



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

## Administrative Procedure

### Chapter 3 – GENERAL INSTITUTION

#### AP 3540 – SEXUAL AND OTHER ASSAULTS ON CAMPUS

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Any sexual assault, physical abuse, domestic violence, dating violence, or stalking, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (See also: Board of Trustees Policies, *BP 5500, Student Rights, Responsibilities, Campus Safety and Administrative Due Process*; *BP 7360, Discipline and Dismissals – Academic Employees*; and *BP 7365, Discipline and Dismissals – Classified Employees*.)

“Sexual assault,” “dating violence,” “domestic violence,” and “stalking” are defined in Administrative Procedure, *AP 3434, Responding to Harassment Based on Sex under Title IX*, as required by Federal law.

“Affirmative consent” means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other(s) to engage in sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never, by itself, be assumed to be an indicator of consent.

These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. For physical assaults/violence, see also Board of Trustees Policies, and Administrative Procedures, *BP/AP 3500, Campus Safety*; *3510, Workplace Violence Plan*; and *3515, Reporting of Crimes*.

All students, faculty members, or staff members who allege they are the victims of domestic violence, dating violence, sexual assault, or stalking on District property should report the incident to the Title IX Coordinator at their campus, who will provide them with information regarding options and assistance available to them. Information shall be available from the Title IX Coordinator, who shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until authorized to release such information.

The Title IX Coordinator shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with the following, upon request:

1. A copy of the District's policy and procedure regarding domestic violence, dating violence, sexual assault or stalking;

2. A list of personnel on campus who should be notified and procedures for such notification, if the alleged victim consents;
3. A description of available services, and the persons on campus available to provide those services if requested. Services and those responsible for providing or arranging them include:
  - a. Transportation to a hospital, if necessary;
  - b. Counseling or referral to a counseling center;
  - c. Notice to the police, if desired; and/or
  - d. A list of other available campus resources or appropriate off-campus resources;
4. The victim's options to:
  - a. Notify proper law enforcement authorities, including on-campus and local police;
  - b. Be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
  - c. Decline to notify such authorities;
5. Information about victim advocates and other supporting people;
6. The rights of victims and the District's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by a court;
7. How the District will protect the confidentiality of victims;
8. Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested, and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement; and/or
9. A description of each of the following procedures:
  - a. Criminal prosecution;
  - b. Civil prosecution (i.e., lawsuit);
  - c. District disciplinary procedures, both student and employee;
  - d. Modification of class schedules;
  - e. Tutoring, if necessary.

The Title IX Coordinator will be available to provide assistance to District law enforcement unit employees regarding how to respond appropriately to reports of sexual violence.

The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in Administrative Procedures, *AP 3434, Responding to Harassment Based on Sex under Title IX*, regardless of whether a complaint is filed with local law enforcement.

All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through the Title IX Office, of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality consistent with state and federal law.

A Complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the Complainant consented to the sexual activity under either of the following circumstances:

1. The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused; and/or
2. The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether the Complainant affirmatively consented.

In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the Complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances:

1. The Complainant was asleep or unconscious;
2. The Complainant was incapacitated due to the influence of drugs, alcohol, or medication so that the Complainant could not understand the fact, nature, or extent of the sexual activity; and/or
3. The Complainant was unable to communicate due to a mental or physical condition.

The District shall maintain the identity of any alleged victim, witness, or third-party reporter of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence consistent with state and federal law, unless the alleged victim, witness or third-party reporter specifically waives their right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on District property shall be referred to the District's Public Information Office, which shall work with the Title IX Coordinator to assure that all confidentiality rights are maintained consistent with state and federal law.

Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sexual assault, domestic violence, dating violence, and stalking. As well as, procedures that should be followed after an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used in any District proceeding arising from such a report. The statement must include the following:

1. A description of educational programs to promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking;

2. Procedures to follow if domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense may be reported;
3. Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests, and the right to decline to notify these authorities;
4. Information about how the District will protect the confidentiality of victims;
5. Information for students and employees about existing on- and off-campus counseling, mental health, victim advocacy, legal assistance, or other services for victims;
6. Written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement;
7. Procedures for campus disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking, including a clear statement that:
  - a. Such proceedings shall provide a prompt, fair, and impartial resolution;
  - b. Such proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking, and on investigative procedures and conducting a hearing process that protects the safety of victims and promotes accountability;
  - c. The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
  - d. Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from alleged domestic violence, dating violence, sexual assault, or stalking, the procedures for the accused and victim to appeal the results of the disciplinary proceeding, of any changes to the results that occurs prior to the time that such results become final, and when such results become final. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused; and
8. A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence, or stalking.

## **Education and Prevention Information**

The District shall:

1. Provide, as part of each campus' established on-campus orientation program, education, prevention, and outreach information about domestic violence, dating violence, sexual assault, and stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations.
2. Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault, and stalking.

References: Education Code Section 67385, 67385.7, and 67386;  
20 U.S. Code Section 1092 subdivision (f);  
34 Code of Federal Regulations Part 668.46 subdivision (b)(11)

Signed by  
the Chancellor: March 06, 2023

Supersedes: AP 3540 – 01/21/15