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**Resource Guide  
on the Policy on  
Discrimination,  
Harassment, and  
Sexual Misconduct**

**Northwestern**

Northwestern University is committed to fostering an environment in which all members of our campus community are free from sexual misconduct of any form.

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## Conduct covered by the Policy on Discrimination, Harassment, and Sexual Misconduct may include

**Sexual assault:** sexual penetration without consent, sexual contact without consent, statutory rape, or incest

**Sexual exploitation:** taking sexual advantage of another person or violating the sexual privacy of another without consent (e.g., voyeurism, indecent exposure, recording intimate activity)

**Sexual harassment:** unwelcome conduct of a sexual nature that creates a hostile environment or is a condition of employment, academic standing, or participation in a University program or activity

**Dating/domestic violence:** any violence between two people who are or have been in a romantic or intimate relationship

**Stalking:** knowingly engaging in a course of conduct directed at a specific person that one knows or should know would cause a reasonable person to fear for their safety or suffer emotional distress (e.g., threats, following, monitoring, communication)

The full definitions of these terms can be found in the Policy on Discrimination, Harassment, and Sexual Misconduct.

## Consent

Consent is present when clearly understandable words or actions manifest a **knowing, active, voluntary, and present and ongoing** agreement to engage in a specific sexual or intimate contact.

Consent is not present when an individual does not have the capacity to give consent due to age, alcohol, drugs, sleep, or other physical condition or disability.

## Title IX

Title IX is a federal civil rights law that prohibits discrimination on the basis of sex in federally funded educational programs and activities. Pursuant to the US Department of Education's 2020 regulations implementing Title IX, the University has adopted an Interim Policy on Title IX Sexual Harassment. Specific conduct covered by the Title IX regulations on sexual harassment is addressed through the policy. A resource guide explaining that process is available on our website.

## If you believe that you have experienced sexual misconduct,

- Speak with a confidential resource about your options, on or off campus. See the resources section on page 12.
- Seek medical attention to treat any injuries, test for sexually transmitted infections, obtain emergency contraception (if needed), and/or perform a rape evidence collection procedure. A medical forensic exam can be performed up to seven days after an incident but is most effective if performed sooner. See page 15 for contact information.
- Contact the police to file a report. See page 14 for contact information.
- Contact the Office of Civil Rights and Title IX Compliance to report the incident to Northwestern, request any supportive measures, and explore resolution options (investigation, administrative or educational response, or alternative resolution). See page 14 for contact information.
- Preserve any physical evidence you have in case you decide to report the incident at a later date.

## Preserving evidence

Northwestern encourages parties to preserve evidence to the greatest extent possible as this will preserve more options for them in the future. Some suggestions include the following:

- Preserve evidence of electronic communications, such as text messages, pictures, and/or social media posts, by saving them and/or taking screenshots.
- If there is suspicion that a drink may have been drugged, inform a medical assistance provider and/or police as soon as possible so they can collect evidence (e.g., from the drink, through urine or blood sample).
- Because evidence that may be located on the body can dissipate quickly, consider going to a hospital or medical facility immediately to seek a medical exam. If possible, do not shower, brush teeth, use the bathroom, or eat before going to the hospital or seeking medical attention. Do not wash clothes or bedding.

## About reporting

You may choose whether to report sexual misconduct to Northwestern, law enforcement, both, or neither.

University sexual misconduct investigations can occur at the same time as police investigations.

Northwestern can help you file a police report.

Reporting to police does not obligate you to testify in court.

To encourage reporting, an individual who makes a good-faith report of sexual misconduct that was directed at them or another person will **not** be subject to disciplinary action by the University for a conduct or policy violation that is related to and revealed in the sexual misconduct report or investigation, unless the University determines that the violation was serious and/or placed the health or safety of others at risk.

There is no time limit for reporting an incident. Reports should be made as soon as possible, as the passing of time makes a review of the evidence more difficult and the memories of involved parties may become less reliable.

## Reporting options

You may report an incident to Northwestern and request supportive measures and/or a University investigation by contacting the Office of Civil Rights and Title IX Compliance. See page 14 for contact information.

You may also report sexual misconduct electronically:

### Sexual Misconduct Reporting Form

[northwestern.edu/NUReportSexualMisconduct](http://northwestern.edu/NUReportSexualMisconduct)

You may also file an anonymous report:

### EthicsPoint

866-294-3545

[northwestern.edu/ethics](http://northwestern.edu/ethics)

While anonymous reports are accepted and will be reviewed, Northwestern's ability to address alleged sexual misconduct reported by anonymous sources is significantly limited.

