



UMBC

OFFICE OF  
EQUITY & INCLUSION

# Annual Student Training



# Training Goals

## **Introduce the Office**

- We'll tell you a little bit about ourselves, our history, and why you're taking this important training.

## **Learn about the policies**

- Familiarize yourself with UMBC's policies on sexual and gender based violence and hate and bias.

## **Learn about reporting options**

- Get acquainted with the process for reporting to the Office of Equity and Inclusion and learn about what happens after you submit a report.

# Training Outline

- What to expect from this training
- About OEI
- OEI Reporting and Referrals
  - What can I report or refer?
  - How do I report or refer?
  - What happens after I report or refer?
- Contact Us

# What to expect from this training

## 01

### **It will take about 25 minutes**

You are free to scroll through this training as slowly or as quickly as you'd like, but on average it should take about 25 minutes to complete.

## 03

### **It will ask you to demonstrate your knowledge**

There will be a brief, 5 question multiple choice quiz at the end to check your understanding the content from this training. You must score an 80% or better to complete the training.

## 02

### **It will discuss sexual and gender based violence**

This portion of the training does not contain a content warning, but parts of the training may be sensitive for some people. Reach out to OEI if you need support!

## 04

### **It is just the beginning**

Identifying, responding to, and preventing sexual and gender based violence and harassment as well as hate and bias is an ongoing effort. Keep an eye out for more training and programs from OEI and campus partners.

# Why this training?



## **We're committed to sexual violence prevention and education**

At UMBC, we know that prevention and education are key to ending sexual and gender based violence and harassment.



## **We value inclusive excellence and cultural and ethnic diversity**

We know that our vibrant, diverse community is what makes us great and are committed to fostering an inclusive and welcoming environment for all members of our campus community.



## **We're accountable to our community stakeholders**

Annual student training was recommended by the Retriever Courage initiative and sexual and gender based violence training is required by state and federal law.

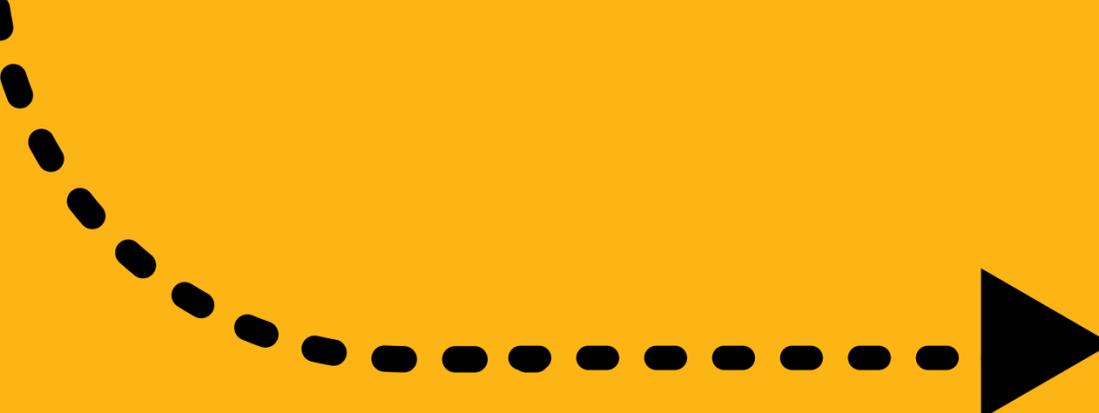
# About OEI

**UMBC was established upon the land of the Piscataway and Susquehannock peoples.**  
Over time, citizens of many more Indigenous nations have come to reside in this region.  
We humbly offer our respects to all past, present, and future Indigenous people connected to this place.



**We believe that public colleges and universities are obligated to help end inequity and to promote social justice.**

UMBC is committed to promoting social justice and taking action to address inequities on our own campus in a number of important ways, including the work being done by the Office of Equity and Inclusion.



