



SEATTLE COLLEGES
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Know your IX: Rights and Resources

A guide for students and employees who experience sexual assault, stalking, relationship or intimate partner violence, sex- or gender-based harassment, and/or other sexual misconduct.

Seattle District Colleges
Title IX Information

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Message from the SDC Title IX Coordinator District Office

Every SDC Member of the Community has the right to learn and work in an environment free from sex and gender-based violence and harassment. Sexual assault, relationship, or intimate partner violence, stalking and other forms of harassment and discrimination can profoundly affect people of any gender, sexual orientation, race, religion, ability, citizenship, or socioeconomic status. Knowing what options, rights, and resources are available can help individuals determine their best path forward. This guide introduces our Three Colleges to a better understanding and ability to navigate support and reporting options that work best for their experience. This guide will also have a list of counselors that can provide legally-protected confidentiality, specialized expertise, and ongoing support whether an individual chooses to make a formal claim; and emphasizes that individuals who have experienced harm have the right to choose their next steps—if any—including the right to seek support measures or to make a formal claim.



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About the 2020 Title IX Regulations

The 2020 Department of Education regulations define sexual harassment and other sexual misconduct more narrowly than SDC policy and require specific procedures for investigating and adjudicating allegations that fall within the federal definitions and other criteria, such as where alleged conduct occurred. SDC continues to address all claims of sex- and gender-based violence and harassment and assesses formal claims to determine if SDC policy (Policy Procedure 421 or 375) and/or federal regulations apply.



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About the 2020 Title IX Regulations Cont.

How did the 2020 regulations change things at SDC?

The federal regulations require SDC to address a subset of sexual misconduct allegations using a specific investigation and adjudication process. When alleged conduct does not meet the federal definitions or criteria, other SDC policies and procedures may apply. SDC will continue to address all claims of sexual misconduct and will assess formal claims to determine if SDC policy and/or federal regulations apply.

When the federal regulations apply, the adjudication will include a live hearing with oral cross-examination of the parties and witnesses.

What conduct is prohibited under the 2020 Regulations?

The 2020 federal regulations narrow the definition of sexual harassment to include only unwelcome conduct that is so severe, pervasive and objectionably offensive that it effectively denies a person equal access to the Colleges. Beyond sexual harassment, federally defined prohibited conduct includes sexual assault, dating violence, domestic violence, and stalking.

In addition to meeting one or more of these definitions, for the federal regulations to apply the conduct must have happened in the US, in conjunction with a SDC program or activity, or in a building owned or controlled by SDC or a recognized student organization. Finally, the complainant must be a current student, employee, applicant, or otherwise participating in a **SDC** program or activity.



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About the 2020 Title IX Regulations Cont.

If sexual misconduct happens off campus, will SDC still investigate?

The 2020 federal regulations apply to locations, events, or circumstances over which the Colleges exercised substantial control over both the respondent and the place where the conduct occurred. The 2020 federal regulations also apply to any building owned or controlled by a recognized student organization. If the criteria is not met for jurisdiction under the 2020 Title IX regulations, the Colleges may still investigate if the conduct would violate other SDC Student Policy, (Policy 375 Student Conduct Code).

If what happened to me isn't covered by the 2020 Federal Regulations, will SDC still investigate?

SDC will continue to address all claims of sexual misconduct and will assess formal claims to determine if SDC Policy and/or federal regulations apply. If you make a formal claim, the investigator will assess which policies may or may not apply, and if an investigation is initiated, what procedures will be used.

How will the 2020 Federal Regulations impact Employee Respondents?

If a formal claim about an employee includes alleged conduct subject to the federal regulations, both parties will receive written notice of the allegations; the Colleges Human Resources and Investigation and Resolution Office will investigate; complainants and respondents will be given access to evidence in advance of a hearing; there will be a hearing in front of a trained decision-maker(s) where parties and witnesses are subject to live oral cross-examination; and the complainant and respondent will have the right to appeal the results of the decision made at the hearing.



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Where to Start

If you have experienced—or think you may have experienced—sexual assault, stalking, relationship or intimate partner violence, sex- or gender-based harassment, and/or another form of sexual misconduct, resources, support measures and reporting option are available to you. Choosing one option does not preclude others; you can pursue any of them at any time. You can also contact the Title IX Coordinator of your campus at any time, for any reason.

[Title IX coordinator of your campus.](#)

Starting with speaking with a counselor is the best way to ensure your confidentiality. Counselors can help you consider options and provide support.

Please be sure you are speaking to a certified licensed mental health professional, who is considered a confidential counselor.

Please also consult with the [Washington Coalition for Sexual Assault Programs](#) for more information about confidentiality options.

