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***KBOCC Mission Statement:*** *As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

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## **Title IX Sexual Harassment and Non-Discrimination Policy**

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# A. Policy and Procedures for Title IX Sexual Harassment

## Section 1: Introduction

- 1.1 Policy Statement:** Keweenaw Bay Ojibwa Community College (KBOCC or College) is committed to creating and maintaining a learning and working environment that is free from unlawful discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act, Clery Act, and the Violence Against Women Act (VAWA). Sexual harassment and retaliation under this Policy will not be tolerated by the College and is grounds for disciplinary action, up to and including, permanent dismissal from the College and/or termination of employment.
- 1.2 Purpose:** The College takes all reported sexual misconduct and sexual harassment seriously. The College will promptly discipline any individuals within its control who are found responsible for violating this Policy. Additionally, reported sexual misconduct and sexual harassment that do not meet the definitions and jurisdiction of this Policy will be referred for review to the Dean of Student Services if allegedly committed by a student or the Human Resources Director if allegedly committed by an employee under the respective Code of Conduct in compliance with VAWA and the Clery Act (see the Student Handbook and Employee Handbook).
- 1.3 Applicability:** This Policy applies as follows:

  - a. To Students:** Where the Respondent is a student at the College at the time of the alleged conduct, the alleged conduct includes sexual harassment under this Policy, the alleged conduct occurs in the College's education program and activity, and the alleged conduct occurs against a person in the United States. A Complainant may only file a formal complaint if the Complainant is participating in or attempting to participate in the College's education program or activity.
  - b. To Employees:** Where the Respondent is an employee at the College at the time of the alleged conduct, where the alleged conduct includes sexual harassment under this Policy, the alleged conduct occurs in the College's education program and activity, and the alleged conduct occurs against a person in the United States. A Complainant may only file a formal complaint if the Complainant is participating in or attempting to participate in the College's education program or activity.
  - c. To Visitors and Third-Parties:** Where the Respondent is a visitor, guest, third-party, vendor, or contractor of the College at the time of the alleged conduct, the alleged conduct includes sexual harassment under this Policy, the alleged conduct occurs in the College's education program and activity, and the alleged conduct occurs against a person in the United States. A Complainant may only file a formal complaint if the Complainant is participating in or attempting to participate in the College's education program or activity.
- 1.4 Title IX Coordinator and Title IX Team:** The Title IX Coordinator is the College's administrator who oversees the College's compliance with Title IX. The Title IX Coordinator is responsible for administrative response to reports and formal complaints of sexual harassment. The Title IX Coordinator is available to discuss the grievance process, coordinate supportive measures,

explain the College's policies and procedures, and provide education on relevant issues. The Title IX Coordinator may designate one or more Deputy Title IX Coordinators to facilitate these responsibilities.

Individuals may contact the Title IX Coordinator or Deputy Title IX Coordinator with questions.

The contact information for the Title IX Coordinator and Deputy Title IX Coordinator is as follows:

**Name and Title:** Lindsay Hatzis, Title IX Coordinator  
**Email:** [lindsay@icslawyer.com](mailto:lindsay@icslawyer.com) or [titleix@kbocc.edu](mailto:titleix@kbocc.edu)  
**Phone:** 423-667-1838

**Name and Title:** Beth Fish, Deputy Title IX Coordinator  
**Email:** [bfish@kbocc.edu](mailto:bfish@kbocc.edu) or [titleix@kbocc.edu](mailto:titleix@kbocc.edu)  
**Phone:** 906-524-8402  
**Office Location:** Wabanung Campus  
770 N. Main St.  
Room 402W  
L'Anse, MI 49946

In addition to the Title IX Coordinator and Deputy Title IX Coordinator, the College appoints investigators, decision-makers, and informal resolution facilitators who have roles in the formal grievance process more fully explained in Sections 6 and 8 of this policy.

The Title IX Coordinator, Deputy Title IX Coordinator, investigators, decision-makers, and informal resolution facilitators will receive annual training in compliance with Title IX. All administrators in these roles will not rely on sex stereotypes and will provide impartial investigations and adjudications of formal complaints of sexual harassment. All materials used to train these administrators will be publicly made available on the College's website in accordance with Title IX requirements.

