

# Reporting an Incident

Columbia College urges anyone who becomes aware of an incident of Prohibited Conduct involving a Student, Employee, or Trustee or Third Party to immediately report the incident to the College Title IX Coordinator. Please keep these key points in mind.

- There is no time limit to notify the College of an incident of Prohibited Conduct.
- Survivors of Prohibited Conduct are encouraged to report allegations of Prohibited Conduct immediately in order to maximize the College's ability to obtain evidence and conduct a thorough, impartial, and reliable investigation.
- The College only has jurisdiction over enrolled students and current Trustees, Faculty, and Staff.
- All cases of reported Prohibited Conduct are held in confidence to the extent possible subject to the College's need to properly investigate allegations.
- Anonymous or third party (e.g. not the Complainant or Respondent) reporters of Prohibited Conduct should provide as much information as possible about the incident.
- Reporting Prohibited Conduct does not in any way obligate an individual to pursue legal or institutional disciplinary action.
- Columbia College has the right to pursue disciplinary action at its discretion when there could be a threat to the campus community.
- Columbia College will support and comply with the criminal justice process if the survivor chooses to report and pursue criminal charges against an alleged assailant.
- According to the Clery Act, there may be instances when a timely warning must be issued to the entire campus.
- Columbia College must submit an annual Crime and Fire Safety report with data regarding the number of sexual assault or harassment incidents that have occurred on campus. A survivor's name will not be disclosed in either of these incidents.

# TITLE IX COORDINATOR

**Dr. Shirley Huisman**

864-674-4184  
Located in Wil Lou Gray 103

The Title IX Coordinator is appointed by the President of the College to ensure the school is compliant with Title IX, coordinate the investigation and disciplinary process, and look for patterns of systematic problems with compliance to ensure the College fulfills all federal obligations.

Find a complete description of Columbia College's Sexual Misconduct Policy and Procedures in the Student Handbook (Handouts section on Koala Connection)



**COLUMBIA  
COLLEGE**

## What you need to know about:

## Sexual and Gender-Based Harassment, Sexual Assault, Stalking, and Relationship Violence



*Sexual Misconduct will not be tolerated  
by the Columbia College community!*

## Did You Know?

- 24 people per minute are victims of rape, physical violence, or stalking by an intimate partner in the U.S. (12 million women and men in one year).<sup>1</sup>
- 3 in 10 women and more than 1 in 4 men in the U.S. have experienced rape, physical violence, and/or stalking by an intimate partner at some point in their lifetime.<sup>2</sup>
- In 78% of assaults, the perpetrator is someone that the victim knows (relative, partner, or acquaintance/friend).<sup>2</sup>
- 80% of female rape victims are under the age of 25.<sup>2</sup>

## Prohibited Conduct

Columbia College prohibits all forms of Sexual Misconduct, including but not limited to, Sexual and Gender-Based Harassment, Sexual Assault, Stalking and Relationship Violence, whether perpetrated by a stranger or acquaintance, whether occurring on or off campus, and whether directed against a member of the Columbia College community or someone outside the Columbia College community. Such conduct by a Columbia College Student, Employee, Trustee or Third Party is a violation of Columbia College policy, and in certain cases, may also be a criminal violation.

Columbia College does not limit its ability to respond to inappropriate sexual conduct and forms of Sexual Misconduct that may not be specifically described in this policy or that does not constitute criminal conduct.

## References

1. National Intimate Partner & Sexual Violence Survey, 2010.
2. U.S. Department of Justice. National Crime Victimization Survey, 2005-2010

## Procedures for Survivors

### If you have been assaulted:

- First, exit the situation and seek safety. If needed, call the police to assist by dialing the Columbia College Police Department (CCPD) at 803-786-3333 or dialing 911.
- Second, seek prompt medical attention at Palmetto Richland Hospital or the closest hospital if you are outside of the Columbia area. The sooner a sexual assault is reported, the easier it is to collect valuable evidence, regardless of desire to use the evidence to pursue any type of legal or judicial action. Evidence collection is most effective within 72 hours.

### To facilitate evidence collection:

- Should not bathe or douche.
- Should not urinate.
- Should not drink liquids.
- If oral contact has been made, survivor should not smoke, eat, or brush teeth.
- Should not change clothes. If clothes have been changed, soiled clothes should be placed in a paper bag and separated to prevent contamination.

### If you have been harassed:

- First, exit the situation and seek safety. If needed, call the police to assist by dialing the Columbia College Police Department (CCPD) at 803-786-3333 or by dialing 911.
- Second, if you are able, clearly explain to the person causing the harassment that you are uncomfortable with his or her behavior and request that the conduct cease immediately.

## Survivor Support

Survivors of sexual misconduct can choose how to best seek assistance, however, it is essential that survivors receive medical treatment and emotional support as soon as possible if a sexual assault has occurred.

### [On Campus]

#### Confidential Resources

Columbia College Victim Advocate  
803-786-3379 or  
803-461-5572 (24hr Cell)

Counseling Services  
803-786-3603

Columbia College Chaplain  
803-786-3177

#### Non-Confidential Resources

You are encouraged to communicate with anybody you trust. Please understand that any faculty and staff member not listed as a confidential resource must report all incidents of sexual misconduct to the Title IX Coordinator. The Coordinator will keep all reports confidential to the extent possible, subject to the College's need to properly investigate allegations.

### [Off Campus]

Sexual Trauma Services of the Midlands  
803-771-7273  
(24hr Hotline)  
Free and confidential counseling services

Palmetto Richland Hospital  
803-434-7000  
A Sexual Assault Nurse Examiner (SANE) nurse is available at this location.