



## **Title IX & Sexual Misconduct Policy – Reporting Procedures**

**Important:** The following information only reflects a specific section of the University’s Title IX and Sexual Misconduct Policies. Please refer to the full policy in the University’s [Student Handbook](#), or available in pdf form at [www.newhaven.edu/titleix](http://www.newhaven.edu/titleix).

### **Notice of Title IX Coordinator**

Caroline Koziatek, Vice President of Human Resources and Chief Diversity Officer, serves as the University Title IX Coordinator for the University of New Haven. The Title IX Coordinator is responsible for working with University constituents to ensure that the University of New Haven is compliant with all requirements under Title IX of the Federal Education Amendments of 1972, and other laws prohibiting discrimination or otherwise designed to assure equitable education and work environments. The Title IX Coordinator is responsible for ensuring the proper training of Responsible Employees, as defined by Title IX, overseeing the University’s response to reports of Title IX violations, the identification/resolution of any pattern(s) or systemic problem(s) related to Title IX, and the coordination of annual revisions/updates all policies and procedures related to compliance. Furthermore, all reports of discrimination on the basis of sex in any University program or activity, including any form of sexual misconduct, may be reported to the Title IX Coordinator and may utilize the Sexual Misconduct grievance procedures.

The University Title IX Coordinator:

Caroline Koziatek, Vice President of Human Resources, Chief Diversity Officer  
South Campus Hall  
[ckoziatek@newhaven.edu](mailto:ckoziatek@newhaven.edu)  
203.932.7479

### **Responsible Employee Reporting Obligations**

Those who have experienced sexual misconduct should know that all University employees, other than professional/pastoral counselors or health center staff, are considered “Responsible Employees” under Title IX and are required to report all known facts to the Title IX Coordinator. Those who wish to discuss a matter in complete confidence should notify the University Chaplain, or licensed professionals in Health Services and Counseling and Psychological Services. Refer to the Primary Reporting Offices table below which outlines reporting options/resources/options for action.

### **Anonymous Online Reporting Procedures**

Third party or anonymous reports alleging sexual misconduct may be submitted through the Report It, Don’t Ignore It online site, [www.newhaven.edu/reportit](http://www.newhaven.edu/reportit).

Information provided anonymously will be used in compliance with the Clery Act for data collection only. Under federal law the University is required to investigate all incidents of sexual harassment and discrimination, including sexual assaults, about which the University knows or has reason to know to protect the health and safety of the University community. The University may undertake an investigation, to the extent possible, even in those cases in which the reporting party chooses not to cooperate.

In order to assist in the reporting process and to ensure the most appropriate response to your report, please utilize one of the three available forms.

1. *Crime Report Form*: Please use if you have been the victim of, witnessed, or have knowledge of a crime that was or will be committed.

2. *Behavioral Intervention Report Form*: Please use to report a concern about a student engaging in disruptive, threatening, or violent behavior.
3. *Bias Incident Report Form*: Please use if you have been the target of, witnessed, or have knowledge of a bias motivated incident.

### **Reporting Procedures for Complaints of Sexual Misconduct**

Persons wishing to report incidents of sexual misconduct (sexual assault, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, sexual harassment, dating violence, intimate partner violence, domestic violence, stalking, and intimidation) may choose any/all of the options below:

1. Speak with a confidential resource on- or off-campus for support, advocacy, and counseling services.
2. Disclose to a “responsible employee” or Title IX coordinator directly for support services, informal remedies, and other accommodations.
3. Initiate a formal institutional complaint through the process described below.
4. Notify law enforcement, and receive assistance from campus authorities in making such notification, if desired. This may include obtaining a protective order, applying for a temporary restraining order, or seeking enforcement of an existing protective or restraining order.

The University of New Haven complaint procedure provides for a prompt, adequate, reliable, and impartial investigation of all claims of sexual misconduct. The University encourages all those who have experienced any form of sexual misconduct to report the incident promptly, to seek out all available campus and community resources, and pursue University conduct action, and/or legal proceedings against the offender. Electing not to report an incident to law enforcement will not impact the University’s investigation or grievance process under Title IX. Likewise, if a criminal complaint is filed, the law enforcement investigation or report is not determinative of whether the incident of sexual misconduct violates the University policy and/or the rights of students and employees provided under the Title IX.

### **How to file a report or complaint**

The University encourages the reporting of any sexual misconduct to the following reporting offices:

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| <ol style="list-style-type: none"> <li>1. University Police Department<br/>Lower level, Campus Bookstore<br/>(203) 932.7014</li> <li>2. Dean of Students Office<br/>Bartels Campus Center, Rm 205<br/>(203) 932.7432</li> <li>3. Counseling and Psychological Services<br/>Lower Level, Sheffield Hall<br/>(203) 932.7332</li> <li>4. Health Services<br/>Lower Level, Sheffield Hall<br/>(203) 932.7079</li> </ol> | <ol style="list-style-type: none"> <li>5. Title IX Coordinator, Caroline Koziatek<br/>South Hall, First Floor<br/>(203) 932.7479</li> <li>6. Employee Assistance Program<br/>Counseling Services for Employees<br/>(1.888) 293.6948</li> <li>7. West Haven Police Department<br/>200 Saw Mill Rd, West Haven, CT<br/>(203) 937.3900 Non-Emergency</li> </ol> |
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The University’s primary concern is student, staff, and employee safety. Other lesser violations of the University of New Haven’s Code of Conduct, such as alcohol or drug violations that are disclosed during the investigation, will likely be referred for educational follow up rather than disciplinary action.

It is a violation of the University’s Student Code of Conduct to make an intentionally false report of any policy violation. False Reports are defined as the act of making deliberate false and/or malicious accusations of policy violations to the University, as opposed to allegations, which even if erroneous, are made in good faith.

### Primary Reporting Offices for Students

	Information & Support	Informal Remedies	Formal Resolution	Counseling Services	Confidentiality Level
Counseling & Psychological Services	*			*	Strictly Confidential
Health Services	*				Strictly Confidential
Campus Police	*	*	*		Confidential in accordance with State Law
Dean of Students	*	*	*		Mostly Confidential
Title IX Coordinator/ Human Resources	*	*	*		Mostly Confidential

### Primary Reporting Offices for Faculty/Staff

	Information and Support	Informal Remedies	Formal Resolution	Counseling Services	Confidentiality Level
Campus Police	*	*	*		Confidential in accordance with State Law
Dean of Students	*	*	*		Mostly Confidential
Title IX Coordinator/ Human Resources	*	*	*		Mostly Confidential
Employee Assistance Program				*	Strictly Confidential

**Confidentiality Level Definitions:** Strictly confidential refers to a department's obligation to keep all reports confidential unless a report of an individual intending to harm themselves or others is made. Confidential in accordance with State Law means that a department will only release information for legal purposes and will otherwise adhere to state confidentiality restrictions. Mostly confidential refers to a department's desire to maintain confidentiality at the complainant's request, but recognizes there may be circumstances (i.e., threats to the larger campus community) that negate the ability to maintain complete confidentiality.