



# PROCEDURE WORKFLOW FOR STUDENTS

**CALL 911 IF YOU REQUIRE EMERGENCY ASSISTANCE**

## DISCLOSING AND REPORTING SEXUALIZED VIOLENCE AT COLLEGE OF THE ROCKIES

If you have experienced sexualized violence, there are support resources available to you. You do not have to face it alone.

To access support services for disclosures, reports and referrals:  
**email [care@cotr.bc.ca](mailto:care@cotr.bc.ca) or call 250-489-2751 ex 4999 press 1 for student help.**

## PATHWAY TO SUPPORT

### DISCLOSURE

Making a disclosure means telling someone about an incident of sexualized violence. A disclosure does not result in an investigation.

**You can disclose to anyone you trust.**  
It's okay to let people know what you need.



### SUPPORT AT COLLEGE

- Counselling and Wellness
- Campus Manager
- Student Housing Coordinators
- Community Leaders

For more College support options look [here](#).

### SUPPORT IN COMMUNITY

- Friend, family, Elder
- Medical care
- Victim Services

For more community support options look [here](#).

### INTERIM MEASURES

- To ensure safety of you and the College community, the College may implement interim measures and provide with accommodations.



### REPORT

You have the right to decide whether to report sexualized violence. Submitting a report means you want the College to investigate an incident of sexualized violence. You can change your mind or withdraw your report at any time during the process.

**Here are the steps involved with reporting at College of the Rockies:**

1. Complete the online [Sexualized Violence Reporting Form](#) and click Submit.
2. The Director of Student Affairs will receive the report and respond to it within 72 hours.
3. An investigator will be assigned.
4. The investigator will interview all parties and collect relevant evidence.
5. The investigator will share the process, findings, and potential outcomes with the Director of Student Affairs.
6. The Director of Student Affairs will respond accordingly.

For more details about reporting look [here](#).