Mental Health Counselors are licensed to provide confidential counseling services under RCW 18.225. All practitioners who are licensed to provide mental health counseling services are subject to confidentiality requirements imposed by either [RCW 5.60.060](#) or [RCW 18.83.110](#).

For employees: There is also counseling available through [the WA Employee Assistance Program](#).

For students/ employees in crisis: If you are experiencing a mental health emergency/need immediate assistance please call 911, the [King County Crisis Connections](#) at 866.427.4747 and/or text the [Crisis Text Line](#) by texting HOME to 741741.



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Additional Community Resources

Legal

[Legal Voice](#)

[Sexual Violence Law Center](#)

[Student Legal Services](#) (Serves students enrolled on the Seattle campus)

[King County Bar Association Neighborhood Legal Clinics](#)

Local Advocacy and Support

King County

[Asian Counseling & Referral Service](#)

[API Chaya](#)

[Abused Deaf Women's Advocacy Services](#)

[Consejo Counseling & Referral Service for the Latino community](#)

[Crisis Clinic](#) – 24-hour crisis line and community resource directory 866-

4CRISIS

[LifeWire](#)

[Harborview Center for Sexual Assault & Traumatic Stress \(HCSATS\)](#)

[King County Sexual Assault Resource Center \(KCSARC\)](#) – 24-hour crisis line

888-99-VOICE

[New Beginnings](#)

[Northwest Network for Bi, Trans, Lesbian and Gay Survivors of Abuse](#)

Local Advocacy and Support

Pierce County

[Rebuilding Hope! Sexual Assault Center for Pierce County](#) – 24-hour crisis, information, and referral line: 800-756-7273 or 253-474-7273

[YWCA of Pierce County](#) – 24-hour crisis line: 253-383-2593

National

[Rape, Abuse and Incest National Network – RAINN](#)

Please also consult with the [Washington Coalition for Sexual Assault Programs](#) for more information about confidentiality options.



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Other Counseling Resources:

College Counseling Clinics (supervised Masters and PhD level clinicians with sliding scale fees):

- Antioch University-- 2505 3rd Avenue, Suite 200, Seattle, WA 98121 (206) 268-4840, clinic.aus@antioch.edu
- City University --521 Wall St., Suite 100 Seattle, WA 98121, cityu.edu/student-services/counseling-center/
- Bastyr-- 3670 Stone Way North, Seattle, WA 98103 (206) 834-4100
- Seattle Pacific University — 3307 3rd Ave. W., Seattle, WA 98119 (206) 281-2657, SCC@spu.edu

Find a Counselor (search engines for identifying private practice counselors as well as clinics):

[Counseling WA](#)

[Open Path](#)

[Psychology Today](#)

Please also consult with the [Washington Coalition for Sexual Assault Programs](#) for more information about confidentiality options.



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More Resources:

Health Insurance

[Washington State Healthcare insurance information about mental health coverage](#)

Agencies

- King County Mental Health Services <https://www.kingcounty.gov/depts/community-human-services/mental-health-substance-abuse/services/mental-health.aspx>
- Asian Counseling and Referral Services — 3639 Martin Luther King Jr. Way S, Seattle, WA 98144 (206) 695-7600, info@acrs.org
- Atlantic Street Center — 2103 South Atlantic Street, Seattle, WA 98144 (206) 329-2050, ascinfo@atlanticstreet.org
- El Centro de la Raza — 2524 16th Avenue South, Seattle, WA 98144 (206) 957-4634
- Seattle Counseling Service — 1216 Pine Street, Suite 300, Seattle WA 98101 (206) 323-1768, info@seattlecounseling.org
- Seattle Indian Health Board — 611 - 12th Avenue South, Seattle, WA 98144 (206) 324-9360, info@sihb.org
- Sound Mental Health — 1600 E Olive St, Seattle WA, 98102 (206) 302-2300 <https://www.smh.org/counseling/>
- Wellspring — (206) 826-3050
Downtown Seattle 1191 2nd Avenue, Suite 690 (2nd & Seneca), Seattle, WA 98101 Rainier Avenue South Seattle 1900
Rainier Avenue South, Second Floor, WA 98144
Redmond 16150 NE 85th Street, Suite 222, Redmond, WA 98052



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A note: SDC Counselors or Employees:

If you are a Title IX Official Required to Report, you may contact your campus security or 911 when you become aware of sex- or gender-based violence and harassment promptly, and you must contact your office Title IX Coordinator.

Please also consult with the [Washington Coalition for Sexual Assault Programs](#) for more information about confidentiality options.