# **OEI is a continuation and expansion of the important work that Retriever Courage began in 2018.**



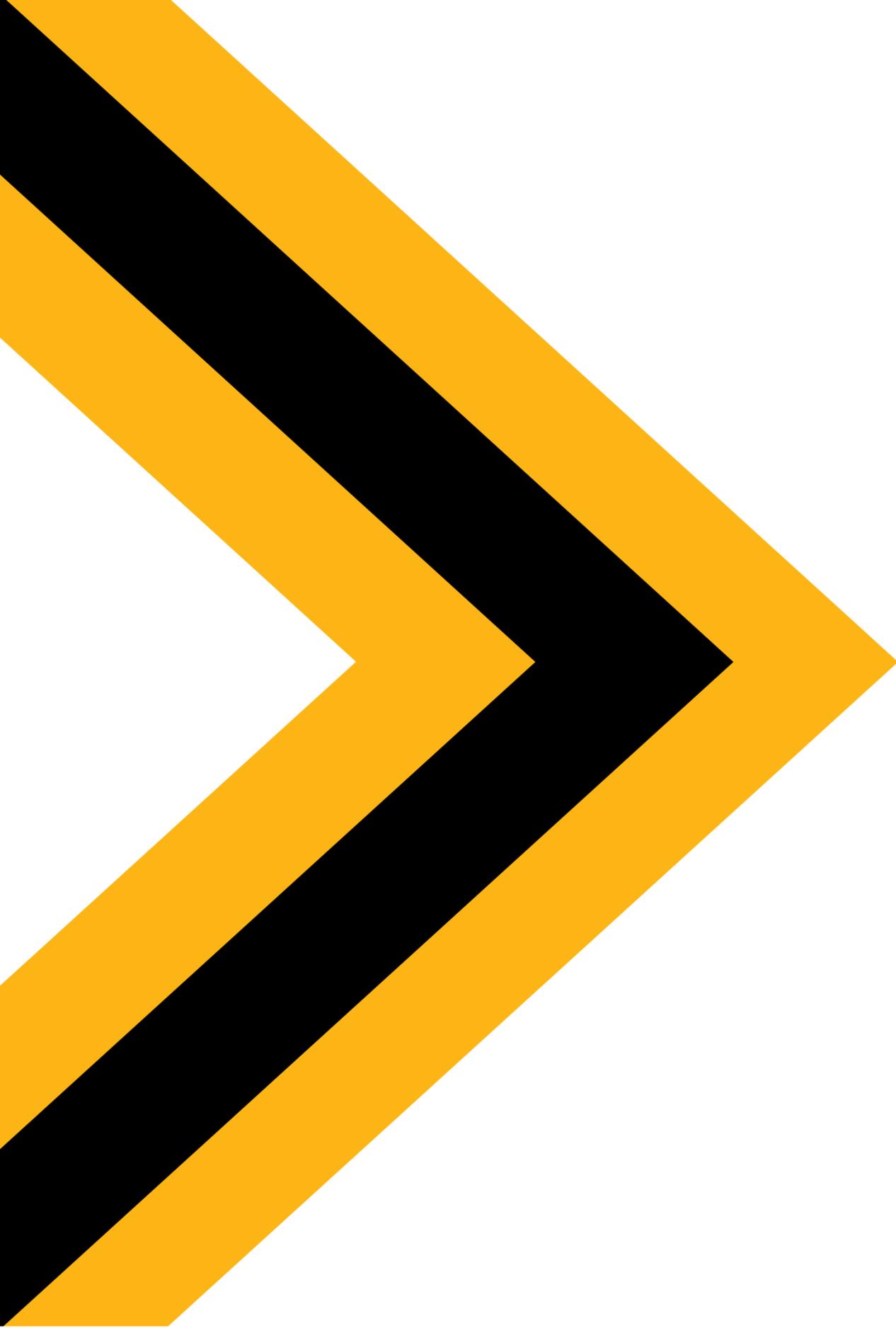
Through their tireless efforts, UMBC successfully formed the Office of Equity and Inclusion in January 2020.

**[Click here to learn more about Retriever Courage.](#)**



# **The Office of Equity and Inclusion promotes and coordinates UMBC's core values of inclusive excellence and equity.**

OEI responds to Title IX sexual and gender based violence and harassment as well as other civil rights issues including discrimination, harassment, hate and bias.



