

## WHAT SHOULD YOU DO IF SOMEONE DISCLOSES THAT THEY WERE INVOLVED IN AN INCIDENT OF SEXUAL MISCONDUCT?

### LISTEN.

- Listen openly and be supportive.
- It is important to truly listen, refrain from judgmental questions and try not to allow your biases affect how you perceive the individual.

### SUPPORT.

- Encourage people to seek support services.
- There are confidential and non-confidential campus and community options.
- Healing is a process; we are here to make the process easier, not harder.

### REPORT.

- If the person is in immediate danger, please call 911.
- Contact the Title IX coordinator, Elizabeth Swantek at 717-871-4100 or [elizabeth.swantek@millersville.edu](mailto:elizabeth.swantek@millersville.edu).
- To report an incident online, please visit [www.millersville.edu/titleix](http://www.millersville.edu/titleix).



## Millersville University

STUDENT AFFAIRS AND  
ENROLLMENT MANAGEMENT

### OUR COMMITMENT

Millersville University is strongly committed to maintaining a positive learning, working, and living environment for all and assuring its educational and employment environment is free from unlawful discrimination or harassment.

Consistent with Title IX of the Education Amendments of 1972, Millersville University does not discriminate against students, faculty or staff based on sex in any of its programs or activities, including but not limited to, educational programs, employment and admission. Sexual harassment, including sexual violence, is a form of sex discrimination and is prohibited by Title IX and the University.

The University is committed to responding in a prompt and reliable manner when it learns of any form of possible discrimination based on sex and/or gender. The University responds to reports of sexual harassment, including sexual violence, as part of its efforts to stop the harassment and prevent its recurrence of possible sex discrimination. We will work to assure that a prompt, adequate, reliable and impartial investigation is undertaken by the University and that procedural due process is followed for both the complainant and respondent.

Millersville University is an Equal Opportunity/Affirmative Action institution.  
A member of Pennsylvania's State System of Higher Education. 7354-TIX-1218-SA



# BE THE ONE TO SPEAK UP!



Millersville University  
STUDENT AFFAIRS AND  
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## SUPPORT SERVICES AND REPORTING OPTIONS

sexual assault • sexual harassment  
sexual exploitation • relationship violence  
dating violence • domestic violence • stalking



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## FEDERAL LAW

There are four federal laws which require employees of colleges and universities to report certain types of crimes and incidents, especially sexual misconduct. The Clery Act, Title VII, the Violence Against Women Act and Title IX have different purposes, but are largely intended to protect against criminal and discriminatory behavior.

## REPORTING

### Anonymous Reporting

Anonymous reports of sex or gender-based discriminations may be submitted by clicking the report link on [www.millersville.edu/titleix](http://www.millersville.edu/titleix).

### Confidentiality

Reporting parties have the option to request that the University maintains their confidentiality or that the complaint not be pursued. The University will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality but may need to proceed when necessary.

### Amnesty for Complainants and Witnesses

During the process of investigating a report of sexual misconduct, other violations of the Code of Conduct may be found to have been committed. The Millersville community encourages the reporting of misconduct and crimes by reporting parties and witnesses. Sometimes complainants or witnesses are hesitant to report to University officials because they fear that they, themselves, may be accused of a policy violation such as underage drinking at the time of the incident. It is in the best interest of the University community that individuals of this community report to university officials and that witnesses come forward to share what they know. To encourage this culture of reporting, the university pursues a policy of offering complainants and witnesses amnesty from minor policy violations related to a sexual misconduct incident.

### Report to the Police

Every individual reporting sexual misconduct to the University also has the option to report to Millersville University Police Department or the local police department; who to report to is contingent upon jurisdiction. It is the reporting party's decision to participate in the University process, a criminal process, both or neither. Law enforcement agencies investigate criminal behavior and do not investigate potential violations of Title IX. These two are separate and distinct processes. However, investigations conducted by the University under the sexual misconduct policy may coincide with law enforcement investigations due to the same conduct. At the request of law enforcement, the University investigation may be delayed temporarily while law enforcement is gathering evidence. The investigator will promptly resume the University investigation when notified that law enforcement has completed the evidence-gathering stage of its criminal investigation.