You may report an incident to law enforcement and request a police investigation. See page 14 for Northwestern, Evanston, and Chicago police contact information.

## When a person does not want Northwestern to investigate or wants to remain anonymous

In cases where an individual reporting sexual misconduct requests anonymity or does not wish to proceed with an investigation, the University will attempt to honor that request, but, in some cases, the Office of Civil Rights and Title IX Compliance may determine that the University needs to proceed with an investigation or take other action based on concern for the safety or well-being of the broader University community. A list of factors that the Office of Civil Rights and Title IX Compliance will consider in making this determination is available in the Policy on Discrimination, Harassment, and Sexual Misconduct. Northwestern reserves the right to take appropriate action in such circumstances, including in cases when the individual reporting the misconduct chooses not to proceed; however, the University will not compel an individual to participate. For a full list of these factors, please refer to page 21 of the Policy on Discrimination, Harassment, and Sexual Misconduct ([northwestern.edu/civil-rights-office/policies-procedures/policies/policy-on-discrimination-harassment-and-sexual-misconduct.pdf](http://northwestern.edu/civil-rights-office/policies-procedures/policies/policy-on-discrimination-harassment-and-sexual-misconduct.pdf)).

If you are unsure about whether you want to make a report or proceed with an investigation, a confidential resource can help you explore your options and provide additional resources, support, and information. See page 12 for a list of confidential resources.

## Reporting obligations

All University employees (including student employees) and graduate students with teaching or supervisory authority are obligated to promptly report sexual misconduct of which they become aware in the scope of their work for the University to the Office of Civil Rights and Title IX Compliance, unless they are a resource not obligated to report as identified in the Interim Policy on Title IX Sexual Harassment. Note that the reporting responsibility does not require a person experiencing harm to report the incident. Employees are encouraged to fulfill their reporting obligations by completing the Sexual Misconduct Reporting Form available at [cm.maxient.com/reportingform.php?NorthwesternUniv&layout\\_id=31](http://cm.maxient.com/reportingform.php?NorthwesternUniv&layout_id=31).

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## Formal investigation

A formal investigation begins with a notice of investigation in which investigators meet with complainant(s), respondent(s), and witnesses and review relevant evidence. The University uses the preponderance of the evidence standard, which means that if the evidence shows that it is more likely than not that sexual misconduct occurred, the respondent will be found responsible.

Violations of the Policy on Discrimination, Harassment, and Sexual Misconduct may result in sanctions and corrective actions. If a finding is rendered through an investigation, OCR refers the case to the appropriate office for sanctioning.

The irrelevant prior sexual history of the parties will not be considered as evidence in the investigation.

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## Advisor/legal counsel

An advisor is a person who is present to provide support to a complainant or respondent throughout an investigation, alternative resolution, and/or any sanctioning process. An advisor may not be a party or witness in the matter or a related matter. An advisor may be an attorney. A representative from the University's Office of General Counsel may attend any proceeding where an attorney who is serving as an advisor for any party is present. A union representative may serve as an advisor, where applicable. Each complainant and respondent may be accompanied by one advisor throughout the investigation and any sanctioning process or alternative resolution, provided that the involvement of the advisor does not result in an undue delay of the process. It is the responsibility of each party to coordinate scheduling with their advisor for any meetings. An advisor may not speak, write, or otherwise communicate with an investigator, sanctioning panel member, or appeal reviewer on behalf of the complainant or respondent. Advisors may not engage in behavior or advocacy that harasses, abuses, or intimidates either party, a witness, or individuals involved in resolving the complaint. Advisors who do not abide by these guidelines may be excluded from the process.

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## Timeline

Though the University strives to resolve all cases in a prompt and timely manner, the timeline varies based on the circumstances of the case. Additionally, the timeline for a case may be affected by breaks in the academic calendar, availability of the parties and witnesses (including due to leave of absence), scope of the investigation, need for interim actions, and unforeseen or exigent circumstances. The parties will be periodically updated on the status of their case. In cases where there is a simultaneous law enforcement investigation, the University may need to temporarily delay its investigation while law enforcement gathers evidence. However, the University will generally proceed with its investigation and resolution of a complaint during any law enforcement investigation.