**Our mission extends beyond making sure UMBC follows sexual misconduct and non-discrimination laws, regulations, and policies.**

We also conduct investigations, provide education, and work closely with campus partners. We care deeply about fostering an inclusive and welcoming environment for all members of our campus community.

# **Our Staff**



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# Reporting and Referrals

# What can I Report?



## **Stalking & Cyber Stalking**

Actions directed at a specific person that cause fear for their safety or the safety of others or cause them to suffer substantial emotional distress



## **Dating & Domestic Violence**

Violence committed by a person who is or has been in a romantic or intimate relationship the impacted person



## **Sexual Harassment**

Unwelcome conduct that is severe, pervasive and objectively offensive and denies equal access to education

Unwelcome sexual advances, requests for sexual favors, or unwelcome verbal, physical or electronic comments that interfere with work or academic performance



## **Sexual Assault & Exploitation**

**Sexual assault:** unwanted sexual act involving penetration or fondling

**Sexual exploitation:** when someone takes non-consensual sexual advantage of another for their own benefit



# What can I report?

- Discrimination, harassment, or incidents of hate or bias on the basis of:
  - Age
  - Ancestry
  - Color
  - Creed
  - Gender
  - Gender Identity
  - Gender expression
  - Genetic information
  - Marital status
  - National origin
  - Physical disability
  - Mental disability
  - Pregnancy
  - Race
  - Religion
  - Sex
  - Sexual orientation
  - Veteran status
- Retaliation against someone because the person made a complaint or because they participated in or refused to participate in an investigation or hearing

# What can I report?

You can and should report any experience with **discrimination, bias, sexual misconduct or retaliation** that is keeping you or someone you know from:

01

## Attending School

This includes going to class, participating fully in class, and doing in-class activities.

02

## Engaging in School Activities

This includes clubs, student organizations, athletics, field trips, and UMBC events.

03

## Feeling safe

This includes on and off campus living situations, on and off campus activities, and feeling safe while on campus and attending class.



# Frequently asked questions

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**Can I report  
anonymously?**

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Yes, you may report anonymously, (as long as you are not a responsible employee) but please know that this will limit OEI's ability to respond to the report.

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**Can I report something that happened before I came to UMBC?**

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Yes, you may report things that happened before you came to UMBC and/or that involve people who are not part of the UMBC community.





**Q**

**Who knows about my report or referral?**

When you submit a report to OEI, the only people who see the report are members of the OEI staff.



**A**

Unless there is immediate concern for community safety, OEI will always start by talking with the impacted person or people and discussing possible next steps.

# Remember:

Unless there is an **immediate** concern for community safety, reporting to OEI **does not** trigger a report to the police.

Reporting to OEI **does not** automatically result in an investigation and **does not** automatically trigger a disciplinary procedure.

**How do I report?**

**You can submit a report or referral any time  
using our online form at  
[umbc-advocate.symplcity.com/titleix\\_report/](https://umbc-advocate.symplcity.com/titleix_report/)**

## UMBC Office of Equity and Inclusion (OEI) Confidential Online Reporting/Referral Form

**i** This form is used to report or initiate referral related to sexual misconduct, discrimination, or bias impacting or involving UMBC students, employees, faculty, staff, interns, affiliates, contractors, volunteers and visitors including:

- Sexual and Gender Based Harassment, Sexual Assault, Sexual Coercion, Sexual Exploitation, Sexual Intimidation, Interpersonal Violence, Relationship Violence, Domestic Violence, Stalking, Cyber Harassment or Cyber Stalking.
- Discrimination or harassment on the basis of race, creed, color, religion, sex, gender, pregnancy, ancestry, age, gender identity or expression, national origin, veterans status, marital status, sexual orientation, physical or mental disability, or genetic information.
- Hate/ Bias incident.
- Retaliation for reporting or participating in the resolution of any of the issues above.

**Or you can navigate to [oei.umbc.edu](https://oei.umbc.edu)  
and click "File a Report/Make a Referral  
to OEI"**

**File a Report/ Make a Referral to OEI**

This form is used to confidentially report incidents under the UMBC Sexual Misconduct (Title IX) Policy, and Anti-Discrimination Policy which apply to all UMBC students, student employees, faculty, staff, interns, contractors, volunteers, guests and visitors.