The Title IX Coordinator, Deputy Title IX Coordinators, investigators, decision-makers, and informal resolution facilitators shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

- 1.5 Notification:** The College will use College electronic mail (email) for purposes of communication and notification under this Policy.
- 1.6 Free Speech:** Constitutionally protected expression cannot be considered sexual harassment under this Policy.
- 1.7 Dissemination of Policy:** This Policy will be made available to all College administrators, faculty, staff, and students online at <https://www.kbocc.edu/title-ix-sex-discrimination/> and in the College's catalog(s) and any employee handbook of operating procedures.
- 1.8 Effective Date:** The effective date of this Policy is February 10, 2025. Matters that occurred between August 14, 2020 and the effective date will be resolved using this Policy. Matters that occurred prior to August 14, 2020 will be resolved using the policy and procedures in place at the time of the alleged misconduct.

- 1.9 Retaliation:** Neither the College nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this Policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by title IX or this Policy, constitutes retaliation.

Alleged acts of retaliation will be referred to the Dean of Student Services for students and Human Resources Director for employees to be investigated and resolved under the respective handbook.

The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this Policy.

- 1.10 False Statements:** The KBOCC Student Handbook prohibits knowingly furnishing false information to college personnel. Any student found to have knowingly furnished false information to college personnel may be subject to discipline pursuant to the Student Handbook. The KBOCC Employee Handbook prohibits the filing of false reports. Any employee found to have filed a false report may be subject to discipline pursuant to the Employee Handbook.

- a. Charging an individual with a Code of Conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this Policy does not constitute retaliation prohibited under Policy. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

- 1.11 Amnesty:** The College strongly encourages students and employees to report incidents of sexual harassment. Thus, it is imperative that parties and witnesses share information without fear of potential consequences for minor violations of the Student Handbook or Employee Handbook.

**1.11.1 Amnesty for Students:** KBOCC offers student parties and witnesses amnesty from minor violations of the Student Handbook that do not cause harm or place the health or safety of any other person at risk. However, students may be found responsible for other, more serious conduct that does harm or place the health or safety of any other person at risk. After granting amnesty, KBOCC may include educational opportunities for students in lieu of a finding of responsibility or punitive sanctions with the student. This Section does not apply to reports to the police; rather, it applies only to discipline for violations of KBOCC's Student Handbook.

**1.11.2 Amnesty for Employees:** KBOCC offers employee parties and witnesses amnesty from violations of the Employee Handbook that would not result in immediate dismissal. After granting amnesty, KBOCC may include educational opportunities for employees in lieu of a finding of responsibility or punitive sanctions with the employee. This Section does not apply to reports to the police;

rather, it applies only to discipline for violations of KBOCC's Employee Handbook.

- 1.12 Other College Policies:** This Policy takes precedence over other College policies and procedures concerning sexual harassment under Title IX in the event of a conflict.
- 1.13 Modification and Review of this Policy:** The College reserves the right to modify this Policy to take into account applicable legal requirements. The College will regularly review this Policy to determine whether modifications should be made.
- 1.14 Additional Student Handbook, Employee Handbook, or KBOCC Policy Violations:** Alleged violations of the Student Handbook, Employee Handbook, and/or other policies that arise from the same events as the alleged sexual harassment under this Policy will be investigated and resolved under the grievance process in this Policy unless the sexual harassment has been dismissed under Section 5.3 of this Policy.

## Section 2: Definitions

### 2.1 Definitions of Prohibited Conduct Under this Policy

**2.1.1 Sexual Harassment** means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity<sup>1</sup>; or
- (3) Sexual assault, dating violence, domestic violence or stalking as defined in this Policy.

**2.1.2 Sexual Assault** means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, including rape, fondling, incest, and statutory rape as defined in this Policy.

**2.1.3 Rape<sup>2</sup>** means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

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<sup>1</sup> A severe, pervasive, and objectively offensive assessment includes, but is not limited to, a consideration of the frequency of the offensive conduct, the nature of the unwelcome sexual acts or words, such as whether the harassment was physical, verbal or both; whether the harassment was merely an offensive utterance; and the number of victims involved and the relationship between the parties including, but not limited to, the ages of the harasser and the victim. In evaluating whether conduct is severe, pervasive, and objectively offensive, the College will look at the totality of the circumstances, expectations and relationships.

<sup>2</sup> Rape as defined in the Uniform Crime Reporting Program (UCR) includes:

Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

- 2.1.4 Fondling** means the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will (non-consensually) or not forcibly or against the person's will in instances where the complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- 2.1.5 Incest** means nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- 2.1.6 Statutory Rape** means nonforcible sexual intercourse with a person who is under the statutory age of consent.
- 2.1.7 Dating Violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

The existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship,
- The type of relationship,
- The frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

- 2.1.8 Domestic Violence** includes felony or misdemeanor crimes of violence committed by:
- a current or former spouse or intimate partner of the victim,
  - a person with whom the victim shares a child in common,
  - a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
  - a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or
  - any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of jurisdiction.
- 2.1.9 Stalking** means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
- fear for his or her safety or the safety of others; or
  - suffer substantial emotional distress.