***All District employees (faculty, staff, student employees and administrators) are designated as “responsible employees” required to report and must report actual or suspected Title IX violations immediately, subject to limited exceptions for employees who are statutorily barred from reporting (counselors etc.). All details of the reports they receive must be shared promptly to the Title IX Coordinator of their campus. If the claim is against that Title IX Coordinator, the impacted party should report the matter to the president’s, or Chancellor’s office for referral to an alternate designee.*



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Reporting and Confidentiality

College employees, except those statutorily barred from doing so, have a duty to immediately report possible Title IX violations to the [Title IX coordinator of their campus](#).

If you have confidentiality concerns, the Title IX Coordinator can discuss your options with you. You may request confidentiality. The district will attempt to protect your privacy to the fullest possible extent, consistent with our legal obligations to comply with federal and state laws and to protect our students and community. More information about confidentiality is found in [Procedure 421](#).

Please direct questions about protecting your privacy to the [Title IX coordinator of your campus](#).

HR District Title IX Email | TitleIX.District@seattlecolleges.edu

If you choose to seek counseling services first, please be sure you are speaking to a certified licensed mental health professional, who is considered a confidential counselor.



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Reporting and Confidentiality

Consider contacting a counselor above before disclosing to other Seattle Colleges employees. When meeting with a counselor, you can share as little or as much information as you choose. Sharing information with Counselor is not the same as making a formal claim to Seattle Colleges for the purpose of starting an Investigation.

Please be sure you are speaking to a certified licensed mental health professional, who is considered a confidential counselor.

Counselors can:

- Help you understand your rights
- Support you in creating a plan for your situation
- Connect you with supportive measures, including academic or employment support
- Assist in implementing a mutual no contact directive
- Inform you of Seattle Colleges formal claim and police reporting options and support you through one or both processes
- Assist you in obtaining a civil protection order (sometimes referred to as a restraining order)
- Review your housing options
- Refer you to on- and off-campus resources, including attorneys or mental health professionals



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Reporting and Confidentiality

Please note **that you do not need** to make a formal claim to seek the assistance of a counselor. Counselors have legally protected confidentiality and only share information with others when given specific permission by the person who has experienced the harm or when required by law.

Please be sure you are speaking to a certified licensed mental health professional, who is considered a confidential counselor.

Mental Health Counselors are licensed to provide confidential counseling services under RCW 18.225. All practitioners who are licensed to provide mental health counseling services are subject to confidentiality requirements imposed by either [RCW 5.60.060](#) or [RCW 18.83.110](#).

The Office of the Title IX Coordinator and SDC Safety and Security/ Police do not have legally protected confidentiality but strive to safeguard the privacy of individuals who have been impacted by sex and gender-based violence and harassment. They share information as needed to respond to the requests of those who have been harmed, to assess community safety, or to comply with legal requirements.

Please also consult with the [Washington Coalition for Sexual Assault Programs](#) for more information about confidentiality options.



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SDC Campus Safety and Security

When you contact Safety and Security, they will assess your needs and help you determine next steps. They will summarize the information you have shared and provide it to a counselor and the [Title IX coordinator of your campus](#). SDC Safety and Security and the Title IX Coordinator strive to safeguard your information, but do not have legally protected confidentiality.

Knowing this, you may choose to remain anonymous when you contact them or share limited details about your experience. If the security officer believes other Seattle Colleges professionals need to receive information about your situation—to protect you or the safety of others—SDC Safety and Security and the Title IX Coordinators will make you aware of that. To be clear, Safety and Security does not conduct investigations but, in addition to connecting you with a counselor, they can connect you with an office that receives claims and initiates investigations.

For students/ employees in crisis: If you are experiencing a mental health emergency/need immediate assistance please call 911, the [King County Crisis Connections](#) at 866.427.4747 and/or text the [Crisis Text Line](#) by texting HOME to 741741.



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Medical Care and Sexual Assault Nurse Examiners (SANE)

After an assault you may want to seek medical care, especially if you have concerns about STIs, pregnancy, or physical injuries. Generally, seeking medical care as soon as possible is advised, and some services are time-sensitive. Relevant evidence is best collected within 72 hours but may be collected up to 120 hours after an assault.

Some health care facilities have SANEs who are specially-trained to work with patients who have been sexually assaulted.

They will explain each step of the -process and allow you to make decisions about what you want to do next. A SANE exam is an important way to preserve evidence should you choose to make a police report.

If you have been sexually assaulted, a SANE can offer:

- A physical exam that will identify any injuries
- Emergency contraception to prevent pregnancy
- Sexually-transmitted infection (STI) testing and prophylaxis medication to prevent infection
- Optional forensic evidence collection and documentation

Federal and state law protect the confidentiality of medical records. Information retained in medical provider records that is otherwise confidential may be subject to disclosure in response to a valid subpoena or court order.