Do not use this form to report an immediate threat.

**If you or someone you know is in danger, immediately call UMBC Police at (410) 455-5555 or call 911.**



# What is a Responsible Employee?



**Almost all UMBC employees, including student employees, are considered Responsible Employees.**

This means that if these employees hear about, witness, or otherwise encounter sexual and gender based violence and harassment, **they must report what they know to OEI.**



This helps ensure that our office knows as much about community experiences of sexual and gender based violence and harassment as possible and can reach out to offer support to those involved.

# Confidential Resources

If you would prefer to receive support without filing a report or referral with our office, you can report to a confidential resource.

These resources do not make a report to OEI unless you give them permission to do so and can assist you in making a report and/or help you decide if you want to file a report.

## **Licensed Counselors**

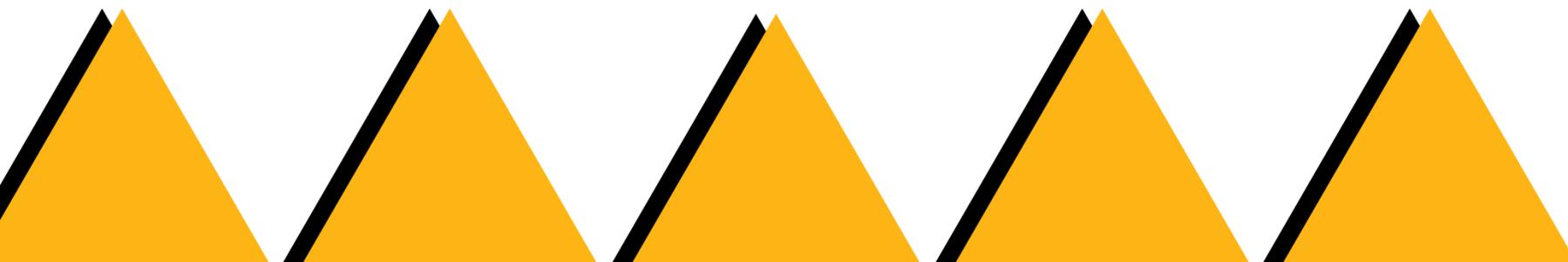
This includes counselors at UMBC's Counseling Center and at The Universities at Shady Grove's Center for Counseling and Consultation. Counselors are only considered confidential when they are in a provider role, such as in a counseling session.

## **Licensed Medical Professionals**

This includes providers at UMBC's Health Services. Medical professionals are only considered confidential when they are in a provider role, such as in a doctor's office visit.

## **Pastoral Counselors**

This includes the Rabbi at UMBC's Hillel. Pastoral counselors are only considered confidential when they are in an active pastoral role, such as a one-on-one pastoral meeting.





# Quasi- Confidential Resources

If you would prefer to receive support and remain anonymous without filing a report or referral with our office, you also can report to a quasi-confidential resource.

These resources **must** make a report to OEI, but the report does not include personally identifying details. These resources can provide support and advocacy services.

## **Staff of the Women's Center**

Including student staff.

## **Non-Licensed Counselors**

Including staff and advocates who work or volunteer at the Counseling Center.

## **Non-Licensed Healthcare Providers**

Including staff and advocates who work or volunteer at University Health Services or Shady Grove's Center for Counseling and Consultation.

## **Licensed Athletic Trainers**

# Remember:



When you make a report to OEI the details of that report stay as confidential as possible. Only members of the OEI staff and the people directly involved in the report will be informed about the details of the report. No other people will be informed without notice to and consent from everyone involved.



If there is an imminent or continuing threat to health or safety or if there is a disclosure of apparent or suspected abuse of a child or dependent adult, this information may be legally required to be disclosed to the proper authorities, regardless of who you report this information to. Disclosures of this kind do not require the consent of those involved.

**What happens after  
OEI receives a report  
or referral?**

# Initial Outreach

After receiving a report OEI will send outreach, usually by email.