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Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with and Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

## **2.2 Definitions Related to Sexual Harassment: Consent, Course of Conduct, Incapacitation, Reasonable Person, Substantial Emotional Distress**

**2.2.1 Consent** is affirmative, conscious, voluntary, and revocable. Consent to sexual activity requires of each person an affirmative, conscious, and voluntary agreement to engage in sexual activity.

It is the responsibility of each person to ensure they have the affirmative consent of the other to engage in the sexual activity. Lack of protest, lack of resistance, or silence do not, alone, constitute consent. Affirmative consent must be ongoing and can be revoked at any time during sexual activity.

The existence of a dating relationship or past sexual relations between the Complainant and Respondent will never by itself be assumed to be an indicator of consent (nor will subsequent sexual relations or dating relationship alone suffice as evidence of consent to prior conduct).

The Respondent's belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable. In making this determination, the decision-maker will consider all of the facts and circumstances the Respondent knew, or reasonably should have known, at the time. In particular, the Respondent's belief is not a valid defense where:

- (1) The Respondent's belief arose from the Respondent's own intoxication or recklessness;
- (2) The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented; or
- (3) The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was:
  - asleep or unconscious;
  - unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication;
  - unable to communicate due to a mental or physical condition.

**2.2.2 Course of Conduct** means two or more acts, including, but not limited to, acts in which the individual directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

**2.2.3 Incapacitation** means that a person lacks the ability to actively agree to sexual activity because the person is asleep, unconscious, under the influence of alcohol or other drugs such that the person does not have control over their body, is unaware that sexual activity is occurring, or their mental, physical or developmental abilities render them incapable of making rational informed decisions. Incapacitated is a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely as a result of drinking, using drugs, or taking medication.



A person violates this Policy when they engage in sexual activity with another person who is Incapacitated and a reasonable person in the same situation would have known that the person is Incapacitated. Incapacitation can be voluntary or involuntary. Signs of Incapacitation may include, without limitation: sleep; total or intermittent unconsciousness; lack of control over physical movements (e.g., inability to dress/undress without assistance; inability to walk without assistance); lack of awareness of circumstances or surroundings; emotional volatility; combativeness; vomiting; incontinence; unresponsiveness; and inability to communicate coherently. Incapacitation is an individualized determination based on the totality of the circumstances.

**2.2.4 Reasonable Person** means a reasonable person under similar circumstances and with similar identities to the victim.

**2.2.5 Substantial Emotional Distress** means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

## 2.3 Other Defined Terms

**2.3.1 Actual Knowledge** means notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator, except that actual knowledge is not met when the only individual with actual knowledge is the Respondent.

**2.3.2 Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

**2.3.3 Confidential Employee** means an individual who will not report any information about an incident to the Title IX Coordinator without the Complainant's permission.

**2.3.4 Disciplinary Sanctions** are consequences imposed on a Respondent only after a finding of responsibility through the grievance process or an agreement through the informal resolution process.

**2.3.5 Education Program or Activity** includes locations, events, or circumstances over which the College exercises substantial control over both the Respondent and the context in which the sexual harassment occurs. This includes conduct that occurs on College property, during any College activity, or in any building owned or controlled by a student organization that is officially recognized by the College.

**2.3.6 Formal Complaint** means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that the College investigate the allegation of sexual harassment.

**2.3.7 Party** means a Complainant or Respondent. Complainants and Respondents are referred to collectively as "parties" throughout this Policy.

**2.3.8 Remedies** are designed to restore or preserve equal access to the College's education program or activity. Remedies may include, but are not limited to, the same individualized services as supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.

**2.3.9 Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. Complainants and Respondents are referred to collectively as “parties” throughout this Policy.

**2.3.10 Responsible Employee** means any individual who is employed by the College and not deemed to be a confidential employee. Responsible Employees are required by the College to report sexual harassment to the Title IX Coordinator promptly upon receiving a report of a sexual harassment.

**2.3.11 Supportive Measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College’s education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College’s educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

**2.3.12 Working day** means any weekday not designated by the College as a holiday or administrative closure day. When calculating a time period of working days specified in this Policy, the working day of the event that triggers a time period is excluded.

## **Section 3: Reporting Sexual Harassment and Preservation of Evidence**

### **3.1 Reporting to the College**

**3.1.1 Reporting to Title IX Coordinator:** Reports of sexual harassment may be made to the Title IX Coordinator in any of the following ways, by anyone, at any time: email, phone, [online form](#), mail. Reports may be made to the Title IX Coordinator in person at the Wabanung Campus, Room 402W. After Title IX sexual harassment has been reported to the Title IX Coordinator, the Title IX Coordinator will promptly offer supportive measures to the Complainant, regardless of whether the Complainant was the reporter of the sexual harassment.