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Health care facilities near Seattle Colleges campuses with Sexual Assault Nurse Examiners (SANE):

- UW Medical Center (Montlake)
- Harborview Medical Center
- Valley Medical Center, Swedish Hospital (First Hill)
- Seattle Children's Hospital (for individuals under the age of 18)
- Evergreen Health Medical Center in Kirkland and Redmond
- St. Michael's Medical Center: Bremerton and Silverton
- Tacoma General Hospital

If a SANE is unavailable, you may be transferred to another medical facility.

Contact these resources to learn more about seeking medical care and options to preserve evidence. You may access medical care prior to contacting Seattle Colleges support resources or reporting offices.



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Counseling and Crisis Support Resources

Counseling may assist with recovery from a traumatic experience. Seattle Colleges offers short-term counseling for students on its three campuses and referrals to open-ended counseling services off campus.

If you have experienced sexual assault, relationship and intimate partner violence, stalking, sex- and gender-based harassment, and/or other sexual misconduct, therapy may include:

- Providing information about trauma and its effects
- Providing information on mindfulness techniques
- Providing tools to support healthy sleep, diet, or exercise habits
- Helping you identify and deal with negative feelings about the traumatic event, such as feelings of guilt or shame
- Helping you identify and deal with negative thoughts about the traumatic event, such as self-blame
- Assisting you in reducing anxiety when exposed to people or places that are reminders of the trauma



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Counseling and Crisis Support Resources

In general, state law protects the confidentiality of counseling relationships and records. For more specific information about confidentiality, consult with counseling services staff or your counselor, who can answer any questions you have.

Please be sure you are speaking to a certified licensed mental health professional, who is considered a confidential counselor.

Please also consult with the [Washington Coalition for Sexual Assault Programs](#) for more information about confidentiality options.

Mental Health Counselors are licensed to provide confidential counseling services under RCW 18.225. All practitioners who are licensed to provide mental health counseling services are subject to confidentiality requirements imposed by either [RCW 5.60.060](#) or [RCW 18.83.110](#).

Counselors have limitations on confidentiality when they learn of:

- Abuse and neglect of a child under the age of 18
- Elder abuse or the abuse of a disabled adult
- A plan for self harm or harm to others



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Making a plan

Supportive measures are available whether a formal claim is made, or an investigation is launched. A counselor can help you explore your goals so that you can decide what supportive measures you need and how to access them. Supportive measures might include a request for a mutual no contact directive, services you access, changes you request, or adjustments to your work or academic schedule. Except for mutual no contact directives, Seattle Colleges generally cannot impose restrictions on a student or employee respondent – the person accused of the misconduct - until and unless a formal claim is made, or an investigation is initiated. Any restrictions implemented may not place an unreasonable burden on you or the respondent.

Seattle Colleges staff, such as counselors, Safety and Security, response specialists, your human resources representative, or Title IX Coordinators, should be able to assist you in seeking supportive measures.

Seattle Colleges can respond to your safety and health concerns by:

- Engaging in safety assessment and planning
- Implementing a no contact directive that directs both people involved to cease any contact or communication with one another
- Identifying referrals for counseling and medical resources



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Accessibility Services and Resources

Academic and employment accommodations can be made for a temporary health condition or injury as well as for a permanent disability such as an acute stress disorder developed or triggered because of trauma. Go to the “Other Resources” section in this guide.

Seattle Colleges Student Services Staff can advise for academic support, such as:

- More time on exams
- Extensions for papers or projects
- Alterations to course requirements
- Modifications to participation requirements
- Remote attendance for lectures or classes
- Recording of lectures
- Switching course or discussion sections
- Adjustments to lab or desk space



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Accessibility Services and Resources

Human Resources can provide accommodations if approved for employees, such as:

- Extensions on specific projects or changes in responsibilities
- Alteration of duties to avoid work with/near a specific person
- Modification in work schedule
- Telecommuting
- Changes to your work/desk space
- A leave of absence
- Changing (temporarily or permanently, pending an investigation) your reporting relationship with your supervisor

You may seek supportive measures without an investigation being launched. However, some additional protective measures may be available if you choose to make a formal claim.

Examples of what might be possible include:

- Adjustments to the other person's living, working, or study spaces
- Placing the person who allegedly engaged in prohibited behavior on administrative leave (in work settings)



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Accessibility Services and Resources

Accessibility accommodations for a temporary health condition and/or permanent disability such as physical injury or acute stress disorder developed because of trauma, consider seeking accommodations:

South Seattle College Access Services:

<https://southseattle.edu/access-services/contact-information>

Seattle Central College Accessibility Resource Center:

<https://seattlecentral.edu/campus-life/student-support-and-services/Accessibility-support/Accessibility-accommodation>

North Seattle College Accessibility services:

<https://northseattle.edu/Accessibility-services>



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Providing Support

Seattle Colleges' priority is to provide support, resources, and options—including the option to make a formal claim—to any person who has experienced sexual assault, stalking, relationship or intimate partner violence, sex- or gender-based harassment, and/or other sexual misconduct. Next, Seattle Colleges must consider potential impact or harm to others in Seattle Colleges Community community. Safety and Security, the Office of the Title IX Coordinator, and counselors all play an essential role in supporting affected individuals, including those of any gender, gender-identity, citizenship, or immigration status.

