

## ***Rights & Other Important Information***

*Relationship Violence and Sexual Misconduct and Title IX Policy (RVSM and Title IX Policy)*

**Office for Civil Rights and Title IX Education and Compliance (OCR)**

Investigation, Support and Resolution Department (ISR)

### **Meeting with ISR**

*You have control over deciding to meet with ISR or not, and if so, how much information you would like to share. If you do not want to meet with ISR now, you can still reach out in the future.* Deciding how to proceed can be a process that unfolds over time. You can choose to pursue assistance through ISR, law enforcement, neither, or both. If you choose to meet, an ISR investigator will explain options, answer questions, and explain your rights through the University. The investigator will share information about formal complaints and other processes that may be available based on your situation.

Meeting an ISR investigator does not mean an investigation will take place. Meetings with Investigators are not confidential and you may choose whether to share details of your experience. After talking with an investigator, you may decide you want additional time to consider any next steps. If you decide you want to participate with ISR further, a second meeting can be scheduled where you can share more about your experience.

***If you are interested in meeting with ISR, please call 517.353.3922. An investigator will reach out to you to make arrangements.***

### **ISR Investigations are not Criminal Investigations**

Only law enforcement can conduct criminal investigations. If you would like to report the incident to law enforcement, you can contact MSU Department of Police and Public Safety (MSU DPPS) at (517) 355-2221, or if it is an emergency, please call 911. If the incident occurred off- campus, MSU DPPS can assist you in identifying the appropriate law enforcement agency to contact. MSU DPPS may also be able to advise you on seeking a personal protection order (PPO) from the civil court.

### **Support Person and Advisor**

Support is available for you. You may have an advisor and/or support person of your choosing present for any contact with ISR, and throughout the entire process (including assistance in notifying law enforcement authorities). Support persons and advisors are also available to you free of charge through the University. Please contact us if you would like to be connected to a University-provided support person or advisor.

### **Process and Option to File a Formal Complaint**

You have the option to file a formal complaint against the person(s) reported to have committed a violation of the RVSM and Title IX Policy. A formal complaint is required to start the formal grievance process (investigation), and it must contain certain content under the law (see below). For these reasons, we highly encourage you to meet with ISR for assistance.

A formal complaint must be written and signed (in writing or electronically). The complaint must also contain a detailed description of the specific conduct reported to be in violation of the RVSM and Title IX Policy (including date and location if known), and the identity of the person reported to have committed the conduct. The complaint must contain a request that the University investigate the conduct. A complaint can be submitted to ISR through an investigator during or after your meeting with them, or via email ([ocr.isr@msu.edu](mailto:ocr.isr@msu.edu)).

*When a formal complaint is filed, a person cannot be anonymous, and University units may be notified as necessary, particularly if the person reported to have committed the conduct is an employee.*

### **Preservation of Evidence**

Whether or not you choose to meet with ISR or law enforcement, you may want to consider saving potential records or evidence. Examples include text messages, voicemail messages, photos, social media communications, and anything else that may be important to have at a later date. If you want to preserve these, but do not want to keep them in your possession, we recommend consulting with an advocate at the confidential resource, MSU Center for Survivors.

### **Persons Who Are Not Affiliated with MSU**

If the person reported to have committed a violation of the RVSM and Title IX Policy is not connected to MSU *and* the behavior did not happen at an event or location connected to MSU, the University may have limited authority over the person for a formal investigation that could result in University sanctions. However, each situation is different; in some circumstances, there may be actions the University can take. If you have questions or want to know more about ISR's process with unaffiliated persons prior to meeting, please let your investigator know when they reach out to you to make meeting arrangements. *Please remember that supportive measures and resources are always available to University Community Members, regardless of the status of the person who committed the conduct.*

### **Privacy/Sharing of Information**

Your privacy is important. There *may* be times we must share information with others inside the University. This information sharing may occur as required by law or on an as-needed basis due to safety concerns or the specific circumstances of the reported conduct. This may include, for instance, federally required statistical disclosures or information being sent to Human Resources regarding employees reported to have violated the RVSM and Title IX Policy.

### **Retaliation is Prohibited**

If you experience retaliation or harassment because of reporting, requesting supportive or interim measures, or participation or expected participation in any part of the process, please contact us immediately. Retaliation is prohibited and could be a violation of the RVSM and Title IX Policy.

### **Comprehensive Resource List**

A [comprehensive resource guide](#) with additional resources including community (local/state/national) resources, mental health services, victim advocacy, diversity, equity and inclusion (DEI) support resources, health services, LGBTQIA+ resources, emergency and police resources, and information about financial assistance, legal assistance resources, visa/immigration information, and transportation resources can be found on the Office of Civil Rights website.

***Please remember, you can always contact the MSU Center for Survivors for confidential support and other services. They are familiar with ISR and resolution of reports made to the University.***

### **Supportive Measures and No Contact Directives**

You have the right to access supportive measures to preserve and restore equal access to the educational program or activity. Examples of supportive measures include, but are not limited to, academic, housing, transportation, and work accommodations, mutual no-contact directives, etc. You do not have to participate in an ISR investigation and/or the criminal investigation process to get access to supportive measures. You can contact the Support and Intake Team at [ocr.sit@msu.edu](mailto:ocr.sit@msu.edu) or calling (517) 355-3960. Supportive measures will be kept confidential and only shared with other offices within the institution on a need to know basis.

### **Reasonable Accommodations and Translation Services**

If you are an individual with a disability and need accommodation to fully participate in our process, please contact the Resource Center for Persons with Disabilities at (517) 884-7273. If you are more comfortable communicating in a language other than English, we can arrange for a translation service or interpreter.

### **Relationship Violence and Sexual Misconduct and Title IX Policy**

The Relationship Violence and Sexual Misconduct and Title IX Policy is reviewed and amended annually. A copy of the complete current [Relationship Violence and Sexual Misconduct and Title IX Policy](#) can be found on the web site. For information regarding the procedures for institutional disciplinary action, please see Sections XII and XIII of the RVSMTIX Policy.