL HEALTH SERVICES

On Campus & Virtual:

COWELL CENTER

- Medical Appointments, including STI and Pregnancy Testing:
 - (408) 554-4501
- After Hours Advice Nurse:
 - (408) 554-4880

COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS @ COWELL CENTER)

- 24/7 Support Line:
 - (408) 554-5220
- Crisis appointments:
 - (408) 554-4501
- Free teletherapy 24/7:
 - <https://app.uwill.com/>

SUICIDE AND CRISIS LIFELINE

- Text 988

Off-Campus:

SANTA CLARA

- [Santa Clara Valley Medical Center](#)
 - 751 S. Bascom Ave, San Jose, CA 95128
- [AFC Urgent Care Center](#)
 - 594 El Camino Real, Santa Clara, CA
 - 408-516-2233
 - 8AM - 8PM, 7 days a week

BERKELEY

- [Alta Bates Summit Medical Center](#)
 - 2450 Ashby Avenue, Berkeley, CA
 - (510) 204-4444

MENTAL HEALTH PROVIDERS

- www.scu.thrivingcampus.com
- JST Contact: Asst. Dean Jenny Girard Malley at (510) 549-5018

Transportation Vouchers:

The Cowell Center utilizes a taxi voucher program to assist students in seeking medical attention at a local emergency room or urgent care center. The Cowell Center will pay up to \$30.00 in fare. To use this program, please request a taxi voucher in-person at the Cowell Center, Wellness Center, or Campus Safety. In the case of an immediate emergency, please call 911 instead.

Student Health Insurance Info:
www.scu.edu/cowell/insurance/

SEXUAL ASSAULT NURSE EXAMS

Do you need specialized medical attention?

You can receive medical attention at any medical facility; however certain facilities have specially-trained staff to help survivors of sexual assault and have the ability to offer sexual assault forensic exams. Medical exams can also address other physical needs or trauma and assess for STIs and pregnancy.

The following locations have sexual assault nurse (SART) exams:

- Santa Clara Valley Medical Center - Emergency Department
 - 751 S. Bascom Ave, San Jose, CA 95128
 - (408) 885-6466
- (JST Students) Wilma Chan Highland Hospital Campus
 - Call the 24-hour crisis hotline 510-534-9290
 - 1411 E. 31st St, Oakland, CA 94602

For information about transportation vouchers to/from the hospital, please see previous page. A Confidential Advocate from SCU or the community can accompany you to an exam, if desired.

PRESERVING EVIDENCE

It is important to preserve evidence as it may be useful in obtaining a protection order or in a criminal or university proceeding, should you choose to pursue these.

Completing a forensic exam does not require you to speak to police or file a police report, although police will be called by the medical facility. You are also not required to report to the university, although we encourage these reports if you are comfortable doing so.

To preserve evidence, it is recommended you do not bathe, douche, smoke, use the toilet or clean where the incident occurred.

Save items you were wearing, sheets, and towels in separate paper bags. Text messages, records of phone calls, emails, pictures, notes, and gifts can all be pertinent for a report of dating violence, domestic violence, sexual assault, stalking, and other misconduct.

ACADEMIC, HOUSING & WORK ASSISTANCE

The EO/Title IX Office can work with you to explore academic supportive measures related to your classes, professors, deadlines, grades, and schedules. The EO/Title IX Office can also assist you with support related to University housing changes and space usage.

If you are a student worker, the EO/Title IX Office can assist you with communicating with your supervisor and HR to explore options related to your work schedule, location, etc.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and as reasonably available, without fee or charge. They may not unreasonably burden the other party.

Office of Equal Opportunity
and Title IX

408-551-3043
titleixadmin@scu.edu

For a list of staff and the office location, visit our [Staff](#) page.

CULTURALLY RELEVANT SERVICES & SOCIAL SUPPORT

BIPOC & AAPI STUDENTS:

- [Office of Multicultural Learning](#) (OML)
 - 832 Market Street (across from Swig)
 - (408) 551-7168
- [Multicultural Center](#) (MCC)
 - Shapell Lounge (across from Bookstore)
- [BIPOC Student Support and Empowerment Group \(Cowell Center\)](#)
 - Facilitator: Dr. Miri Choi, Staff Psychologist, mchoi@scu.edu

STUDENT WORKERS:

- HR Manager Victoria Pinjani, (408) 554-5488

PREGNANT & PARENTING STUDENTS:

- www.scu.edu/title-ix/pregnancy/

LGBTQ+ STUDENTS:

- [Office of Multicultural Learning](#) (OML)
 - 832 Market Street (across from Swig)
 - (408) 551-7168
- [Rainbow Resource Center](#)
 - Benson Center 11
 - (408) 551-3397
- [SCQ @ SCU \(Santa Clara Queer\)](#)
 - Facilitator Clarise Ballesteros, MSW, LCSW, Staff Therapist, cballesteros@scu.edu
- [The Trevor Project](#)
 - 24/7 Support Line:
 - 1-866-488-7386 or Text "START" to 678-678

CULTURALLY RELEVANT SERVICES & SOCIAL SUPPORT

UNDOCUMENTED STUDENTS:

- [SCU's Undocumented Students Working Group and LEAD Scholars Program](#)
 - Contact: Erin Kimura-Walsh
 - (408) 554-2129

VETERANS:

- Veteran Crisis Line: Text 838255
- [SCU Veteran Support Services](#)
 - Contact: Ray Plaza at (408) 551-3383

INTERNATIONAL STUDENTS:

- [Office of Global Engagement](#)
 - Aloysius Varsi Hall
 - Email: iss@scu.edu

STUDY ABROAD STUDENTS:

- [Pathways to Safety International](#)
 - (833) SAFE-833 | International Toll-Free
 - Email: crisis@pathwaystosafety.org

SPIRITUAL/ RELIGIOUS SUPPORT:

- [Campus Ministry](#) (Confidential Staff)
 - Benson Center 105
 - (408) 554-4372
- [Religiously Affiliated Student Groups](#)
 - Acts 2 Christian Fellowship
 - College Catholics
 - Jewish Student Union
 - Klesis Christian Fellowship
 - Mindfulness at SCU
 - Muslim Student Association
 - New Life On Campus
 - Sikh Student Association

[JST STUDENT SERVICES](#)

[LAW STUDENT SERVICES](#)



The Office of Equal Opportunity and Title IX is a neutral office that offers supportive measures, conducts investigations of formal complaints, and oversees resolutions of cases.

EO/TITLE IX PROCESSES

How are Reports to the EO/Title IX Office Resolved?

Option #1:
Supportive
Measures Only

Report submitted to
EO/Title IX Office

Impacted party
invited to meet
with Director or
Deputy

Supportive Measures
+ Follow-up,
as needed

Note: The Respondent will
not automatically be
notified of a report.

Option #2:
Informal
Resolution*

Option #1 +

Formal
Complaint +
Notice to
Respondent

No/Partial/Full
Investigation

Negotiation/
Mediation +
Agreement of
Parties

** Sexual violence cases and faculty-on-student sexual harassment cases may not be resolved informally. An informal resolution may take place at any stage of investigation.*

Option #3:
Formal Resolution

Option #1 +

Formal
Complaint +
Notice to
Respondent

Investigation +
Report +
Evidence Review

Hearing
+
Finding

Sanctions**
and
Appeal

***Before formal disciplinary action can be taken, a University investigation must occur, and a respondent must be found responsible for violating the Policy.*

FORMAL RESOLUTIONS

The investigation and adjudication of alleged misconduct is not an adversarial process between the complainant, the respondent, and the witnesses, but rather a process for the University to comply with their obligations under existing law. The complainant does not have the burden to prove, nor does the respondent have the burden to disprove, the underlying allegation(s) of misconduct.

A vertical rectangular panel with a light beige background. The text "Process Overview" is centered in a dark blue font. The background image shows a mountain range at sunset.

Process
Overview

A vertical rectangular panel with a light orange background. The text "Formal Complaints & Notice to Respondent" is centered in a dark blue font. The background image shows a beach at sunset.

Formal
Complaints
& Notice to
Respondent

A vertical rectangular panel with a light blue background. The text "The Investigation" is centered in a dark blue font. The background image shows waves crashing against a rocky shore.

The
Investigation

A vertical rectangular panel with a light teal background. The text "Rights of the Parties" is centered in a dark blue font. The background image shows a calm blue ocean.

Rights of the
Parties

Remember: It is a violation of the Policy to retaliate against an individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. If you believe you have experienced retaliation, please report it to the EO/Title IX Office immediately.

Overview: Formal Resolution Process



Formal Complaint: A Complainant may choose to file a formal complaint which initiates an investigation. It is a written request for a University investigation which includes a summary of the alleged facts and misconduct. A formal complaint may be withdrawn at any time.



