



UNDERSTANDING YOUR RIGHTS AND OPTIONS

WHEN CONSIDERING REPORTING
SEXUAL MISCONDUCT

Student Conduct
UW1-080
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COMPLAINANTS' RIGHTS WHEN REPORTING SEXUAL MISCONDUCT TO THE UW

- As a complainant you have certain rights in the student conduct process, including:
 - the right to be accompanied to all proceedings and hearings by an advisor and/or an attorney;
 - the right to provide a statement, present relevant evidence, and provide witnesses for further consideration by the conduct officer during an investigation;
 - the right to be informed of all orders issued in the disciplinary case;
 - the right to appeal an initial order of a conduct officer and request a hearing before the Faculty Appeal Board;
 - the right to attend the Faculty Appeal Board hearing, regardless of whether you decide to participate as a party;
 - the right to participate as a party during the Faculty Appeal Board hearing and present evidence and witnesses during the Faculty Appeal Board hearing;
 - the right to submit an impact statement at any point in the process;
 - the right to request a review of an order issued by the Faculty Appeal Board; and
 - the right to be free of retaliation for filing a complaint, participating in an investigation, appearing as a witness, or opposing an unlawful act, discriminatory practice, or policy.

PROCEDURES FOR PRESERVING EVIDENCE

- It is important to preserve evidence of an incident of sexual misconduct as it may assist in proving an alleged offense or in obtaining a protection order. Options for preservation of evidence can include:
 - Seeking medical treatment with, preferably a Sexual Assault Nurse Examiner (SANE), or a hospital emergency room, when incidents of sexual assault, dating violence, or domestic violence have occurred. Medical treatment can ensure that the findings are documented, that testing for sexually transmitted infections or pregnancy is provided, and that treatment is offered, when appropriate, to reduce the chances of sexual transmitted infection and/or pregnancy.
 - Keeping, without washing, clothing worn at the time of the incident. Clothing may be brought to the hospital or given to the police.
 - Saving or transferring digital evidence, such as phone call logs; text, voice, and instant messages; emails; and social media posts.
 - Taking photographs of injuries or writing a statement of a first-hand account of the incident.

A BRIEF OVERVIEW OF THE STUDENT CONDUCT PROCESS

- Complainants meet with the Conduct Officer and are provided with an overview of the student conduct process and their rights in the process.
- The Conduct Officer will discuss possible interim measures with the complainant.
- A complainant then has the opportunity to make a report to the Conduct Officer.
- An investigation will be initiated by the Conduct Officer. The investigation will focus on gathering all of the pertinent information necessary to determine whether or not a violation of the *Student Conduct Code* occurred.
- An informal hearing will be scheduled for the respondent to review the alleged violation(s) of the *Student Conduct Code* and to review the complaint.
- At the conclusion of the investigation, the Conduct Officer will make a decision regarding whether there was a violation of the *Student Conduct Code*, and if so, the Conduct Officer will also determine what sanctions are appropriate for the violation. This is called an initial order.
- Both the respondent and the complainant will receive notice of the results of the investigation and informal hearing in cases involving sexual misconduct (as defined by WAC 478-120-137).
- In cases involving sexual misconduct, both the respondent and the complainant have the option to appeal the decision within 21 days of notification of the initial order and request a hearing before a conduct board.
- The Conduct Officer will make every effort to keep the complainant apprised of the status of the investigation as it progresses. The complainant is always welcome to request an update on the process at any point in the conduct process.

GLOSSARY OF TERMS

- **Advisor:** A person selected by a complainant to provide support and guidance, including an advocate.
- **Attorney/Counsel:** A person admitted to practice law in the State of Washington. An attorney may advise, but not represent, the complainant until a formal hearing.
- **Complainant:** A student or another member of the university community who believes that an act of sexual misconduct has been committed against him or her in violation of the *Student Conduct Code*.
- **Interim Measures:** Short-term measures to ensure the safety of all individuals involved in a complaint. Interim measures can be enacted quickly, even before (or without) a complaint being filed.
- **Party:** A status that allows the complainant to be represented by an attorney/counsel, to call witnesses, to cross-examine witnesses, and to submit documentary evidence.
- **Respondent:** A student who is alleged to have violated the *Student Conduct Code*.

UW CONFIDENTIAL SUPPORT RESOURCES

- UWPD Victim Advocate
206.543.9337 | dolcin@uw.edu
- UW Bothell Counseling Center
UW1-080
425.352.3183
www.uwb.edu/studentaffairs/counseling

REPORTING RESOURCES

A UW staff member can assist you with reporting to any of these resources

- UW Bothell Student Conduct
UW1-080
425.352.3183 | UWB-StudentConduct@uw.edu
- UW Title IX Coordinator
206.221.7932 | TitleIX@uw.edu
- UW Bothell Campus Safety
425.352.5359 or 425.352.5222 (if an emergency) | UWB-Safety@uw.edu
- Bothell Police Department
425.486.1254 or 911 (if an emergency)
- U.S. Department of Education, Office of Civil Rights
Seattle Regional Office
915 Second Avenue, Room 3310 | Seattle, WA 98174
206.607.1600 | OCR.Seattle.ed.gov

OTHER RESOURCES

- EvergreenHospital (SANE Nurse on-call)
12040 NE 128th Street, Kirkland, WA 98034 | 425.899.1711
8980 161st Ave NE, Redmond, WA 98052 | 425.899.1111
- Harborview Center for Sexual Assault (SANE Nurse available)
401 Broadway, Suite 2075, Seattle, WA 98104 | 206.744.1600
- Harborview Medical Center Emergency Room (SANE Nurse available)
325 9th Avenue, Seattle, WA 98104 | 206.744.3000
- King County Sexual Assault Resource Center
888.998.6423 (24-hour Resource Line)
425.226.5062 (General Resources) | AdminSupportStaff@kcsarc.org
- Overlake Emergency and Trauma Center (SANE Nurse available)
1035 116th Ave, Bellevue, WA 98004 | 425.688.5100
- Swedish First Hill Emergency Room (SANE Nurse available)
700 Minor Avenue, Seattle, WA 98122 | 206.386.6000