The best way to ensure that support and options are provided to someone who has experienced violence or harassment—and to ensure that overall community safety is considered—is to contact Safety and Security.



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Safety and Security resources

When Safety and Security is contacted, response specialists will:

- Conduct a real-time safety assessment to provide immediate support or safety planning if needed
- Provide this guide to the person who has experienced the behaviors or to any caller who can forward this guide to the affected person
- Connect the affected person with a counselor who can help explain their rights and options and provide ongoing support if desired
- Share the information they have received with the Title IX Coordinator of the campus to allow for an assessment of risk to Seattle Colleges Community and to identify any patterns or broader issues related to reported behavior
- Provide support and consultation to the caller to assist them in next steps and/or address any other concerns they may have
- Allow callers to remain anonymous and/or only share limited details to protect a survivor's identity*

Seattle Colleges employees required to report cannot remain anonymous and must share the details they have, including names. See next slide.



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Safety and Security resources

All District employees (faculty, staff, student employees and administrators) are designated as “responsible employees” required to report and must report actual or suspected Title IX violations immediately, subject to limited exceptions for employees who are statutorily barred from reporting. All details of the reports they receive must be shared promptly to the Title IX Coordinator of their campus. If the claim is against that Title IX Coordinator, the impacted party should report the matter to the president’s, or Chancellor’s office for referral to an alternate designee.

If an individual situation is determined to be severe, ongoing, or systemic, the Office of the Title IX Coordinator will work with relevant Seattle Colleges partners to determine the need for formal action—if any—beyond providing support, resources, and reporting options to the affected person.



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Other Community Resources

Harborview Abuse and Trauma Center—Center for Sexual Assault and Traumatic Stress
206.744.1600

King County Sexual Assault Resource Center
888.99.VOICE (86423) (24-hour resource line)
kcsarc.org

New Beginnings – Ending Domestic Violence
206.522.9472 (24-hour helpline)
newbegin.org

The Northwest Network of Bi, Trans, Lesbian & Gay Survivors of Abuse
206.568.7777 nwnetwork.org

Abused Deaf Women's Advocacy Services
206.812.1001 adwas.org
Rebuilding Hope!

The Sexual Assault Center for Pierce County
24-hour Crisis, Information and Referral Line
800.756.7273 sexualassaultcenter.com

Crystal Judson Family Justice Center (Tacoma)
(serving domestic violence victims and their children)
253.798.4166 (helpline) aplaceofhelp.com

LifeWire – Together Against Domestic Violence (Bellevue)
425.746.1940 lifewire.org

RAINN - Rape, Abuse & Incest National Network
800.656.HOPE (4673) rainn.org

National Domestic Violence Hotline
800.799.7233 thehotline.org

Washington Coalition of Sexual Assault Programs
360.754.7583 wcsap.org

Washington State Coalition Against Domestic Violence (WSCADV) 1.800.799.7233 wscadv.org
Culturally specific advocacy and support
API Chaya

877.922.4292 apichaya.org
Consejo Counseling and Referral Service
206.461.4880 consejocounseling.org

Jewish Family Service
206.461.3222 jfsseattle.org
Mother Nation

206.722.2321 mothernation.org
Northwest Immigrant Rights Project
800.445.5771 nwirp.org

Our Sisters' House
253.383.4275 oursistershouse.com
Refugee Women's Alliance

206.721.0243 rewa.org
Seattle Indian Health Board
206.324.9360 sihb.org

Tacoma Community House
53.383.3951 tacomacommunityhouse.org



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State and federal reporting options:

If you have concerns about whether Seattle Colleges follows Title IX or other relevant laws, you may make a claim to state or federal enforcement agencies, including the following:

- U.S. Department of Education, Office for Civil Rights
- Equal Employment Opportunity Commission
- Washington State Human Rights Commission

If you want to make a report: Reporting Options

Please review all this information on the Title IX Website below:

<https://www.seattlecolleges.edu/administration/human-resources/title-ix-sexual-misconduct-and-gender-based-incidents>

Where to submit a claim?

If you are a student: Title IX Student Services Investigation Offices or Police

If you are an employee: SDC HRD Title IX Coordinator at your Campus or Police

To find your coordinator:

<https://www.seattlecolleges.edu/title-ix-coordinators>

Additional Student Resources:

Seattle Central: <https://seattlecentral.edu/campus-life/student-support-and-services/student-rights-and-responsibilities/claim-process>

South Seattle: <https://southseattle.edu/access-services/student-resources>

North Seattle: <https://northseattle.edu/resources>

Reporting is both a right and an individual choice. Consider connecting with a counselor to discuss your options.



