

PROCEDURE FOR TITLE IX COMPLAINT

ALLEGATION OF SEXUAL ASSAULT OR SEXUAL VIOLENCE REPORTED

THE FOLLOWING PEOPLE ARE NOTIFIED IMMEDIATELY

- Appropriate VP
- Title IX Coordinator/Deputy

SEPARATE INTERVIEWS FOR COMPLAINANT & RESPONDENT WILL BE SCHEDULED

EVIDENCE GATHERED

- (1) The Complainant will be contacted within 2-7 business days to schedule an appointment to listen to his/her allegations.
- (2) Evidence will be gathered.
- (3) The Complainant will be given a written copy of the Step-by-Step Process Guide.
- (4) A Detailed Incident Report will be prepared and sent to both parties and the Appropriate VP.

The process will be repeated for the Respondent.

THE APPROPRIATE VP WILL RENDER A DECISION

SEVERE

DECISION RENDERED

The Appropriate VP will make a decision as to if Interim Measures, a Clery Timely Warning, and/or if outside authorities need to be notified, within 2 business days of receiving the Detailed Incidence Reports from the Title IX Coordinator.

The Appropriate VP will send a separate email to both parties within 2 business days and copy the Title IX Coordinator. The email will include the following:

- The Detailed Incident Report from the Complainant and the Respondent
- Notice that an Investigation is being conducted by a Special Investigator
- The Interim Measures that will be implemented during the investigation period
- Instructions to both the Complainant and Respondent that they are Not to Contact one another during the pendency of this case
- Instructions for how to report a violation to any of these conditions
- Notice that once the investigation is completed, a hearing will be conducted
- Notice on how the hearing date and location will be communicated

A SPECIAL INVESTIGATOR WILL BE NAMED AND WILL CONDUCT AN INVESTIGATION

TITLE IX COORDINATOR WILL SEND A NOTICE OF HEARING TO ALL PARTIES

- The location and time of the hearing
- A time to review all of the evidence used in creating the Special Investigators Report before the Hearing

HEARING WILL BE CONDUCTED

- Once the Special Investigator has concluded his investigation, he or she will present the evidence to the Student Disciplinary Committee
- The Complainant and the Respondent will be given the opportunity to address the Student Disciplinary Committee during the Hearing
- The Student Disciplinary Committee will render its Ruling before adjourning
- The audio of the Hearing will be recorded and made available to both parties

NOT SEVERE

THE CASE IS CLOSED

An email will be sent to both parties within 2-7 business days and include the following:

- The case rulings and outcome
- Disciplinary action (if any) that will be taken against one or both parties
- Notification that the case is closed
- Notification of how to appeal the decision

APPEAL PROCESS (IF REQUESTED)

- Either party may request an appeal of the decision of the Student Disciplinary Committee by sending a letter to the Title IX Coordinator within 10 business days of the Student Disciplinary Committee's Ruling.
- If no Appeal is received within 10 business days, the decision is final.

- The Appeal will be heard by the President or his designee.
- The Appeal will be scheduled within 5 days after receipt of the Notice of Appeal and will be scheduled within 30 business days.
- The Appeal will consider all evidence previously provided (including the Detailed Incidence Reports and the transcript of the Hearing) and additional statements from the Respondent, Complainant, and Special Investigator (if one was used).
- The President or his Designee will Rule on the Appeal no less than 10 business days after the Appeal is heard.
- The Ruling made by the President or his designee at the Appeal is final.