Although the length of each investigation will vary, the University strives to complete each investigation within 90 days of sending the written notice of investigation.

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## Privacy

Northwestern handles sexual misconduct reports discreetly, with information shared only with those who need to know in order to investigate and resolve the matter.

All participants in an investigation will be informed that privacy helps enhance the integrity of the investigation, protect the privacy interests of the parties, and protect the participants from statements that might be interpreted to be retaliatory or defamatory. For these reasons, the complainant and respondent will be asked at the beginning of the investigation to keep the information related to the investigation and resolution private, to the extent consistent with applicable law. Witnesses and advisors will be asked to keep any information learned in an investigation meeting confidential, to the extent consistent with applicable law.

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## Truthfulness

All participants have the responsibility to be completely truthful with the information they share at all stages of the process.

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## Policy on Non-retaliation

Northwestern strictly prohibits retaliation against any member of its community for reporting an incident of sexual misconduct or for participating, in any manner, in an investigation or hearing related to a report of sexual misconduct. The University considers such actions to be protected activities in which all members of the Northwestern community may freely engage. To view the full Policy on Non-retaliation, please visit [policies.northwestern.edu/docs/non-retaliation-policy-FINAL.pdf](http://policies.northwestern.edu/docs/non-retaliation-policy-FINAL.pdf).

Overview of the Policy on Discrimination, Harassment, and Title IX Compliance formal resolution process\*

The Office of Civil Rights and Title IX Compliance receives a report of sexual misconduct.

An Office of Civil Rights and Title IX Compliance staff member contacts the person who may have experienced sexual misconduct to provide information about resources and options and extend an invitation to meet.

The person decides whether or not to meet with the staff member.

The person chooses to meet. The staff member goes over resources and options. The person may request supportive measures and may request to proceed with resolution through investigation, educational response, or alternative resolution.

The person chooses not to meet or requests not to proceed with a resolution. The University typically can honor that request.

The Office of Civil Rights and Title IX Compliance conducts an initial inquiry to determine appropriate next steps.

Where an investigation has been opened, a notice of investigation will be sent to both parties with information about the complaint, the resolution process, and resources available to them.

One or more investigators meet with the complainant to gather information. The complainant can suggest witnesses and provide evidence.

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\* This is the process for matters falling under the Policy on Discrimination, Harassment, and Sexual Misconduct. For Title IX sexual harassment matters, please see the Resource Guide on Title IX Sexual Harassment.

One or more investigators meet with the respondent to get information. The respondent can suggest witnesses and provide evidence.

One or more investigators collect information from the complainant, respondent, and relevant witnesses and review all evidence collected.

The complainant and respondent each have the opportunity to review a preliminary investigative report and provide additional information. In the event that new, relevant information is provided, the complainant and respondent have the opportunity to review a second preliminary investigative report and provide feedback on the new information.

The investigators complete the investigation and send the complainant and respondent a final investigative report containing all information collected, findings of fact, and a finding of whether there has been a policy violation. If a policy violation has been found and the respondent is a

- student, OCR will refer the matter to the Office of Community Standards.
- staff member, OCR will refer the matter to Office of Human Resources.
- faculty member, OCR will refer the matter to the appropriate dean/department chair and associate provost for the faculty.

Any party may appeal a finding or sanction. Information on how to appeal is included in the outcome letters provided to the parties.

This flowchart is intended to provide a general overview. A full explanation of the sexual misconduct formal resolution process can be found in the policy available at the URL below. See following page for information on the alternative resolution process.

## Alternative resolution

Alternative resolution is available as an alternative to a formal investigation to resolve formal complaints. Alternative resolution utilizes informal resolution mechanisms to resolve complaints of prohibited conduct. Through the alternative resolution process, parties develop remedies to address the harm(s) caused and the needs of the parties. Parties may engage in alternative resolution through facilitated agreements in the form of either a facilitated dialogue or shuttle negotiation.

A facilitated dialogue is when a facilitator, who serves as an intermediary, meets with all parties together to help them reach a mutually agreed upon resolution. Parties will interact directly during a facilitated dialogue.

Shuttle negotiation is when a facilitator, who serves as an intermediary, meets with each party separately to help them reach a mutually agreed upon resolution. Parties will not interact directly with each other during a shuttle negotiation.

If an agreement is reached, it is binding, and the parties may not request an investigation into the same matter. The University will monitor to ensure the terms of the agreement are met, and disciplinary action may be taken if a party fails to comply.