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If you want to make a report: Reporting Options

Making a formal claim to Seattle Colleges:

A formal claim is a request for an investigation. You have the right to submit a formal claim about any behavior that feels inappropriate or unwelcome. Seattle Colleges will respond to your claim whether you choose to file a police report or not.

The process Seattle Colleges follows to investigate and resolve claims depends on who engaged in the behavior—a student, an employee, or a person unaffiliated with Seattle Colleges. Processes are designed to be prompt, fair, impartial and to equitably protect the rights of individuals participating in them. If you choose to submit a claim, a confidential counselor can work with you throughout the claim, investigation, and hearing process if you so choose, as you also will work with the title IX Coordinator of your campus.

Seattle Colleges must investigate sexual harassment allegations in a formal claim. A formal claim is a document alleging sexual harassment has occurred and requesting the school investigate. The school should generally respect the wishes of the complainant, when possible, for confidentiality, but in some cases a Title IX Coordinator may file the formal claim even if the complainant does not want to participate in the Title IX process.



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If you want to make a report: Reporting Options

Reporting to the police

Behaviors described in this guide may also be a crime, and you may report them directly to the police. Police with jurisdiction over the location where the alleged crime occurred will investigate. If you have also chosen to report to Seattle Colleges, Seattle Colleges will make legally allowed efforts to work cooperatively with the law enforcement agency but will not unduly delay its own investigation. If you do report to the police, they may notify Seattle Colleges that a report has been made. Counselors can provide you with more information about reporting to the police. They can provide services regardless of where an incident took place.

Seeking a court-issued protective order:

The main purpose of a court-issued protective order is to keep the respondent or subject from contacting you or causing further physical harm. There are different types of protective orders available based on the situation and the people involved. Counselors are available to provide more information and support in seeking a protective order.



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If you want to make a report: Reporting Options

Follow these steps if you believe you may have been involved in a sexual misconduct or gender-based incident:

Call 911 in the case of emergency, or the campus security office. Ensure your safety.

Campus Security Offices

North Seattle College: CC 1252, 206.934.3636

Seattle Central College: BE 1108, 206.934.5442

Seigal Center: BE 1108, 206.934.5442

Wood Technology Center: 206.934.5442

Health Education Center: 206-255-3974 / 206.934.5442. Security officers usually sit at a table just inside the main entrance on the south side of the Pacific Tower Building.

Seattle Maritime Academy: 206.934.5442

South Seattle College: RSB62A, 206.934.5157

Georgetown Apprenticeship and Education Center: C102, 206.354.6185

File a claim as soon as possible. (Printed copies of the claim form and investigation procedures are also kept in the HR and Student Services Office.)

Send the claim to the [Title IX coordinator of your campus](#).

You may also email the HR District Title IX Email| TitleIX.District@seattlecolleges.edu

Seattle Colleges has counseling resources available at each campus: Check on Confidentiality

North: Counseling: 206-934-3676 and/or Gender Equity Resource Center: 206-934-3719

Central: Counseling: 206-934-5407

South: Counseling: 206-934-6409



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If you want to make a report: Investigations

What to Expect during the Investigation Process:

State and federal law impose complex and specific requirements which must be incorporated into Seattle Colleges investigations and adjudications of sex- and gender-based violence and harassment. The information is available under Policy 421 and in the Student Conduct Code.

<https://www.seattlecolleges.edu/about/policies-and-procedures/pol421?hasboth=1&docID=421&companionId=pro>

<https://www.seattlecolleges.edu/about/student-rules/policies/pro375>

If you chose to submit a formal claim, you will receive more detailed information about your rights and options throughout the process. For additional information before making a formal claim, contact a counselor or [the Title IX coordinator of your campus](#).

You will not be expected or asked to share more details than you are comfortable with during this initial conversation. Remember, you do not need to request an investigation in order to receive supportive measures.



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If you want to make a report: Investigations

Timing considerations:

Deciding if or when to report sex- and gender-based violence and harassment is a very personal decision. While there is no right or wrong time to make a claim, timing may affect how Seattle Colleges is able to respond. For example, sanctioning options may be limited if Seattle Colleges receives a report too close to or after a student respondent's graduation or if Seattle Colleges receives a report after an employee respondent has left their position at the Seattle Colleges.

Meeting with an investigator: If you elect to meet with an investigator, you may choose to be accompanied by a counselor and/or another advisor. The investigator will provide details of the investigation process, answer questions, and gather information about your experience. The investigator will also provide you with information about Seattle Colleges policies and Department of Education federal regulations that prohibit sexual assault, stalking, relationship or intimate partner violence, sex- and gender-based harassment, and/or other sexual misconduct. The difference between the federal and Seattle Colleges definitions and processes will be clarified for you throughout the process.



