



Notice of Rights and Responsibilities— Complainants and Respondents

The purpose of this form is to ensure that a Complainant (individual who is alleged to be the victim of Prohibited Conduct) and a Respondent (individual alleged to have committed Prohibited Conduct) are aware of their rights and responsibilities in accordance with the University of Maryland Policy and Procedures on Sexual Harassment and Other Sexual Misconduct (“Policy and Procedures”), as administered by the Office of Civil Rights and Sexual Misconduct (“OCRSM”). Please review and verify the form at the end to confirm your understanding.

For more information, please refer to the Policy and Procedures, which can be found at: ocrsm.umd.edu/sexual-misconduct.

Contact Information

Your full name:

Your University affiliation:

Your preferred phone number:

Your email address:

Your UID:

Today's Date:

Rights and Responsibilities

Please confirm the following by checking the box next to each statement.

I HAVE BEEN ADVISED OF THE FOLLOWING RIGHTS:

- to be treated with dignity and respect by all University officials.
- to have information be shared with others only on a need-to-know basis in order to facilitate a resolution.
- to obtain Supportive Measures (as described below) even if a formal complaint is not filed.

- to know that the Complainant may file a formal complaint and seek a Resolution Process (Informal Resolution or Investigation/Adjudication).
- to request an Informal Resolution process, which must be agreed to by the Complainant, the Respondent, and the Title IX Coordinator/designee.
- to know that the Respondent is presumed not responsible for any and all allegations during the resolution process.
- to have the presence of an Advisor and/or Support Person, who may accompany either Party to any meeting or proceeding but must first review/sign the Non-Party Participant Agreement Form.
- to receive reasonable disability accommodations (in accordance with University policy and procedures).
- to know that the Complainant may report Prohibited Conduct to law enforcement at any time and pursue any civil or criminal legal action (Please note that Parties should preserve all evidence. Delays in reporting may impact the outcome of an investigation.).
- to receive timely written notification of alleged Policy violations and the range of potential Sanctions.
- to receive timely written notification of the dates/times/locations of any meetings or proceedings that a Party may attend.
- to receive regular updates of the status of the resolution processes.
- to be informed of the final determination resulting from the University investigation/adjudication process, if applicable.
- to be notified of any applicable appeal rights and processes.

I UNDERSTAND THE FOLLOWING:

- The Policy and Procedures delineates University administrative processes, independent of any criminal, civil, or other legal processes. Conduct may violate the Policy and Procedures even if it does not violate the law.
- If the alleged conduct would not constitute a potential violation under the Policy and Procedures, if substantiated, OCRSM and/or the Title IX Coordinator may try to resolve the

issue without the filing of a Formal Complaint (including when the Formal Complaint is dismissed) or the report may be referred to another University process and/or office.

- In certain situations, the Title IX Coordinator may sign a Formal Complaint on behalf of the University to initiate the resolution process, even if the Complainant does not want to participate.
- The University will communicate directly with each Party. The Advisor and/or Support Person may not speak for or on behalf of either Party – except that Advisors may conduct cross-examination at a Hearing in accordance with the Policy and Procedures.
- Retaliation is strictly prohibited against either Party or anyone who participates in this process. Adverse actions that are perceived to be retaliation should be immediately reported to OCRSM via titleixcoordinator@umd.edu.
- Knowingly making false statements or knowingly submitting false information is prohibited under the Policy and Procedures and may also violate other University policy.
- Supportive Measures may be available to either Party at any time, and OCRSM will work to facilitate and implement any of the following as appropriate: Academic accommodations, Housing accommodations, Employment accommodations, Care and support (e.g. on-/off-campus counseling services), Community education, Safety (e.g. safety planning, police escort), University referrals (e.g. visa/immigration services financial aid services), No Contact Order, Denial of Access to campus grounds/facilities.

I have received a copy of [the University of Maryland Policy and Procedures on Sexual Harassment and Other Sexual Misconduct](#).

- I acknowledge this information.

I understand my rights and responsibilities as outlined above.

- I acknowledge this information.

STUDENTS ONLY: The Maryland Higher Education Commission (MHEC) has developed resources to assist current and former students in retaining an attorney to serve as an Advisor at no or low cost to the student. More information is available at their website –

mhec.maryland.gov.

- I acknowledge this information.

I have the following questions and/or concerns regarding the above information: