Alleged Victim Information Sheet
This form is intended for alleged victims of domestic violence, dating violence, stalking, sexual misconduct, harassment, and other types of interpersonal relationship violence. This form is intended to help you better understand your rights and options in response to an incident.

Domestic violence, dating violence, stalking, sexual misconduct, harassment and other types of interpersonal relationship violence are violations of the law and of University policy.

Available Services
- If the person that harmed you is a faculty member, staff member, or other UF employee, please contact Kimberly Baxley, the Director of Employee Relations and the University of Florida Title IX Coordinator in Human Resources at (352) 392-1072 or kim-c@ufl.edu.
- If the person that harmed you is a student, please contact Chris Loschiavo, Associate Dean of Students and Director of Student Conduct and Conflict Resolution, at (352) 392-1261 or chrisl@do.ufl.edu.
- The University of Florida also provides victim advocates. This confidential service is free to all UF students who are the victims of a crime, regardless of whether or not you choose to pursue legal action. They can be reached at (352) 392-5648. Victim advocates can assist you in the following ways:
  - Filing criminal charges with the University Police Department, Gainesville Police Department, or other law enforcement agencies
  - Filing conduct charges if the person who harmed you is a student
  - Serve as your advisor or support person during any proceedings or meetings you have with any University official while addressing this matter
  - Obtaining appropriate restraining orders, orders for injunction, orders for protection, or campus no contact orders
  - Finding another living arrangement for you if you feel unsafe in your current living situation
  - Academic accommodations, including changing class sections or other accommodations, as appropriate
  - Making transportation changes to help ensure safety
  - Exploring work accommodations where necessary
- Please note that the University of Florida provides health services, mental health services, counseling services, and victim advocacy all free of charge to UF students.
- The University promotes an environment free of retaliation. If you experience any retaliation for reporting this incident to the University, serious consequences may be imposed on the individuals retaliating, including suspension or expulsion.

Options for Reporting
You can report an incident of dating violence, domestic violence, harassment, stalking, sexual misconduct, or any other form of interpersonal relationship violence to:
- The University of Florida Police Department by visiting the department on Museum Road or calling 392-1111.
- The Gainesville Police Department by calling 911 for incidents that occur off campus
- Human Resources at 273-1725 if the person who harmed you is/was an employee or guest of the university
- Student Conduct and Conflict Resolution at 392-1261 if the person who harmed you is a student
- You can choose to report to no one.

- You can choose to report anonymously as well. Please note this may severely limit the University’s ability to hold anyone responsible for harming you.
- If you think at some point, you may wish to pursue any kind of action against the individual that harmed you, please remember the importance of preserving evidence from the very beginning. It is advisable that you talk to law enforcement about evidence collection as soon as possible and before you shower or dispose of anything you were wearing at the time of the incident.

The Conduct Process Overview
- In order to initiate the conduct process, you should provide a detailed written statement of the incident to Student Conduct and Conflict Resolution. Please note that the accused student will have the opportunity to review this statement at their informational meeting. A Student Conduct and Conflict Resolution staff member may meet with you and review your statement to decide if further information is necessary. Once you file a written statement with SCCR, we will review the report and determine what, if any, charges are appropriate. Once we determine there are appropriate charges, we will send an email charge letter to the accused student, informing them of the charges and scheduling an informational meeting in 5 – 10 class days. We will notify you once this charge email goes out.
• At the informational meeting, the accused student will be informed of their rights, as well as have an opportunity to review whatever information we have about the incident, including any statements that you have provided. The accused student will then have a few days to decide which type of hearing they would like: an administrative review (often not available in these kinds of cases), an administrative hearing, or a hearing with the Student Conduct Committee.
  o **Administrative Review** - The SCCR staff member may contact other individuals who have knowledge about the incident that led to the student conduct charges, but there is no ability to question and/or hear the statements of any witnesses. The accused student also agrees to waive their right to present information (other than their own statements) or witnesses on their behalf. This usually takes place immediately after the informational meeting and is only available when the accused is accepting responsibility for the violation(s) and when suspension or expulsion are not available sanctions. *(note: this option is not always available).*
  o **Administrative Hearing** – The SCCR staff member serves as a hearing officer and conducts the hearing which involves the presentation of information by the alleged victim and participating witnesses. The accused student and alleged victim will have the opportunity to question each witness. Accused students and alleged victims are given the opportunity to present information on their behalf, including calling witnesses who have information directly related to the charges. This hearing will typically be scheduled a minimum of 10 business days following the informational meeting with the accused student. Administrative Hearings are audio recorded for appeal purposes. SCCR staff members receive ongoing training on issues related to domestic violence, dating violence, sexual misconduct, stalking, harassment and other relationship violence including the cycle of violence, victimization, rape myths, the use of alcohol and drugs in perpetrating these offenses, as well as other relevant training. The SCCR staff member will make the decision in the case with any appeal being directed to the Dean of Students.
  o **Student Conduct Committee Hearing** - This committee is comprised of 5-7 members, including student, faculty, and/or staff panel members. A minimum of one-half of the panel will be comprised of students. These Committee Hearings involve the presentation of information by the alleged victim and participating witnesses. The accused student and alleged victim will have the opportunity to question each witness. Accused students and alleged victims are given the opportunity to present information on their behalf, including calling witnesses who have information directly related to the charges. The Student Conduct Committee will make a recommendation to the Dean of Students regarding the outcome of the case and the Dean has the option to either uphold or modify the Committee’s recommendation, resulting in the decision in the case. This hearing will typically be scheduled a minimum of 10 business days following the informational meeting with the accused student. These hearings are audio recorded for appeal purposes. The decision of the Dean can be appealed to the Assistant Vice President of Student Affairs. Student Conduct Committee members complete annual training just as SCCR staff does above. Additionally, student members of the committee must complete a one semester 3 credit training class before they may begin to hear cases.

• The accused student and alleged victim must submit all information and/or a list of witnesses, if any, to SCCR at least 8 business days prior to a scheduled hearing. No new information or witnesses will be accepted after the 8 business day deadline. The list of witnesses should be accompanied by a brief description of what the witnesses is making a statement about. SCCR staff will determine the relevancy of all information and witnesses submitted. Character witnesses are not able to present information during a hearing, but they may submit a written statement. The charged student and/or alleged victim may review this information, upon request, prior to the hearing.

• Both the accused student and the victim are able to appeal the decision of the hearing body within ten days of being notified of the final decision. Written appeals must be submitted to the appropriate administrator as listed above. Once one party (accused student or alleged victim) files an appeal, that appeal will be shared with the other party (accused student or alleged victim) and they will have 10 days from that notification to file their own appeal or response to the appeal.

**Alleged Victim Rights**

• to be informed of the available resolution options under Student Conduct Code
• to be treated with dignity and respect no matter which resolution option is chosen
• to be informed of campus resources to assist in working through the situation
• to be kept informed of the status of the case throughout the process upon request
• to have an advisor present during the hearing. This person can be a victim advocate, attorney, friend, faculty member, or family member. This person cannot address the witnesses, accused student, committee or any other party but is there as an advisor to students as they participate in the conduct process.
• to have a support person present during the hearing -this person shall play no role other than as emotional support to the alleged victim
• to be able to participate in the hearing via telephone or Skype
• to submit potential questions to the hearing chair prior to and during the hearing
• to submit a written impact statement to be considered by the committee if the accused is determined responsible for violating the Student Conduct Code but before sanctions are determined
• to have the right to have unrelated sexual behavior excluded from the hearing
• to remain present throughout the remainder of the hearing. With the recommendation of a licensed mental health care provider, the alleged victim may provide testimony from a separate room as long as it does not infringe upon the accused student’s right to question the witness
• to ask relevant questions of witnesses who give statements during the hearing. Repetitive questions are not permitted - all questions will be submitted in writing to the chair of the committee and asked by the committee chair
• to appeal the decision of the hearing body under the same standards the accused can appeal

General Timeframe
• Once we have a written statement from you, a decision on charging will be made within 2 business days in most cases.
• Informational meetings are typically scheduled with the accused student within 10 business days.
• The decision on the hearing type is typically determined within 5 days of the informational meeting.
• If there are also pending criminal charges, either party may request up to a 30 day delay in the conduct proceeding to allow for the criminal case to move closer to resolution.
• Once a hearing option has been chosen, a hearing will be scheduled as soon as possible but not sooner than a minimum of 10 business days from this date. Hearings are scheduled based on availability of relevant parties, including the accused student, alleged victim, witnesses, hearings officers, and/or committee members.
• All evidence, witnesses, and information you wish to be considered for the hearing must be submitted to SCCR at least 8 business days prior to the hearing. Submitting information after this time frame may require a rescheduling of the hearing.
• After the final decision is rendered, each party has 10 business days to file a formal appeal. Once one party files an appeal, that appeal will be shared with the other party and they will have 10 days from that notification to file their own appeal or response to the appeal.
• Generally, appeal decisions will be made within 10 days of receipt by the appellate officer.
• We strive to resolve cases within 60 days of confirming your willingness to participate in our hearing process, unless a 30 day postponement is granted for either party.

Statement Regarding the Conduct Process
The conduct process is not a legal process. It is an educational, administrative process and thus criminal rules of procedures are not followed. The goal of the process is to have all relevant information to come forward so that the hearing authority can make the appropriate decision. As such, the process is not intended to be as adversarial as the criminal process and is much less formal.

Keep in mind that while your situation is very important to us, SCCR staff members are also dealing with many other cases. We strive to contact you within 24 hours of any message you leave with us; however, if you don’t hear from us, it is likely because there are no new developments in your case. Please be patient; we will update you any time there is new information to share with you.

Remember, if the hearing authority determines that an accused individual is not responsible, this doesn’t mean that the event that you reported didn’t happen or even that you weren’t believed, it simply means that the hearing authority didn’t find that the weight of the evidence was present to hold the student responsible for violating the Student Conduct Code. If this is the outcome of your case, please speak to a victim advocate or SCCR staff about others ways we can try and provide a safe environment for you such as finding alternative housing or academic accommodations.

Reporting an incident to SCCR does not preclude you from reporting the incident to law enforcement. If the incident occurred on campus, you can report to UPD. If it occurred off campus, you can report the incident to GPD or ACSO, depending on the location. Your victim advocate can work with you and assist you with this process. If you do choose to go to the hospital for a forensic exam, that evidence can be used and would be helpful in a student conduct hearing.