## We may reach out to:

### — The people involved in the report

This includes the person or people reported to be impacted by harm as well as the person or people reported to have caused harm.

This outreach will let the person or people know OEI received a report, inform them of their rights, send them resources, and offer an intake meeting to explore next steps.

### — The person who made the report

Also known as the reporter. This outreach is to clarify parts of the report or referral and to gather more information.





# Intake

During the intake process, OEI will talk through the details of your specific concerns, present you with options for next steps, and provide you with referrals and resources.

## — OEI will try to meet with the person who experienced the reported harm

If more than one person experienced harm, OEI will typically meet with each person one on one to preserve privacy and to provide accurate possible next steps for each individual.

## — The person who experienced the harm may choose to:

- Take no further action\*
- Seek only support and resources
- Seek Supportive Measures
- Initiate an informal resolution
- Initiate a formal investigation
- Some combination of the above

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**\*In very limited circumstances**, if the Title IX Coordinator determines that there appears to be a continuing threat to an individual or the UMBC community, **OEI may choose to go forward with an investigation even if the impacted person does not want to move forward. OEI will never move forward in this way without notice to the impacted person**, an explanation as to why OEI must move forward, and the opportunity for the impacted person to reconsider their needs for supportive measures.

# Supportive Measures

Supportive Measures are non-punitive. These measures are put in place to support and protect those involved in a report, and to protect the integrity of the investigation. They can be short or long term and can be offered to all people involved in a report or referral.

## **Supportive Measures could include:**

- Changes in class schedule
- Changes in work schedule
- Extensions, flexible deadlines, or other academic support
- Restriction from contacting the other person or people involved in a case and from being contacted by that person or people, also known as a mutual no contact order
- Restriction from certain areas of campus
- Other accommodations dependent on the specific facts/circumstances

**The only way to secure supportive measures is to report to OEI. If you or someone you know has experienced harm and could benefit from these measures, please file an OEI report.**





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# Informal Resolution

Informal resolution provides a flexible and collaborative pathway to resolving a complaint by using means other than a formal investigation

## **An informal resolution requires the participation of everyone involved**

In nearly all cases, all parties must agree to an informal resolution.

Note: a no contact instruction may be issued without the agreement of all parties.

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## **Informal resolutions are unique to each report, but can include:**

- Facilitated conversations between people who caused harm and those who experienced harm
- Reflection paper or letter of apology
- Training or education
- Other collaborative solutions reached by all parties

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\* Informal Resolution will not be offered and cannot be used to resolve complaints of Sexual Assault, Sexual Coercion, or allegations that an employee sexually harassed a student.

# Formal Investigation

A formal investigation **follows a specific procedure** and structure that includes: **a notice of the allegations, an investigation, review of the evidence by the parties, and a Hearing or Review Meeting, a Finding, and if there is a Finding, sanctions.**

If the person who experienced harm **chooses a formal investigation**, the case will be **referred to one of OEI's investigators, or will be sent to an outside investigator.**

At UMBC, there are **two different processes that can address sexual and gender-based violence and harassment.** There are some **key differences** between these processes.

If a formal investigation **is right for your case**, OEI staff will let you know which policy applies and **ensure you understand what your process will look like.**



# Formal Investigation

01

## Notice Stage

If the person impacted by the harm chooses an investigation, all people involved in the report will receive a formal notice identifying the alleged violations, and potential sanctions.

Both the impacted person (complainant) and the person reported to cause harm (respondent) are allowed to designate an advisor, support person, advocate or attorney to help them throughout the process.

02

## Investigation and Report Stage

The investigator interviews the people involved and witnesses to gather evidence. The investigator then conducts follow up interviews, and provides an opportunity for the parties to review the evidence collected.

Next, the investigator prepares a report that summarizes the relevant evidence. The complainant and respondent have an opportunity to review this report.