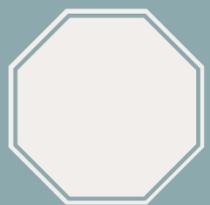
Impartial, Trauma-Informed Investigation: The assigned investigator gathers evidence and conducts interviews of anyone who has relevant information. An investigation can take weeks or months as the investigator must ensure a thorough and fair process for all individuals.



Hearing: A hearing is a proceeding led by a neutral three-member panel in which testimony is presented to determine if it is more likely than not the alleged prohibited conduct occurred. The panel and the parties' advisors are allowed to question the parties and witnesses.



Sanctioning, if applicable: If the respondent is found responsible for a policy violation, sanctions can include loss of privileges, disciplinary probation, educational assignments, suspension for one or more quarters, or dismissal from the University.



Appeal, if applicable: Either party may request an appeal of the hearing panel's determination. There are limited grounds for granting a request for an appeal. A separate, neutral three-member panel will decide whether an appeal is granted or denied.

Who can file a formal complaint?

Students, employees, non-affiliates, and the EO/Title IX Director have the right to file a formal complaint for any conduct believed to be a violation of SCU's Discrimination, Harassment, and Sexual Misconduct Policy.

Is a formal complaint connected to a police report?

No. You have the right to file a police report, but a formal complaint and university investigation are separate from and not connected to a police report or criminal prosecution.

What happens after a formal complaint is filed?

When you submit a formal complaint, you are the Complainant. The individual who is alleged to have violated the Policy is the Respondent. After a formal complaint is filed, the Respondent will receive a Notice of Investigation and Allegations detailing the allegations and will have the opportunity to respond during their interview(s).

CONTACT:

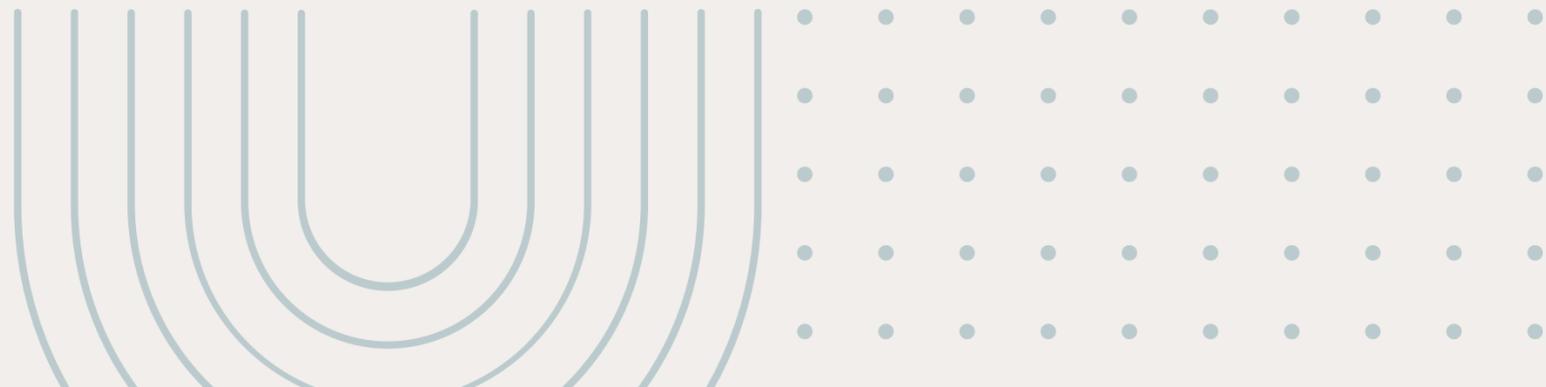
To request a meeting, contact Summer Reid at 408-551-3043 or titleixadmin@scu.edu

To file a formal complaint, contact the EO/Title IX Office to set up a meeting with the Director or Deputy. You may bring a confidential advocate or other support person to the meeting. The meeting may be held in person or over Zoom.

INVESTIGATIONS

Impartial, Prompt, Thorough

- Respondent must be affiliated with SCU
- Parties and witnesses are interviewed
- Trauma-informed interviewing techniques
- Evidence collected by investigator and reviewed by both parties
- Investigative report reviewed by both parties



RIGHTS OF THE PARTIES

(COMPLAINANT & RESPONDENT)

A complete list of the parties' rights can be found on pages 55-57 of the Policy. The EO/Title IX Office can explain your rights and refer you to campus and community resources.

- Supportive Measures
- Advisor and Support Person
- Equitable, thorough investigation
- Identify witnesses & provide evidence
- Propose questions to other party during investigation and during hearing via Advisor
- Receive, review, and respond to report and evidence
- Respondent is presumed not responsible, unless proven otherwise
- Complainant is presumed to have reported in good faith, unless proven otherwise
- Privacy & Respect

Overview: Informal Resolutions



Formal Complaint + Notice to Respondent (NOIA)

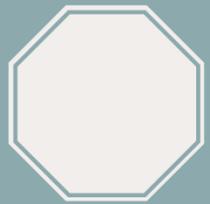


Either party may request an informal resolution following a formal complaint and NOIA. Informal resolutions may take the form of mediation, negotiations, facilitated dialogue, education, or restorative practices.



The Director assesses whether the complaint is suitable for an informal resolution, which mechanism may be appropriate and available, and whether the parties are willing to engage in an informal resolution. The parties must agree in writing that they wish to resolve the matter through an informal resolution before proceeding, and no one will be pressured to participate.

The University generally will not pursue Informal Resolution in cases of sexual assault, domestic or dating violence, and stalking. Sexual violence cases may not be mediated. Any faculty-on-student sexual harassment will also not be informally resolved.



Either party may withdraw from the informal resolution process once initiated. All parties must agree to the final terms and conditions, and it must be approved by the Director.

Advisors:

As a Complainant, you have a right to an Advisor of your choice. This may be an attorney at your own expense, advocate, friend, classmate, professor, or family member. You may also request that the University appoint you an Advisor. Advisors are not confidential resources.

This Advisor is meant to assist you through the investigation and adjudication process. They may attend interviews and are tasked with questioning the other party at a hearing.

Advisors are *not* to:

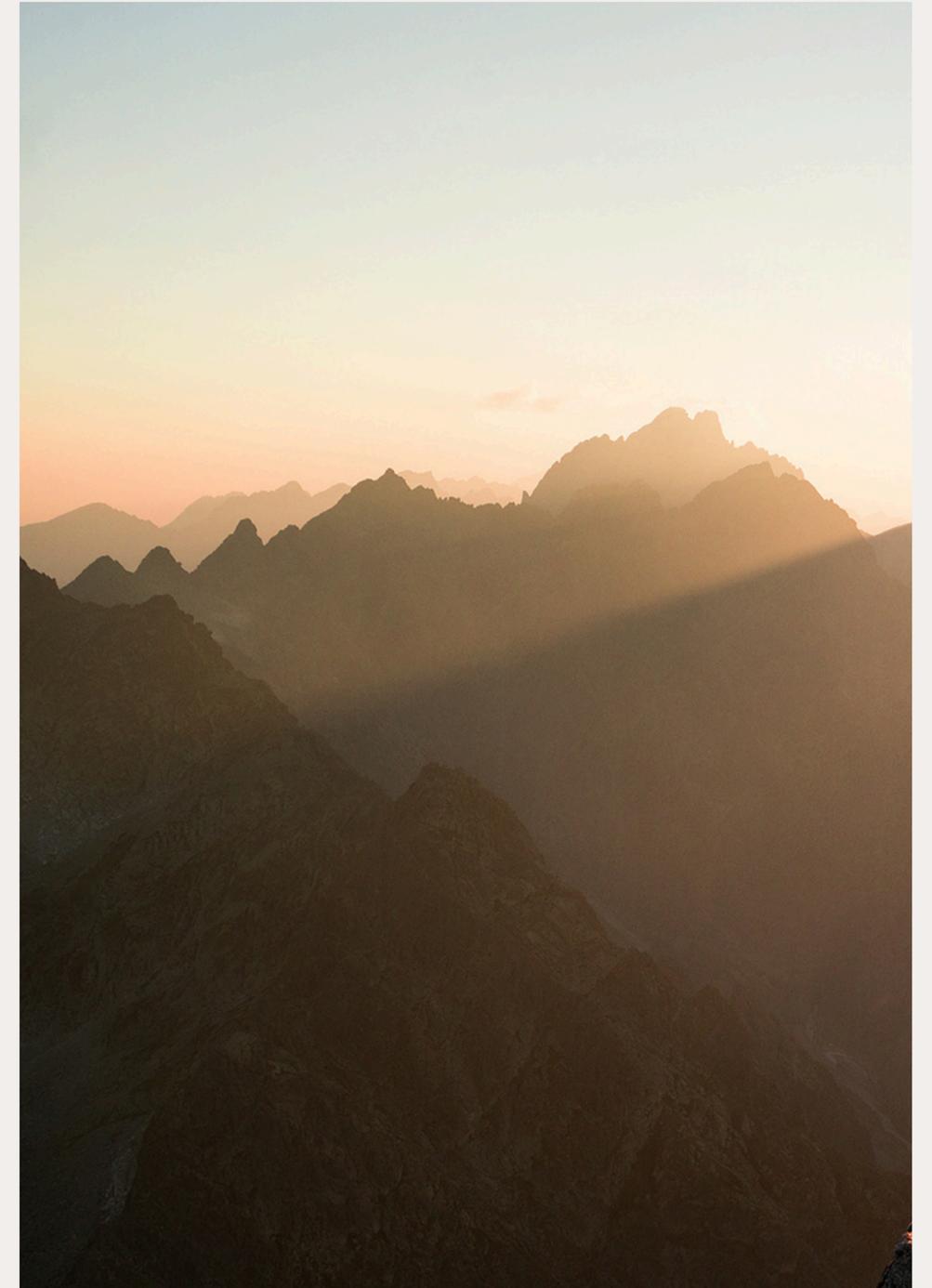
- speak on behalf of their Advisee to the Investigator or Decision-Makers
- make judgments about whether the Policy was violated
- confront the other party
- interfere with or delay the investigation or hearing