Filing a report with the Title IX Coordinator will not automatically result in the College conducting an investigation. A formal complaint must be filed for an investigation to occur (See Section 5).

**3.1.2 Reporting to Confidential Employees:** Confidential employees at KBOCC include the following:

**Name and Title:** Jamie Schultz, Academic Affairs Administrative Assistant

**Phone:** 906-524-8209

**Email:** [jschultz@kbocc.edu](mailto:jschultz@kbocc.edu)

Reports of sexual harassment made to confidential employees are considered confidential reports and therefore will not be reported to the Title IX Coordinator without the Complainant's permission and will not constitute actual notice to the College.

KBOCC also uses outside contractors, such as UWill, to provide mental health services to students and employees. These contracted providers are not defined as employees of KBOCC, but their confidential role will be acknowledged by KBOCC in this Policy for clarity to those using their services as an extension of KBOCC. Therefore, any report of alleged sexual harassment made to one of these contracted providers will be considered a confidential report and will not be reported to the Title IX Coordinator without the Complainant's permission and will not constitute actual notice to the College.

**3.1.3 Reporting to Responsible Employees:** All College employees who are not designated as confidential employees must promptly report alleged sexual harassment that they become aware of to the Title IX Coordinator.

**3.1.4 Anonymous or Confidential Reporting:** Anonymous reports may be made to the Title IX Coordinator by email ([titleix@kbocc.edu](mailto:titleix@kbocc.edu)), phone, [online form](#) or mail. A decision to remain anonymous, however, may greatly limit the College's ability to stop the alleged conduct, collect evidence, or take action against parties accused of violating the Title IX Sexual Harassment Policy.

Individuals may file a report with the Title IX Coordinator and request to remain confidential. The College will evaluate the ability to afford confidentiality. However, doing so may greatly limit the College's ability to stop the alleged conduct, collect evidence, or take action against parties accused of violating the Title IX Sexual Harassment Policy.

**3.2 Reporting to Law Enforcement:** Reports may be filed with local law enforcement agencies. The Title IX Coordinator can assist with contacting law enforcement agencies. Law enforcement investigations are separate and distinct from the College's investigations.

Village of L'Anse Police Department  
101 N. Main Street, L'Anse MI  
906-524-6150  
[lansepd@lansemi.org](mailto:lansepd@lansemi.org)

KBIC Tribal Police  
15817 US 41, Baraga, MI  
906-353-6626

Baraga County Sheriff  
940 US Highway 41, L'Anse, MI  
906-524-6100, ext. 695

**3.3 Reporting to Outside Agencies:** Students and employees may report to external agencies:

Office for Civil Rights U.S. Department of Education  
1350 Euclid Avenue, Suite 325  
Cleveland, Ohio 44115  
Telephone: (216) 522-4970  
TDD: (800) 877-8339  
Fax: (216) 522-2573

Email: [OCR.Cleveland@ed.gov](mailto:OCR.Cleveland@ed.gov)  
Website: <http://www.ed.gov/ocr>

Michigan Department of Health and Human Services  
47420 State Hwy M26, Suite 62  
Houghton, MI 49931  
Telephone: (906) 482-0500

Michigan Department of Civil Rights Capitol Tower Building  
110 West Michigan Avenue, Suite 800  
Lansing, MI 48933  
Telephone: (517) 335-3165  
Fax: (517) 241-0546  
Email: [MDCRInfo@michigan.gov](mailto:MDCRInfo@michigan.gov)

U.S. Equal Employment Opportunity Commission (employees only)  
Patrick V. McNamara Building  
477 Michigan Avenue, Room 865  
Detroit, Michigan 48226  
Telephone: (313) 774-0020  
TTY: (800) 669-4000  
Fax: (313) 226-4610

### **3.4 Outside Agency Confidential Support and Resources:**

#### **3.4.1 KBOCC Confidential Resources:**

UWill <https://app.uwill.com/>

#### **3.4.2 Community Confidential Resources:**

KBIC Niimigimiwang Victim Services  
Call (24-hour Helpline): 855-202-8375 or 906-353-4599

Baraga County Shelter Home  
Call (24-hour Helpline): 906-524-7078  
[www.bcshester.org](http://www.bcshester.org)

Dial Help Call  
(24-hour Helpline): 800-562-7622  
Text: 906-356-3337  
[www.dialhelp.org](http://www.dialhelp.org)