## Overview of the alternative resolution process

### Complaint and request

- Complainant files a formal complaint and it passes initial inquiry.
- Complainant requests to resolve the complaint through alternative resolution.

### Review

- OCR will evaluate whether alternative resolution is appropriate based on the circumstances.
- OCR will inform the requesting party of its determination in writing.

### Notice and consent to participate

- If it is determined that alternative resolution is appropriate, both parties will receive a written notice.
- The notice will inform the parties of the allegations, the requirements, their rights, and the name of the facilitator(s) and request consent to participate.
- Participation in alternative resolution is voluntary and not required by the University.
- Parties will have three working days to return the consent agreement.

### Pre-meetings

- The facilitator will hold an initial process meeting with each party separately.
- The facilitator will also meet with each party to gain an understanding of what occurred and the needs of each party.
- If after meeting with both parties, OCR still believes alternative resolution is appropriate, a meeting will be scheduled to discuss terms.

### Alternative resolution meeting

- This meeting will be to discuss the harm, impact, needs of the parties, and potential remedies.
- The meeting will be conducted via Zoom and each party with their respective advisors will be placed in separate virtual meeting rooms.
- The facilitator will shuttle between the parties until a resolution is reached.

### Alternative resolution agreement

- If parties reach an agreement, it will be memorialized in a written Alternative Resolution Agreement.
- The agreement must be reviewed and approved by OCR's AVP or designee.
- Once the agreement is signed by both parties and the AVP, it is final.

## Supportive measures

Supportive measures are individualized services offered to parties involved in incidents of sexual misconduct. Supportive measures may include

- academic assistance
- student financial aid arrangements
- housing or workspace relocation
- transportation arrangements
- dining arrangements
- no-contact directives
- time off from class or work
- safety planning

Contact the Office of Civil Rights and Title IX Compliance to request supportive measures (see page 14). Such measures will be kept confidential to the extent possible.

## For community members abroad

Northwestern can work with you to help create a safe environment and prioritize healing. Students, faculty, and staff participating in University-sponsored international activities who experience sexual misconduct abroad can receive information about support and services from Director of Global Safety and Security Julie Friend (see page 14). For additional information, see [northwestern.edu/global-safety-security/emergencies-abroad/sexual-misconduct](http://northwestern.edu/global-safety-security/emergencies-abroad/sexual-misconduct).

Referrals for medical care may be obtained through Northwestern's international medical assistance provider, GeoBlue (610-254-8771); at the nearest United States embassy or consulate ([usembassy.gov](http://usembassy.gov)); or by calling American Citizens Services (202-501-4444).

## Confidential resources

Confidential resources are privileged to keep communications confidential, except in very limited situations (e.g., minors, imminent danger).

### Center for Awareness, Response, and Education (CARE)

(provides support, advocacy, and education to students)  
847-491-2054  
[northwestern.edu/care](http://northwestern.edu/care)

### Counseling and Psychological Services (CAPS)

(provides counseling services to students)  
847-491-2151 (24 hours)  
[northwestern.edu/counseling](http://northwestern.edu/counseling)

### Employee Assistance Program

(provides crisis intervention and short-term counseling to faculty and staff as well as their household family members)

[northwestern.edu/hr/benefits/well-being/programs/employee-assistance-program](http://northwestern.edu/hr/benefits/well-being/programs/employee-assistance-program)

### Faculty Wellness Program

(provides free consultations for faculty members to identify appropriate resources for personal and professional concerns)

[facultywellness@northwestern.edu](mailto:facultywellness@northwestern.edu)  
[northwestern.edu/faculty-wellness](http://northwestern.edu/faculty-wellness)

### Office of the Ombudsperson

(provides confidential and informal assistance for resolving University-related concerns, is independent of the University's formal administrative structure, and considers all sides of an issue in a neutral manner)

847-467-2430  
[ombuds@northwestern.edu](mailto:ombuds@northwestern.edu)  
[northwestern.edu/ombuds](http://northwestern.edu/ombuds)

### Office of Religious and Spiritual Life

(provides spiritual guidance for students and other members of the University community)

847-491-3741 (Evanston)  
312-503-8649 (Chicago)  
[northwestern.edu/religious-life](http://northwestern.edu/religious-life)

### TimelyCare

(supplements Northwestern's existing confidential services for students and provides access to a number of virtual well-being resources, including scheduled counseling, health coaching, and group sessions)