# Formal Investigation

03

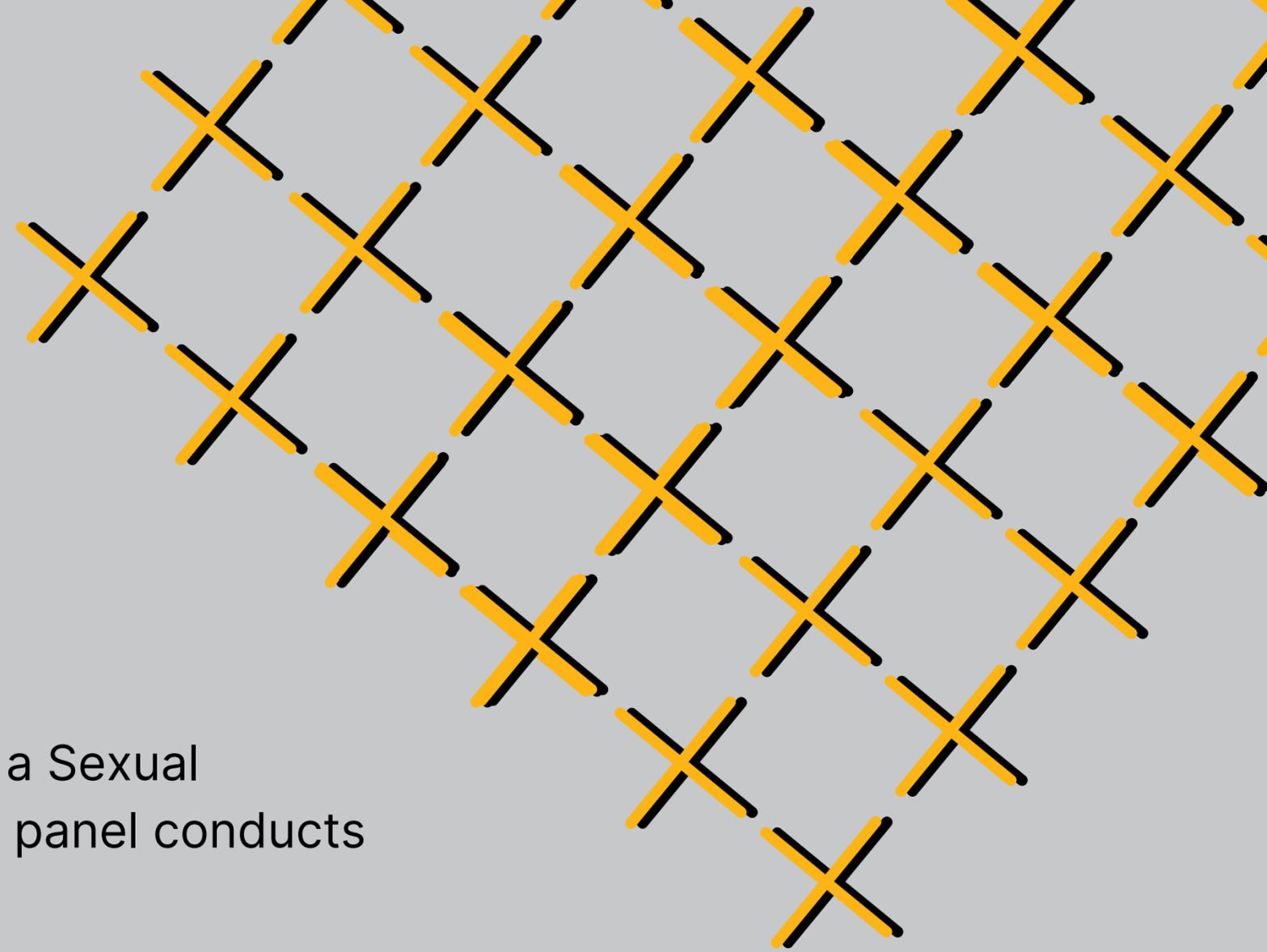
## Decision Stage

Once the report is complete, there is a Title IX Hearing or a Sexual Misconduct Review Meeting. A decision-maker or trained panel conducts the Hearing or Meeting.

At the Hearing or Meeting, the investigator(s) present their report, each side gets an opportunity to tell their story, and the decision-maker has a chance to ask questions.

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\*If a Title IX Hearing is required, witnesses must also appear at the hearing and be questioned by both parties, and the parties will each have an advisor who can ask questions of the other party.