## CAMPUS RESOURCES

Resources to discuss sexual misconduct issues on a confidential basis are available. You may speak with a member of the Center for Counseling & Human Development, Health Services or clergy.

## COUNSELING AND SUPPORT

(Confidential Resource)

### Center for Counseling and Human Development

(Lyle Hall, 3rd floor) ..... 717-871-7821

### Domestic Violence Services of Lancaster

Advocate: MUadvocate@dvs lanc.org

(Tuesdays in the Montour House from 1-4 p.m.)

To schedule an on campus appointment

call the Montour House..... 717-871-4141

### YWCA

Advocate: dharvey@ywcalancastr.org

(Mondays in the Montour House from 10am-6pm)

To schedule an on campus appointment

call the Montour House..... 717-871-4141

## MEDICAL ATTENTION

(Confidential Resource)

Health Services (Witmer Building)..... 717-871-5250

## EDUCATION

### Center for Health Education

and Promotion (Montour House) ..... 717-871-4141

### Student Conduct and

Conduct Advocate Program ..... 717-871-5841

[www.millersville.edu/studentconduct](http://www.millersville.edu/studentconduct)

## REPORTING

To report online to MU: [www.millersville.edu/studentconduct](http://www.millersville.edu/studentconduct)

University Police (Lebanon House) ..... 717-871-4357

### Title IX Coordinator

(Student Memorial Center, SMC Room 107B) ..... 717-871-4100

## EMERGENCY/ARE YOU SAFE?

Call 911 • If you cannot call, text 911



**Elizabeth Swantek** is the Title IX Coordinator and can be reached in person at the Student Memorial Center in room 107B, by telephone 717-871-4100 or by email at [elizabeth.swantek@millersville.edu](mailto:elizabeth.swantek@millersville.edu). Swantek is the designated University official with primary responsibility for coordinating the university's compliance with Title IX. This includes providing leadership for Title IX activities; providing consultation, education and training; and helping to ensure that the university responds appropriately, effectively, and equitably to Title IX issues.

**Lori Austin** is a Deputy Title IX Coordinator and can be reached in person at the Witmer Building, by telephone at 717-871-5841 or by email at [lori.austin@millersville.edu](mailto:lori.austin@millersville.edu). Austin's role is to work with complaints involving students. Lori serves as a Hearing Chairperson and Sanctioning Administrator. This deputy coordinator handles student complaints once they reach the Office of Student Conduct and Community Standards.

**Scott M. Helfrich, D.Ed.** is a Deputy Title IX Coordinator and can be reached in person at the Lombardo Welcome Center, by telephone at 717-871-5836 or by email at [scott.helfrich@millersville.edu](mailto:scott.helfrich@millersville.edu). Helfrich's role is to work with complaints involving on-campus students. This deputy coordinator handles response and intake of on-campus student complaints.

**Melissa Wardwell** is a Deputy Title IX Coordinator and can be reached in person at the Huntingdon House, by telephone at 717-871-7655 or by email at [melissa.wardwell@millersville.edu](mailto:melissa.wardwell@millersville.edu). Wardwell's role is to work with complaints involving experiential learning and career management from investigation through outcomes. This deputy coordinator handles student complaints once they reach the Office of Experiential Learning and Career Management.

A member of the **Office of Human Resources** works with complaints involving employees from investigation to outcomes.



## LEAD INVESTIGATOR

### Aly Sehl

Assistant Director of Student Conduct and Community Standards  
717-871-5841

[alison.sehl@millersville.edu](mailto:alison.sehl@millersville.edu)

The Assistant Director or Student Conduct and Community Standards (or designee) is the primary person who will 1) investigate the case and 2) prepare all documents relative to the case.

## VICE PRESIDENT'S OFFICE

### Brian Hazlett

Vice President of Student Affairs and Enrollment Management  
717-871-5714

[brian.hazlett@millersville.edu](mailto:brian.hazlett@millersville.edu)

### Renardo Hall

Associate Vice President of Student Affairs and Enrollment Management  
717-871-5840

[renardo.hall@millersville.edu](mailto:renardo.hall@millersville.edu)

The Vice President or their designees will, upon request of an appeal, determine if there is merit for an appeal of a sexual misconduct decision.