

## Allegany College of Maryland STUDENT & LEGAL AFFAIRS

### TITLE IX PROCEDURE: RESOURCES & SUGGESTIONS SEXUAL HARASSMENT & SEX DISCRIMINATION POLICY

These resources and suggestions are available to any person who is a complainant *or* respondent in a Title IX matter. We want you to get the support you need.

- ❖ **Medical Care** – Get whatever medical treatment you need; follow your doctor’s directions. ACM will cooperate with and facilitate your getting appropriate medical attention.
  - » Transportation: if you need transportation to UPMC-Western Maryland for a sexual assault exam, the College will provide transportation via Campus Safety/Special Police. (Maryland law)
- ❖ The nearest hospitals equipped with PHYSICAL EVIDENCE RECOVERY KITS (sexual assaults) are
 

Cumberland campus: <b>UPMC – Western Maryland</b> 12500 Willowbrook Road Cumberland, Md. 21502 240-964-7000	Bedford County Campus: <b>UPMC Bedford Memorial</b> 10455 Lincoln Highway Everett, PA 15537 814-623-6161
---	--
- ❖ Counseling - you can call anyone\* you like or use ACM’s free program.
  - UPMC-Western Maryland: (240) 964-8585
  - Family Crisis Resource Center (Cumb): (301) 759-9244
  - Bedford County, Pennsylvania\*: (814) 623-5166  
(Bedford-Somerset Developmental & Behavioral Health Services)
  - Veterans Services (Cumberland Campus):  
Contact Beth Nightengale in Admissions/Advising: (301) 784-5209

*\*A list of mental health providers (Cumb. area) is available in the Office of Student & Legal Affairs.*
- ❖ Confide in a parent, spouse, relative, friend, neighbor, or other caring person in your life. You are NOT alone, and the support of others will be important in the coming days/weeks.
- ❖ **Call 911 in an emergency; then call Campus Safety/Special Police at (301) 784-5555**
- ❖ Contact Campus Safety/Special Police for assistance/services (eg., escort to class, your vehicle)
- ❖ Exercise caution at all times and follow personal safety practices; ACM’s Campus Safety/Special Police publishes a personal safety information online at <https://allegany.edu/campus-safety-special-police/index.html> Report any problems or concerns you have right away!
- ❖ Report any theft, loss, or property damage to your insurance company.
- ❖ Think about what you can do to make the process as thorough as possible. Take time now to write a detailed statement about what happened – while your memory is fresh. Preserve any evidence you have in your possession. Provide the names and contact information for any witnesses whose information would be helpful. Consider what questions you would like the College Official(s) handling the matter to ask other parties.
- ❖ **Check your social media and device privacy settings. Block any unwelcome persons or numbers.**
- ❖ **Do NOT retaliate or take matters into your own hands!** Retaliation is strictly prohibited.
- ❖ Follow all directions issued by the College and/or the court.
- ❖ Cooperate with law enforcement if there is a parallel criminal investigation.
- ❖ Students: Contact your instructors to manage your coursework, especially if you will be absent; contact your academic advisor and/or the Student Success Center if you find yourself struggling academically. Contact Academic Access & Disability Resources if you have a disability for which reasonable academic accommodations are needed.
- ❖ Employees: Contact your supervisor to manage your work, especially if you will be absent. Follow the HR policies for reporting absences/leave. If you choose to resign from ACM, follow the standard procedures outlined in HR policies. *Resigning from ACM may or may not result in this matter being closed without further action.* No outcome regarding the disciplinary process or your employee status is guaranteed.
- ❖ Students: If you choose to withdraw from ACM, consult Admissions/Registration Office to submit the proper paperwork (taking note of dates when you can withdraw without receiving “F” grades as well as tuition refund deadlines), the Financial Aid Office to be aware of any consequences to your current and future aid packages, the Residence Life Office *if you live in Willowbrook Woods* to obtain a Request for Release Petition from your housing contract, and your academic advisor to plan how/where to continue your education elsewhere. *Withdrawing from ACM may or may not result in this matter being closed without further action.* No outcome regarding the disciplinary process, your student status, your housing status, or any financial obligation is guaranteed.
- ❖ **Have faith in the process. Allegany College of Maryland is committed to being fair, thorough and prompt in addressing any safety issues. Every person is afforded due process, the opportunity to fully participate, and written communication.**