#### **3.4.3 State Resources:**

State of Michigan  
Sexual Assault Hotline (24/7): 1-855-864-2374  
Text: 1-866-238-1454  
Online: <https://mcedsv.org/sexual-violence-hotline-chat/>

Michigan Domestic Violence

Hotline Phone: 1-866-864-2338  
Text: 877-861-0222  
Online: <https://mcedsv.org/hotline-domestic-violence/hotline-chat/>

Michigan Department of Health & Human Services  
Copper Shores Victim Services Unit  
Call: 800-562-7622  
Text: 906-356-3337  
Email: [vs@coppershores.org](mailto:vs@coppershores.org)  
Online: [www.coppershores.org/victim-support](http://www.coppershores.org/victim-support)

#### **3.4.4 National Resources:**

National Sexual Assault Hotline  
Phone (24/7): 1-800-656-4673  
Online: <https://hotline.rainn.org/online>

National Domestic Violence  
Hotline Phone: 1-800-799-7233  
Text: Text "START" to 88788

**3.5 Time Limits on Reporting:** There are no time limits on reporting sexual harassment to the Title IX Coordinator or the College. If the Respondent is no longer subject to the College's education program or activity or significant time has passed, the College will have limited ability to investigate, respond and/or provide remedies and disciplinary sanctions.

**3.6 The College's Federal Reporting Obligations:** Certain College employees, called Campus Security Authorities, have a duty to report certain incidents of misconduct to comply with the Clery Act. Campus Security Authorities are not required to report personally identifiable information for Clery Act purposes, but statistical information must be sent regarding the type of incident that occurred and its general location (e.g., on or off-campus) for publication in an annual report of crime statistics, called the Annual Security Report. Statistics published in the Annual Security Report help to provide the campus community with a clearer picture of the extent and nature of campus crime, but the statistics do not personally identify Complainants or Respondents. Reports by Campus Security Authorities are not official police reports and do not initiate criminal investigations.

When sexual assault, domestic violence, dating violence, and/or stalking are reported under the Clery Act, the College must issue timely warnings for such incidents that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

The College will not disclose a Complainant's name and other identifying information in a timely warning but will provide sufficient information for college community members to make informed safety decisions in response to potential danger.

**3.7 Preservation of Evidence:** The College recognizes that a Complainant may need time to decide whether to report an incident of sexual harassment to the police and/or the College. Preserving evidence is important as it may assist in proving that an alleged criminal offense occurred or may be helpful in obtaining a protection order.

Below are suggestions for preserving evidence while an individual decides whether to report an incident.

- Have a forensic sexual assault nurse examination performed as soon as possible after the incident, but no later than 72-96 hours after the incident
- When possible, prior to having a forensic sexual assault nurse examination performed, avoid: changing clothing, bathing, showering, using a douche, using the bathroom, brushing one's teeth, drinking liquids, washing one's hands or face, or combing one's hair;
- Preserve any clothing, sheets, or other materials (items containing bodily fluids should be stored in cardboard boxes or paper bags);
- Preserve or capture electronic communications such as text messages, e-mails, social media posts or exchanges (e.g., Snapchat, Facebook, Twitter);
- Preserve or capture video, audio (e.g., voice mail messages), or photographs, including those stored on smartphones or other devices;
- Take photographs of physical injuries; and
- Preserve any other physical, documentary, and/or electronic data that might be helpful to an investigator.

## **Section 4: Initial Response to Reported Sexual Harassment**

**4.1 Initial Contact with Complainant:** Upon receipt of a report of sexual harassment, the Title IX Coordinator will promptly contact the Complainant, regardless of whether the Complainant was the individual who initiated the report.

The initial contact with the Complainant will include a written explanation of the Complainant's rights and options, including:

- How to file a formal complaint with the College;
- Explanation of the College's grievance process;
- The availability of supportive measures regardless of whether a formal complaint is filed.

**4.2 Supportive Measures:** Supportive measures are reasonably available and appropriate individualized services designed to restore or preserve equal access to the College's education programs or activities, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment.

Supportive measures are non-disciplinary and non-punitive. They must not unreasonably burden the other party. They are available without fee or charge to the Complainant and the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed.

Supportive measures may include, but are not limited to:

- counseling,
- extensions of deadlines or other course-related adjustments,
- modifications of work or class schedules,
- campus escort services,
- mutual restrictions on contact between the parties,
- changes in work or housing locations,
- leaves of absence,
- increased security and monitoring of certain areas of the campus, and
- other similar measures.

The College will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the College to provide supportive measures.