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If you want to make a report: Investigations

After Seattle Colleges investigator considers and reviews the information you provided, you will be informed of action(s) the Seattle Colleges will take, including whether an investigation will be opened and if the Department of Education federal regulations and/or Seattle Colleges policy apply.

Remote or online options: Meetings with an counselor or investigator can occur in-person or online. If a hearing occurs, both parties have the option to remain in a separate room from one another throughout the duration of the hearing. Hearings may also may occur fully online.



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Overview of the Process

Accessibility: Title IX investigation and adjudication processes are intended to be inclusive and accessible. For accommodation requests connected to a Accessibility or health condition, contact the investigator or counselor with whom you are working or the Office of the Title IX Coordinator.

Allegations and notice: The investigator will meet with you to understand what happened and prepare allegations based on what you share. Once you confirm the allegations, the investigator will provide official notice of the allegations to the respondent (i.e., the person who has been accused of misconduct).

Investigation: The investigator will thoroughly interview you, the respondent, and any witnesses; they will also ask everyone they interview to provide relevant evidence and information, including documents, emails, texts, or social media communications. The investigator will assess and analyze the evidence and information provided by the parties and witnesses. This process can take weeks or months, depending on the claim and availability of witnesses. If you're working with a counselor, they can help you prioritize your self-care during this time.



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Overview of the Process

If any allegations involve conduct prohibited by the Department of Education federal regulations, the investigator will provide a draft report, along with relevant and related evidence, to both you and the respondent. You will have an opportunity to respond and provide feedback.

Concluding the investigation: In some cases, an investigator can make a decision about whether Seattle Colleges code or policy was violated. In other cases—including any matter involving allegations of conduct prohibited by the Department of Education federal regulations—a hearing will be initiated.

For hearings that involve conduct prohibited by the federal regulations, both you and the respondent must have advisors who will orally ask questions of the other party and of witnesses. In student conduct hearings that don't involve the federal regulations, questions are posed in writing and then asked by the hearing officer.



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Overview of the Process

Sanctions and disciplinary action: If it is determined that code or policy was violated, sanctions for student respondents can include loss of privileges, an ongoing no contact directive, and/or disciplinary probation. For matters that go to a hearing, suspension and dismissal are also possible sanctions. Corrective or disciplinary action or employee respondents can range from coaching and education to changes in work assignment to termination of employment, and any violation in line with their Collective Bargaining Agreements.

Appeals: After findings are issued in a student conduct matter, you and the respondent both have the option to request administrative review, which is also referred to as an appeal. In employee matters involving the Department of Education federal regulations, you and the respondent will also have the opportunity to appeal the decision.

In proceedings against a student Respondent, the parties may appeal the Student Conduct Committee's ruling to the President pursuant to WAC 132F-121-170 and Supplemental Title IX Student Conduct Code Policy 375 Procedures, WAC 132F-121-270 through WAC 132F-121-350. In proceedings against an employee Respondent, the parties may appeal the Employee Disciplinary Decision to the Vice Chancellor for Human Resources pursuant to Procedure 421.



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Privacy and SDC Records:

Seattle Colleges seeks to protect the privacy of those who participate in investigations of sexual assault, stalking, relationship or intimate partner violence, sex- and gender-based harassment, and/or other sexual misconduct in accordance with applicable state and federal laws. It balances this practice with the need to investigate and address prohibited behaviors, prevent their recurrence, and remedy their effects.

Some information relevant to investigations may be protected from disclosure by law, such as student records which are protected by the Family Educational Rights and Privacy Act or healthcare information which is protected by the Health Insurance Portability and Accountability Act.

In the case that information related to an investigation must be shared, it will be limited to those persons with a legitimate educational or business need to know. This might include the staff of the Office of the Title IX Coordinator, SDC Human Resources, the Office of Academic Student Services or the administrative head of a SDC department or unit. Seattle Colleges must also report campus crime statistics, including those relevant to incidents of sexual violence, in compliance with its obligations under the Clery Act. Personally identifiable information is never disclosed in this context. If information is requested through a valid subpoena, court order, or warrant, SDC may be required to disclose it.



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What is the Title IX Coordinator's Role?

The Title IX Coordinator works to ensure that all persons who have experienced sex and gender-based violence and harassment receive support, and information about resources and reporting options.

The Title IX Coordinator, campus security, and other campus partners will also evaluate whether there is a risk to the safety of the community. After an initial safety assessment, the Title IX Coordinator will make a referral to a counselor in the counseling office at the appropriate campus who can discuss and help facilitate supportive measures as well as explain how to submit a formal claim if the impacted person chooses to do so. All information exchanged between a survivor/complainant and a counselor is confidential.