CONTACT:

To request an Advisor, contact Summer Reid at 408-551-3043 or titleixadmin@scu.edu

Legal Assistance and Representation:

- The Santa Clara County Bar Association Lawyer Referral Service can be reached at sccbba.community.lawyer or (669) 302-7803.
- For JST students, the Alameda County Bar Association Lawyer Referral Service can be reached at www.acbanet.org/need-a-lawyer/ or (510) 302-2222.
- Avvo.com provides a directory of lawyers in the Santa Clara area who specialize in education, discrimination, and Title IX-related matters.
- The YWCA Family Justice Center provides legal services and referrals (for TROs, criminal, immigration issues etc.).
 - 375 S. Third St., San Jose, CA 95112
 - (408) 749-0793
 - <https://yourywca.org/support-services/legal-services/>
 - Open Fridays 9am to 5pm



PRIVACY AND CONFIDENTIALITY

The University profoundly respects the need for privacy and discretion in the handling of all reports.

The University encourages the parties, witnesses, Advisors, and Decision-Makers to respect the privacy of all involved.

The University seeks to protect the privacy of those who report and/or participate in investigations of discrimination or sex- and gender-based violence and harassment per applicable state and federal laws. It balances this practice with the need to address prohibited behaviors, prevent their recurrence, and remedy their effects.

CONFIDENTIALITY, PRIVACY, AND EDUCATIONAL RECORDS

- **Confidential** offices and employees have legally protected confidentiality and will only share information with the individual’s permission or when required by law.
- **Private** (not confidential) offices and employees strive to safeguard the privacy of individuals but may share information with those who have a business need to know to address reports, assess safety concerns, or comply with legal requirements.
- Some information relevant to EO/Title IX reports, complaints, investigations, and adjudications may be protected from disclosure by law. If information is requested through a valid subpoena, court order, or warrant, the University may be required to disclose it.
- The Family Educational Rights and Privacy Act (FERPA) is a federal law protecting the privacy of student educational records. An EO/Title IX process may become part of the University’s administrative recordkeeping.
- Healthcare information is protected by the Health Insurance Portability and Accountability Act.

Role or Office	Confidential	Private (not confidential)
EO/Title IX Staff and Investigators		X
Campus Safety		X
Wellness Center Advocates	X	
Mental Health Providers	X	
Medical Providers		X
Clergy	X	

Clergy Reporting

The University must report campus crime statistics, including those relevant to EO/Title IX incidents, to comply with its obligations under the Clery Act. Personally identifiable information is never disclosed in this context.

PLEASE CONTACT THE OFFICE WITH ANY QUESTIONS

Santa Clara University Office of Equal Opportunity and Title IX

titleixadmin@scu.edu

408-551-3043

Loyola Hall, Suite 140

Open M-F 8:30-5:00 PM

Closed 12:00-12:30 PM for lunch

Follow this QR code
for a complete list of
the links found in this
resource guide.