The Title IX Coordinator is responsible for coordinating the effective implementation for supportive measures.

## **Section 5: Formal Complaint**

When a formal complaint is submitted to the Title IX Coordinator it initiates the grievance process, which includes an investigation and hearing.

**5.1 Filing a Formal Complaint:** A formal complaint must:

- (1) Contain an allegation of sexual harassment against a Respondent;
- (2) Request that the College investigate the allegation; and
- (3) Be signed by the Complainant or Title IX Coordinator.

A Complainant must be participating in or attempting to participate in the College's education program or activity at the time the formal complaint is filed. A formal complaint may be filed with the Title IX Coordinator by e-mail, in person, or by mail.

**5.2 Title IX Coordinator Considerations for Filing Formal Complaint:** In limited circumstances, if a Complainant does not sign a formal complaint, the Title IX Coordinator may sign a formal complaint. In determining whether to sign a formal complaint, the Title IX Coordinator will consider factors that include but are not limited to:

- Whether there have been other reports of sexual harassment or other relevant misconduct concerning the same Respondent whether or not the incidents occurred while the Respondent was a College student or employee;
- Whether the Respondent threatened further sexual harassment or other misconduct against the Complainant or others;
- Whether the alleged sexual harassment was committed by multiple perpetrators;
- The nature and scope of the alleged sexual harassment including whether the sexual harassment was perpetrated with a weapon;
- The ages and roles of the Complainant and the Respondent;
- Whether the College can pursue the investigation without the participation of the Complainant (e.g., whether there are other available means to obtain relevant evidence of the alleged sexual harassment such as security cameras or physical evidence);
- Whether the report reveals a pattern of perpetration (e.g., perpetration involving illicit use of drugs or alcohol) at a given location or by a particular group.

**5.3 Dismissal of a Formal Complaint:**

**5.3.1 Required Dismissal:** The Title IX Coordinator will dismiss a formal complaint for purposes of sexual harassment if:

- (1) The conduct alleged in the formal complaint would not constitute sexual harassment as defined in this Policy even if proved;
- (2) The conduct alleged did not occur in the College's education program or activity; or

(3) The conduct alleged did not occur against a person in the United States.

Dismissal of a formal complaint does not preclude action under other provisions of the College's policies and procedures. If a formal complaint is dismissed under this section, it will be reviewed to determine whether the matter will be pursued under another College policy.

**5.3.2 Permissive Dismissal:** The Title IX Coordinator may dismiss a formal complaint or any allegations within the formal complaint, if at any time during the investigation or hearing:

(1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations within the formal complaint,

(2) The Respondent is no longer enrolled or employed by the College, or

(3) Specific circumstances prevent the College from gathering evidence sufficient to reach a determination as to the formal complaint or allegations within the formal complaint.

**5.3.3 Notification of Dismissal of a Complaint:** Upon a dismissal of a formal complaint, the College will promptly send simultaneous written notice to the parties informing them of the dismissal and reason for the dismissal.

**5.3.4 Appeal of Dismissal:** Either party may appeal the dismissal of a formal complaint or any allegations therein. See Section 7 for bases and process for appeals.

**5.4 Consolidation of Formal Complaints:** The Title IX Coordinator may consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

## Section 6: Grievance Process

The grievance process within this Policy is designed to treat Complainants and Respondents equitably. Remedies are provided to a Complainant where a determination of responsibility for sexual harassment has been made against the Respondent and disciplinary sanctions are not imposed against a Respondent prior to the completion of the grievance process.

### 6.1: General Grievance Process Information:

**6.1.1 Burden of Proof and Burden of Gathering Evidence:** All investigations and proceedings, including hearings, relating to sexual harassment will be conducted using a "preponderance of the evidence" (more likely than not). The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the College, not the parties.

**6.1.2 Presumption of Not Responsible:** The Respondent is presumed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the end of the grievance process.

**6.1.3 Time Frames for Grievance Process:** The College strives to complete the grievance process within one hundred and twenty (120) working days. Temporary delays and/or extensions of the time frames within this Policy may occur for good cause. Written notice



will be provided to the parties regarding the delay and/or extension of the time frames with an explanation of the reasons for such action. Examples of good cause for delay/extensions include but are not limited to considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

**6.1.4 Medical Records:** The College will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless the College obtains that party's voluntary, written permission to do so for the grievance process within the Policy.

**6.1.5 Privileged Information:** The College will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived the privilege.