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What is the Title IX Investigator's Role?

The Title IX investigator's primary responsibilities are to **investigate and resolve claims about sexual misconduct or harassment and other situations that fall under Title IX at SDC**. They are the individual charged with gathering information, including statements of the complainant, the respondent and witnesses, documents, texts, photos, pictures, images, and recordings, analyzing the information gathered, and determining by a preponderance of the evidence what happened.

An investigation is the process used by the Title IX Compliance Office to carefully examine an allegation or claim of gender-based harm including sexual harassment and sexual violence in order to determine whether the SDC policy has been violated, and if so, what steps the Colleges may take to correct and address such a violation, including assessing discipline.

This investigation is an administrative proceeding and not a criminal one. This means that the investigation determines whether university policy has been violated, not whether the law has been violated.



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ROLES/DEFINITIONS

Complainant: the individual(s) making the allegation

Respondent: the individual(s) against whom the allegation is made who is responding to the allegation

Witness: an individual who has direct knowledge of or information about the allegation being made

Preponderance: the standard against which information and evidence gathered during the investigation is assessed. The preponderance of evidence standard means “more likely than not”



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Summary: Investigative Process

In an investigation, both the Respondent and Complainant will receive a formal Notice of Investigation.

The Title IX investigator will interview witnesses, look for and evaluate evidence, and provide both parties with an opportunity to review and respond to the evidence and statements that have been submitted.

The Title IX Coordinator will receive the Investigative report to make a determination on their findings.

If the Respondent does not participate, The Title IX Investigator will proceed with interviews and the gathering of evidence. The respondent can choose to participate or not. The office can complete the investigation and make a preliminary determination without the respondent's participation.

The Complainant and Respondent do not need to interact. The complainant/s, respondent/s, and witness/es will speak directly to the investigator. The TIX office may offer a no contact directive before the investigation is launched to prohibit communication and ensure the integrity of the investigation.

At the conclusion of the investigation, a final report is issued, and the adjudication or determination process will begin with Student Conduct or Human Resources Office depending on the respondent status. Student discipline will be taken through Procedure 375 and Employees will be addressed in Procedure 421.



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How can I obtain the record of an investigation?

If you are a student who participated in an investigation, you may request records by emailing the Compliance and Public Records Request Office:

•**Email:** Precords@Seattlecolleges.edu.

•**Fax:** 206.934.4158.

•**Mail to:** Public Records. Seattle Colleges District Office. 1500 Harvard Avenue. Seattle, WA 98122.

What should Seattle Colleges employees do when they become aware of sex- and gender-based violence and harassment?

Except for counselors, and healthcare providers (including mental health professionals), all other employees (i.e., faculty and other academic personnel, professional and classified staff, students employed by SDC) who learn of sex- and gender-based violence and harassment are advised to contact their campus Title IX Coordinator for guidance and support. If it is an emergency, please contact 911 and/or your campus security office.



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Additional Info for SDC Employees

All District employees (faculty, staff, student employees and administrators) are designated as “responsible employees” required to report and must report actual or suspected Title IX violations immediately, subject to limited exceptions for employees who are statutorily barred from reporting. All details of the reports they receive must be shared promptly to the Title IX Coordinator of their campus. If the claim is against that Title IX Coordinator, the impacted party should report the matter to the president’s, or Chancellor’s office for referral to an alternate designee.

What should SDC employees do when they suspect a minor participating in programs or activities is the victim of abuse or neglect?

Any SDC employee or volunteer who has reason to believe that a minor (i.e., any person under the age of 18) has experienced abuse or neglect must immediately report to law enforcement or the Department of Social and Health Services, per Executive Order 56. Employees should also notify their campus security of the suspected abuse or neglect.



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This guide is published by the Compliance Office and District Title IX Coordinator for the purpose of providing information about rights, resources, supportive measures, and claim/investigation options to SDC students and employees.

It follows the amendments to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act made by the Violence Against Women Reauthorization Act of 2013 and the 2020 Department of Education Title IX Regulations.

SDC reserves the right to modify, delete, or edit the guide's content without notice. The guide should not be construed as legal advice or a guarantee of outcomes.

For additional questions, contact:

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North Seattle College

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Josh.Ernst@seattlecolleges.edu | TitleIX.District@seattlecolleges.edu

South Seattle College

Students: Student Services: Students: Student Services: Joe Barrientos | Joe.Barrientos@seattlecolleges.edu | 206.934.6684

Employees: JD Burchfield, HR Director

JD.Burchfield@seattlecolleges.edu | TitleIX.District@seattlecolleges.edu

All Trained by Grand River Investigations in 2022/2023 most recently.



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