

Allegany College of Maryland  
**STUDENT & LEGAL AFFAIRS – Title IX**

**RESOURCES & SUGGESTIONS**  
**SEXUAL MISCONDUCT & 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 Western Maryland Regional Medical Center 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>Western Maryland Regional Medical Center</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
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- ❖ Counseling - you can call anyone\* you like or use ACM’s free program.
  - Western Maryland Health System: (240) 964-8585  
\*14 free personal counseling sessions/year. Call for an appointment.
  - Family Crisis Resource Center: (301) 759-9244
  - Bedford County, Pennsylvania\*: (814) 623-5166  
(Bedford-Somerset Developmental & Behavioral Health Services)
  - Veterans Services (Cumberland Campus):  
Contact Beth Nightengale in the Advising Center: (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; Campus Security publishes a personal safety booklet that can be found in brochure racks all over campus, or you can get one at Campus Security (College Center #169) or the Office of Student & Legal Affairs (College Center #152). 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.  
**RETALIATION:** vengeful, negative, harassing, or discriminatory acts against any individual for the purpose of interfering with any right or privilege secured by law or ACM policy or because an individual has made a report, assisted, provided information, or participated in any manner with any proceeding related to this policy. Examples of retaliation include (but are not limited to) acts of violence, threats of any kind, intimidation, coercion to change/conceal testimony or evidence, spreading rumors/false information, interfering with work or education, interfering with personal or professional relationships, damaging personal or professional reputation, attempts to commit such acts, and directing such acts toward family members or associates of an individual who participated in a proceeding related to this policy.

- ❖ Follow all directions issued by the College and/or the court.
- ❖ Cooperate with law enforcement if there is a parallel criminal investigation.
- ❖ Parties are free to pursue criminal remedies. File a police report and/or contact Campus Security if feel unsafe or if are the victim of a crime. The College will not take a position regarding any criminal case but will cooperate with law enforcement investigations and will respond to court-issued filings as appropriate. You can also seek a peace/protective order and/or file criminal charges by contacting the Court Commissioner at (301) 723-3150 or go directly to the office to file charge(s) at 123 S. Liberty Street (First Floor) Cumberland. Hours are 7am-6am Monday-Friday and 8am-4pm Saturday/Sunday.  
\*Pennsylvania law enforcement authorities can direct PA complainants to the appropriate court agent.

Cumberland City Police Department	(301) 777-1600
Allegany County Sheriff's Office	(301) 777-5959
Maryland State Police	(301) 729-2101
Bedford County, Pennsylvania State Police	(814) 623-6133

- ❖ Parties are free to pursue civil remedies. You may contact your own attorney about how to file a lawsuit or contact your local courthouse for detailed information about lawsuits. The College will not take sides in civil litigation but will respond to court-issued filings as appropriate. You can also seek a peace/protective order and/or file criminal charges by contacting the Court Commissioner at (301) 723-3150 or go directly to the office to file charge(s) at 123 S. Liberty Street
- ❖ 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 or if you need a little extra help catching up (eg., tutoring).
- ❖ 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.
- ❖ 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.
- ❖ Students have the right to the assistance of a licensed attorney throughout the Title IX process. That assistance includes attendance at hearings/meetings/interviews, private consultations during hearings/meetings/interviews, and assistance with disciplinary rights. Attorneys may not participate in hearings/meetings/interviews. If you have an attorney, remember that the College's proceedings are administrative in nature, so court procedures/rules of evidence do not apply. You are not required to have an attorney. Students may hire their own lawyer or choose one from a list provided by and paid by the Maryland Higher Education Commission. The Commission will not pay any attorney fees for representation in a criminal or civil matter. The College will not pay any attorney fees. The College will not review or approve your choice of attorney; the College is not required to ensure the parties have attorneys of equal skill.
- ❖ **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.**
- ❖ Students: Read the Code of Student Conduct – found in the Student Handbook (available online at [www.allegany.edu](http://www.allegany.edu) )
- ❖ Employees: Read the Human Resources Manual – online at <http://services.allegany.edu/hr/collegehrmanual/>