



What Do I Do If Sexual Misconduct or Violence Happens?

At Richmont Graduate University, we never want an act of power-based violence to happen. But if it does, here is what we recommend:

1. **Get Safe.** If an assault has recently occurred, make sure you remove yourself from any dangerous situation. It is important that you get to a safe place so you can contact other resources to support you.
2. **Ask for Help.** You may want to contact a friend, family member, or someone you trust to help you get through this process. After an act of any type of violence, it is normal to feel that you may require new safety needs. Please reach out to the University so we can start providing the necessary help and attention.
3. **Seek Immediate Medical Attention.** In acts of sexual violence and misconduct, you may need to seek medical attention. A victim may choose whether or not to speak to police at the hospital. If they do, the option to choose whether to file charges against the alleged perpetrator still exists.
 - a. **Before you seek medical attention, preserve any physical evidence.** Please try not to shower, brush your teeth, urinate, eat, etc. Clothes should not be changed, but if this takes place, bring all original clothing to the hospital in a paper bag. If possible, a victim should take a full change of clothing, including shoes, for use after their medical examination, as the medical professionals will likely keep the clothes that you're wearing as evidence. The decision to press charges does not have to be made at this time. However, following these procedures will help preserve this option for the future.
4. **Know Your Rights.** The University's full Policy on Sexual Harassment, including the policy of reporting and appeals, can be found in the Student Handbook online.
5. **Review Your Options.** Pressing charges and seeking justice can help victims of sexual violence rebuild senses of safety and control. In incidents of sexual violence, the incident can be looked at from two different views: a university disciplinary case and a criminal case.
6. **Connect with Resources.** During the time following an incident of sexual violence or misconduct, it is common for people to feel overwhelmed and emotional. Please consider reaching out to the Office of Student Affairs in order to connect to helpful resources as soon as possible.



Report an Act of Violence

Survivors of sexual misconduct or violence have the right to report conduct in violation of the Policy on Sexual Harassment either to the university, law enforcement, or both.

Reporting Sexual Misconduct to the University

Survivors of sexual misconduct are encouraged to report sexual misconduct to the University. To do so, individuals may contact the Office of Student Affairs:

- Amanda Blackburn (Dean of Students): 404-835-6114 or ablackburn@richmont.edu
- Emily Aikins (Student Affairs Officer): 423-648-2404 or eaikins@richmont.edu

All reports will be handled as respectfully and privately as possible. The University will make every effort to honor requests for confidentiality, but must weigh such requests against the Richmont's obligation to provide a safe, non-discriminatory environment.

Reporting Sexual Misconduct to Law Enforcement

Survivors of sexual misconduct are also encouraged to contact law enforcement authorities (e.g., by calling 911), including local police, about possibly filing a criminal complaint. Except in the case of an allegation involving an individual under the age of 18, the university will not contact law enforcement without the student requesting the university to do so. Any pending criminal investigation or criminal proceeding may have some impact on the timing of the university's investigation, but Richmont will commence its own investigation as soon as is practicable under the circumstances.

Seeking Medical Assistance & Preserving Evidence

Survivors of sexual violence are encouraged to seek immediate assistance from a medical provider for emergency services, including treatment of any injury, testing for and treating of sexually transmitted infections, and to collect and preserve physical and other forms of evidence. Seeking medical attention helps preserve the full range of options. Many services regarding sexual violence are free.

An individual may choose to allow the collection of evidence by medical personnel even if he or she chooses not to make a report to the police. In order to best preserve forensic evidence, it is recommended that an individual not shower, bathe, douche, clean, use the bathroom (if possible), smoke, or change clothes or bedding before seeking medical attention, and that medical attention be sought as soon as possible. If the individual decides to change clothes, s/he should bring the unwashed clothes worn during the incident to the hospital or medical facility in a clean paper bag. Under some state laws, certain medical personnel are required to alert police when the individual requesting treatment appears to have sustained injury as a victim of a criminal offense, including sexual violence. However, the individual may choose whether to speak to the police and is not required to do so.



Off Campus Resources

In addition to the support of university staff and/or public law enforcement, there are a number of support resources available to assist individuals in dealing with sexual misconduct, whether it happened recently or in the past. Some of these resources include:

- National Domestic Violence Hotline: 800-799-7233 (SAFE)
- Domestic Abuse Hotline for Men and Women: 888-7HELPLINE (888-743-5754)
- National Sexual Assault Hotline (RAINN): 800-656-4673 or **rainn.org**