**6.1.6 Range of Disciplinary Sanctions:** Sanctions that may be required if an individual is found responsible for violating this Policy include:

For Students:

- Verbal Warning
- Written Warning
- Intervention/Corrective Action
- Disciplinary Probation
- Restitution
- Suspension
- Expulsion
- Referral to Law Enforcement

For Employees:

- Corrective Action
- Verbal Reprimand
- Written Reprimand
- Suspension
- Termination

**6.1.7 Notice of Meetings, Interviews, and Hearings:** Parties and witnesses will be provided notice of any meeting, interview, and/or hearing with sufficient time to prepare to participate. This notice will include the date, time, location, participants and purposes of the meeting, interview and/or hearing.

**6.2 Notice of Allegations:** Upon receipt of a formal complaint, the Title IX Coordinator or investigator will provide a Notice of Allegations to the parties who are known. The Notice of Allegations will include:

- (1) Notice of the College's grievance process.
- (2) Notice of the College's informal resolution process.

- (3) Notice of the allegations of sexual harassment including:
  - The identities of the parties involved in the incident, if known,
  - The conduct allegedly constituting sexual harassment, and
  - The date and location of the alleged incident, if known.
- (4) Notice that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- (5) Notice that the parties may have an advisor of their choice, who may be, but is not required to be an attorney.
- (6) Notice that the parties and their advisor may inspect and review evidence as explained in Section 6.3.2 of this Policy.
- (7) Notice of the College's handbook provisions that prohibit knowingly making false statements or knowingly submitting false information during the grievance process.

The Notice of Allegations will be updated and provided to the parties if at any time during the investigation the College decides to investigate allegations about the Complainant or Respondent that are not included in the initial Notice of Allegations.

**6.3 Investigation of Formal Complaint:** The College will conduct an investigation following a formal complaint and Notice of Allegations. During all meetings and interviews the parties may be accompanied by an advisor of their choice, which can be, but is not required to be an attorney. During the investigation stage of the grievance process, the advisor's role is limited to assisting, advising, and/or supporting a Complainant or Respondent. An advisor is not permitted to speak for or on behalf of a Complainant or Respondent or appear in lieu of a Complainant or Respondent during the investigation phase of the grievance process.

- 6.3.1 Opportunity to Provide Information and Present Witnesses:** Each party will be provided an equal opportunity to provide information to the investigator and present witnesses for the investigator to interview. The information provided by the parties can include inculpatory and exculpatory evidence. The witnesses can include both fact witnesses and expert witnesses.
- 6.3.2 Opportunity to Inspect and Review Evidence:** Each party will be provided an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which the College does not intend to rely upon in reaching a determination regarding responsibility. This review includes inculpatory and exculpatory evidence that is obtained by a party, witness, or other source. Each party and their advisor (if any) will be provided an electronic copy of the evidence for inspection and review. The parties will have ten (10) working days to review and submit a written response to the investigator. The investigator will consider the written responses prior to completing an investigative report. All evidence provided during the inspection and review phase will be available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross examination.
- 6.3.3 Investigative Report:** Following the opportunity to inspect and review evidence directly related to the allegations raised in the formal complaint, the investigator will create an investigative report that fairly summarizes relevant evidence obtained during the investigation.

**6.3.4 Review of the Investigative Report:** At least ten (10) working days prior to a hearing, the investigator will provide each party and the party's advisor an electronic copy of the investigative report for their review and written response.

**6.3.5 Investigation Timeframe:** The investigation of a formal complaint will generally be concluded within ninety (90) working days of the filing of a formal complaint. Temporary delays and/or extensions may occur for good cause. Written notice will be provided to the parties regarding the delay and/or extension of the time frame with explanation of the reasons for such action. Examples of good cause for delay/extensions include, but are not limited to, considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. The parties will be provided with updates on the progress of the investigation, as needed.

**6.4 Live Hearing:** After the investigation, the College will provide for a live hearing for all formal complaints of sexual harassment that have not been dismissed per Section 5.3 or resolved by informal resolution under Section 8. At the request of either party, or at the discretion of the Title IX Coordinator, the College will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the other party or witness answering questions.

**6.4.1 Information at the Hearing:** The following information/evidence will be available in electronic form at the hearing:

(1) Evidence from the investigation, including the evidence directly related to the allegations that was reviewed by the parties, regardless of whether it was incorporated into the investigative report.

(2) The investigative report and any attachments/appendices.

**6.4.2 Decision-maker:** The decision-maker (also known as the hearing officer) will be appointed by the College and will not be the Title IX Coordinator or investigator. The decision-maker will be trained, impartial, and without a conflict of interest. The parties will be notified of the identity of the decision-maker in advance of the hearing.