[northwestern.edu/nuhelp/self-care/timelycare](http://northwestern.edu/nuhelp/self-care/timelycare)

**For confidential resources located off campus, please see [northwestern.edu/sexual-misconduct/get-help/confidential-support.html](http://northwestern.edu/sexual-misconduct/get-help/confidential-support.html).**



## Office of Civil Rights and Title IX Compliance staff (to report concerns to Northwestern)

**Emily Babb, Associate Vice President for Civil Rights and Title IX Compliance;  
Title IX Coordinator**

847-467-6165  
ocr@northwestern.edu

## Other important contacts

**Janna Blais, Deputy Director of Athletics for Administration and Policy**  
(for athletics compliance issues)

847-491-7893  
j-blais@northwestern.edu

**Julie Friend, Director of Global Safety and Security**

(for community members abroad)  
847-467-3175  
julie.friend@northwestern.edu

## Qatar campus contacts

**Alex Schultes, Assistant Dean for the Student Experience**

(for students)  
+974 4454 5088  
+974 4454 5182

**Hannah Balogun, Director of Human Resources**

(for faculty and staff)  
+974 4454 5121  
+974 3334 1038

## Emergency resources

**Northwestern University Police Department**

847-491-3456 (Evanston)  
312-503-3456 (Chicago)  
northwestern.edu/up

**Evanston Police**

911 or 847-866-5000  
cityofevanston.org/police

**Chicago Police**

911 or 312-744-4000  
home.chicagopolice.org

## Medical resources

**Northwestern University Health Service**

847-491-8100 (Evanston)  
312-695-8134 (Chicago)

**AMITA Health Saint Francis Hospital (Evanston)**

847-316-4000

**NorthShore University HealthSystem/Evanston Hospital**

847-570-2111

**Northwestern Memorial Hospital (Chicago)**

312-926-2000

## 24-hour resources

**Administrator on Call, Office of the Dean of Students**

(assists students and University community members who need counsel and guidance, especially in a crisis situation)

847-491-8430 (business hours)  
847-467-3022 (after hours)

**Chicago Domestic Violence Line**

877-863-6338

**Chicago Metro Rape Crisis Hotline (YWCA)**

888-293-2080

**Evanston Domestic Violence Line (YWCA)**

877-718-1868

**National Suicide Hotline**

(provides free and confidential support for people in distress as well as prevention and crisis resources)

988

**Rape, Abuse, and Incest National Network (RAINN)**

800-656-HOPE

Northwestern University does not discriminate or permit discrimination by any member of its community against any individual on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, height, weight, or any other classification protected by law in the educational programs or activities Northwestern operates, including but not limited to matters of admission, employment, housing, or services. Harassment, whether verbal, physical, or visual, that is based on any of these characteristics is a form of discrimination. Further prohibited by law is discrimination against any employee and/or job applicant who chooses to inquire about, discuss, or disclose their own compensation or the compensation of another employee or applicant.

Northwestern University complies with federal and state laws that prohibit discrimination based on the protected categories listed above, including Title IX of the Education Amendments of 1972. Title IX requires educational institutions, such as Northwestern, to prohibit discrimination based on sex (including sexual harassment) in the University's educational programs and activities, including in matters of employment and admissions. In addition, Northwestern provides reasonable accommodations to qualified applicants, students, and employees with disabilities and to individuals who are pregnant.

Any alleged violations of this policy or questions with respect to nondiscrimination or reasonable accommodations should be directed to Northwestern's Office of Civil Rights and Title IX Compliance, 1800 Sherman Avenue, Suite 4-500, Evanston, Illinois 60208, 847-467-6165, [ocr@northwestern.edu](mailto:ocr@northwestern.edu).

Questions specific to sex discrimination (including sexual misconduct and sexual harassment) should be directed to Northwestern's Title IX Coordinator in the Office of Civil Rights and Title IX Compliance, 1800 Sherman Avenue, Suite 4-500, Evanston, Illinois 60208, 847-467-6165, [ocr@northwestern.edu](mailto:ocr@northwestern.edu).

A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or calling 800-421-3481. Inquiries about the application of Title IX to Northwestern may be referred to Northwestern's Title IX Coordinator, the United States Department of Education's Assistant Secretary for Civil Rights, or both.

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**Office of Civil Rights and Title IX Compliance  
Northwestern University**

Fostering a culture of access, belonging, and accountability.