

## Lake Forest Graduate School

# NOTICE OF SURVIVOR'S RIGHTS & OPTIONS

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This guide serves as a resource for students, faculty and staff about the rights and options for individuals affected by sexual misconduct, helpful resources that are available on campus and in the community and a summary of LFGSM's investigative and complaint resolution process.

Lake Forest Graduate School of Management (LFGSM) is committed to providing a non-discriminatory and harassment free educational and work environment for all members of the LFGSM community, including students, faculty, administrators, staff, and visitors. This policy prohibits all forms of sexual or gender-based harassment, discrimination or misconduct, including sexual violence, sexual assault, and stalking. Misconduct of this nature is contrary to LFGSM's institutional values and prohibited by state and federal law.

LFGSM encourages the prompt reporting of any incident of sexual or gender-based misconduct to local law enforcement and to LFGSM's Title IX Coordinator using the complaint procedure described in this guideline. We take all complaints and accusations of sexual misconduct seriously. We welcome your involvement in our mission to foster a campus environment that strives to prevent sexual misconduct and provide a compassionate response to survivors of sexual violence and equitable treatment of complainants and respondents.

Our comprehensive policy may be reviewed online at: <https://lfgsm.edu/policies/>

## **Right to Report**

**You have the right to choose whether to report the incident** to the institution, local law enforcement, or confidential services.

### **Reporting to the University Private/Non-Confidential**

Title IX Coordinator  
1905 West Field Court  
Lake Forest, IL 60045  
847-574-5158

[TitleIXComplaints@lfgsm.edu](mailto:TitleIXComplaints@lfgsm.edu)

### **Reporting to Law Enforcement Private/Non-Confidential**

Lake Forest Police Department  
255 Deerpath  
Lake Forest, IL 60045  
Emergencies: Dial 9-1-1  
Non-Emergencies: 847-234-2601

### **Reporting to Confidential Advisor Confidential**

Zacharias Sexual Abuse Center  
4275 Old Grant Avenue  
Gurnee, IL 60031  
24-Hour Support Line: 847-872-7799

## Right to Privacy and Confidentiality

LFGSM is committed to protecting the privacy of all individuals involved in a report of sexual harassment, sexual violence, or stalking. Throughout the process, every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the report.

Privacy and confidentiality have distinct meanings under this policy.

**Private/Non-Confidential** means that information related to a report of misconduct will only be shared with a limited circle of individuals. The use of this information is limited to those employees who “need to know” in order to assist in the active review, investigation or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process.

**Confidentiality** means that information shared by an individual with designated campus or community professionals cannot be revealed to any other individual without the express permission of the individual.

## Right to Support Services

You have the right to request support services including referrals to counseling, academic or course-related adjustments, modifications of class schedules or restrictions on contact between the parties.

### Zacharias Sexual Abuse Center

Northern Cook and Lake County Sexual Assault Crisis Center 24 Hour Support Line:

847-872-7799

Website: [www.zcenter.org](http://www.zcenter.org)

ZCenter Skokie - 4232 Dempster St., Skokie, IL 60076

ZCenter Gurnee - 4275 Old Grand Avenue, Gurnee, IL 60031

### Northwest CASA (Coalition Against Sexual Abuse)

888-802-8890

415 W. Golf Rd., Suite 47 Arlington Heights, IL  
60005

## Protection from Retaliation

Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a grievance procedure is a violation of School policy. Retaliation should be reported promptly to the Title IX Coordinator, which may result in disciplinary action.

Report Retaliation by contacting: Currie Augustine, Title IX Coordinator, [caugustine@lfgsm.edu](mailto:caugustine@lfgsm.edu), 847-574-5158

## Right to Accommodations and Protective Measures

You may request **reasonable accommodations** for safety and support which include changes to academic or class arrangements

We can assist you with other measures to ensure your safety on campus. Please contact Currie Augustine, Title IX Coordinator, [caugustine@lfgsm.edu](mailto:caugustine@lfgsm.edu) or 847-574-5158.

## Right to an Impartial Investigation and Resolution

If you report, you are entitled to a **prompt, fair, and impartial investigation** conducted by trained staff.

Both you and the respondent will be treated fairly and given equal opportunity to participate in the investigation process.

## Right to Participate or Decline to Participate

You have the right to choose how much you wish to participate in any institutional process.

You may choose to be involved only to the extent you feel comfortable and safe.

## Title IX Grievance Process

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### Step One: Initial Medical and Law Enforcement Support

- Seek medical help and/or report to law enforcement promptly to preserve evidence.
- Campus authorities can assist in notifying law enforcement if requested.

### Step Two: Report to Title IX Coordinator

- An intake meeting with the individual affected by sexual misconduct will be held following receipt of the report of alleged sexual misconduct to the Title IX Coordinator.
- If a formal complaint requesting a Title IX investigation is submitted and if Title IX sexual misconduct is alleged, the Title IX Coordinator will issue an investigation. Reports can be made in person, by phone, email, or writing.

### Step Three: Initial Title IX Assessment (within 12 hours)

- Title IX Coordinator assesses safety risks to the survivor and campus community.
- Interim protective measures may be provided for safety, such as class changes or no-contact orders.

### Step Four: Title IX Coordinator Conducts Investigation

- A trained investigator will schedule interviews with complainant and respondent, and conduct interview with witnesses, if applicable.
- The investigation aims to be completed within 30 business days, though timing may vary based on case complexity.

### Step Five: Resolution Options

- Informal Resolution: Non-judicial remedies to resolve issues without formal disciplinary action.
- Formal Resolution: Disciplinary action taken through formal procedures for more serious cases.

### Step Six: Notification and Documentation

- Both parties receive written notification of the investigation results within 60 business days.
- All reports and resolutions are documented and retained confidentially by the Title IX Coordinator.

### Step Seven: Wrap-up & Resolution

- The school aims to resolve cases within no more than 60 days, though extensions may apply for extenuating circumstances.

### For additional help:

If you have any questions or would like to speak with someone, please contact our Title IX Coordinator, Currie Augustine, Director, Career & Student Services at [caugustine@lfgsm.edu](mailto:caugustine@lfgsm.edu) or 847-574-5158. Additional details and support resources are available in our comprehensive policy, accessible [here](#).