# Formal Investigation

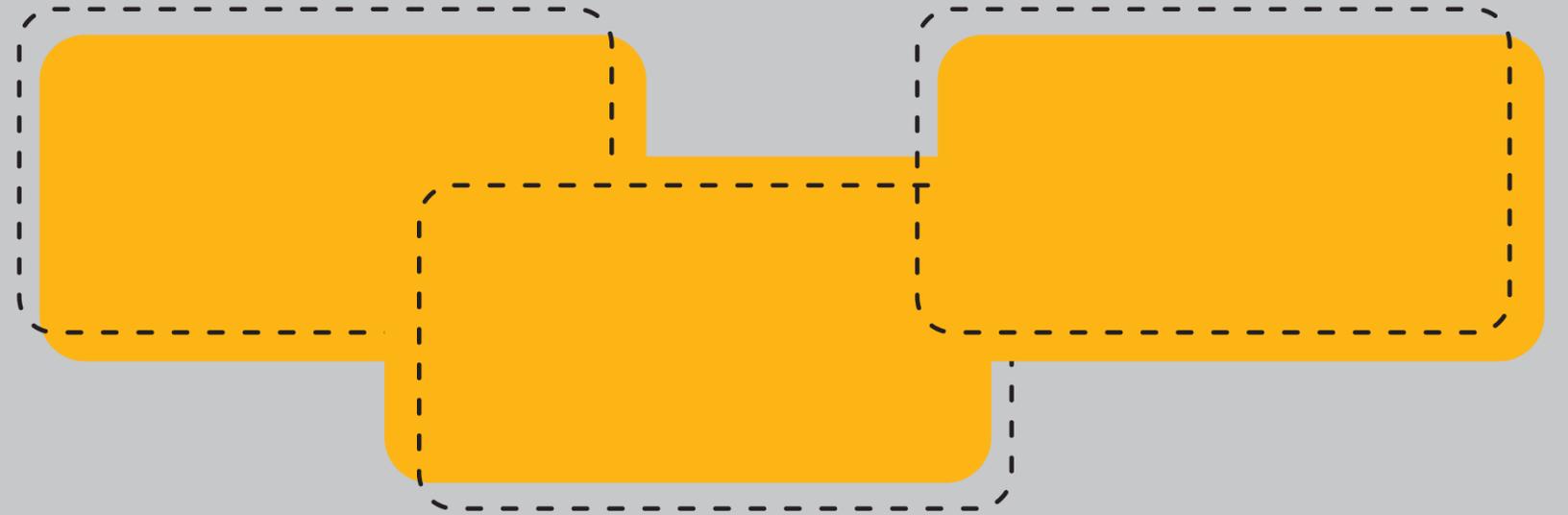
04

## Resolution Stage

After the hearing, the decision-maker will review the report and documents and what was said at the Hearing or Meeting.

The decision-maker will then issue a written finding as to whether or not the person reported to have caused harm was **more probably than not** responsible for violating UMBC policy.

The decision will analyze the facts and explain the finding. The decision will also list any sanctions related to the finding.



05

## Appeal Stage

Either side can appeal the finding within 10 calendar days.

If there is an appeal, an appeal officer who did not conduct the Hearing or Meeting will decide the appeal. If there is no appeal, the decision issued after the hearing or meeting is final.

**You can find more information about the procedures for both Title IX cases and non-Title IX cases by clicking here.**



# Sanctions

Sanctions and conditions will be tailored to the facts and circumstances of each case, and are designed to: eliminate the policy violation, prevent it from happening again, remedy the harm caused, and support the University's mission and obligations.



## **Sanctions imposed on employees, including student employees, can include:**

- No contact orders
- Letter of reprimand
- Probation
- Service to the University
- Counseling
- Retraining
- Transfer
- Demotion
- Suspension and/or termination



## **Sanctions on students in the academic context can include:**

- No contact orders
- Housing restrictions (including removal from on-campus housing)
- Community service
- Educational requirements
- Written warning
- Reprimand
- Probation
- Suspension
- Dismissal
- Delay or refusal to confer an academic degree

# Discrimination and Hate/Bias

If you or someone you know has experienced discrimination or hate/bias harassment, you can report this using the online form.

OEI will contact the people involved and provide support and resources, offer methods to resolve the matter informally or through a formal process.

## **Informal Resolution**

Informal resolution provides a flexible and collaborative pathway to resolving a complaint by using means other than a formal investigation.

## **Formal Investigation**

If a formal investigation is initiated, OEI will send the parties written notice of the allegations and notice of potential sanctions

An investigation will be conducted and the report and evidence will be shared with the parties, who will have an opportunity to review and respond.

A decision-maker will determine whether it is more likely than not that a policy violation occurred, and if so, recommend a sanction.

Both parties have an opportunity to appeal.

# Remember:



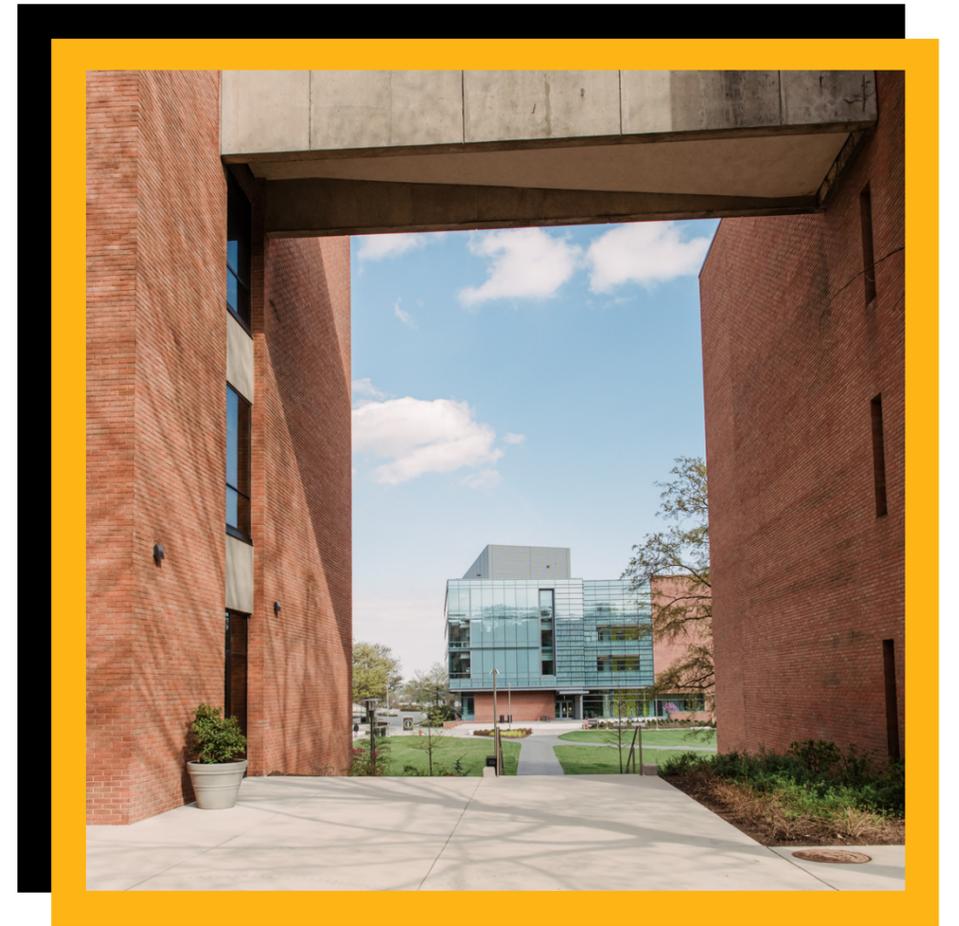
You can report information to OEI even if what you are reporting did not happen to you. OEI is here to support all students, faculty, and staff, and will respond to all reports with outreach to those involved.



You can report to OEI even if you do not know all people involved or do not have all of the information about what happened.



This is just an overview of the way that OEI responds to reports and referrals. If you have questions about the process or you have questions about a specific report, please **contact the Office of Equity and Inclusion.**



# Contact Us

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