**6.4.3 Challenge to a decision-maker:** Either party may challenge the appointment of a decision-maker, based on conflict of interest or bias, in writing to the Title IX Coordinator, within forty-eight (48) hours of notification of the decision-maker's identity. When a challenge is made, the Title IX Coordinator will review the challenge and determine if a different decision-maker shall be assigned.

**6.4.4 Advisor's Role at the Hearing:** Each party must have an advisor present at the hearing. The advisor's role is limited to supporting, advising, and assisting the party during the hearing and conducting questioning (cross-examination) of participants. Advisors are required to follow rules of decorum enforced by the decision-maker. Failure to follow the rules of decorum by an advisor may result in the removal of an advisor from the hearing. If a party does not have an advisor present at the live hearing, the College will appoint the party with an advisor without fee or charge.

**6.4.5 Recording of the Hearing:** The College will create an audio or audiovisual recording of all live hearings and make the recording available to the parties for inspection or review.

- 6.4.6 Hearing Process Facilitator and Pre-Hearing Meeting:** The College may designate a hearing process facilitator to coordinate the hearing, including, but not limited to, coordination and scheduling of the hearing; the logistics of physical or virtual rooms for parties and/or witnesses, including separation of the parties; ensuring all technology is working appropriately; ensuring the parties have access to electronic documents during the hearing; distributing materials; etc. The facilitator may also be the Title IX Coordinator. The facilitator may invite the parties and their advisors, separately, to a meeting prior to the hearing to review the hearing process for the purpose of ensuring a smooth hearing.
- 6.4.7 Participants in the Hearing:** Participants at the hearing include the decision-maker, the investigator(s) who conducted the investigations, the parties, advisors to the parties, witnesses, and anyone providing authorized accommodations. In addition, the College may have a hearing facilitator present. Any witnesses scheduled to participate in the hearing must have been first interviewed by the investigator(s) or have provided a written statement or answered questions from the investigator in writing. Witnesses and investigators will only be present at the hearing while answering questions directed to them.
- 6.4.8 Notice of Hearing:** After the investigative report has been completed, the hearing process facilitator will contact the parties and their advisors to schedule the hearing and provide the appointed decision-maker's identity. Once the hearing is scheduled, the parties and their advisors will be provided with a Notice of the Hearing. The Notice will include the date, time, location, name of the decision-maker, names of all participants in the hearing, and the location (virtual or in person) of the hearing.
- 6.4.9 Hearing Process and Phases:** The live hearing will include the following phases:
- (1) Preliminary Information:** After introductions, the decision-maker will review the hearing procedures and the allegations.
- (2) Opening Statements:** Each party will have the opportunity to present an opening statement to the decision-maker, not to exceed five (5) minutes.
- (3) Questioning of Hearing Participants (Parties and Witnesses):**
- i. By the Decision-maker:** The decision-maker will ask initial questions of the participants at the hearing.
- ii. By the Advisors:** After the decision-maker asks questions of a participant, each party's advisor will be permitted to ask relevant questions and follow up questions orally, directly, and in real time of the participant. The parties are never permitted to ask questions of participants directly. The questioning of participants by advisors will be conducted in the following manner:
- A question is asked by an advisor
  - Before participant answers the questions, the decision-maker determines whether the question is relevant
  - If the question is determined relevant by the decision-maker, the participant answers the question
  - If the question is determined not to be relevant by the decision-maker, the decision-maker must explain the decision to exclude a question as not relevant.

**iii. Questions and Evidence:** Questions and evidence at the hearing must be relevant. The decision-maker determines whether questions and evidence are relevant.

Questions and evidence related to the following are excluded:

- **Sexual Predisposition or Prior Sexual Behavior of the Complainant:** Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove Consent.
- **Privileged Information:** No person will be required to disclose information protected under a legally recognized privilege. The decision-maker must not allow into evidence or rely upon any questions or evidence that may require or seek disclosure of such information, unless the person holding the privilege has waived the privilege. This includes information protected by the attorney-client privilege.
- **Medical Records:** Evidence or records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, are not permitted to be used during a hearing unless the party provides voluntary, written permission to do so for the grievance process within this Policy.

**(4) Closing Statements:** Each party will have the opportunity to present a closing statement to the decision-maker, not to exceed five (5) minutes.

**6.4.10 Determination Regarding Responsibility:** After the live hearing, the decision-maker will deliberate in private and issue a written determination regarding responsibility using the preponderance of the evidence standard. The decision-maker will submit the written determination to the Title IX Coordinator, who will provide the Complainant and the Respondent with the written determination simultaneously. The written determination will include:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of this Policy to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions that the College imposes on the Respondent, and whether remedies designed to

- restore or preserve equal access to the College's education program or activity will be provided by the College to the Complainant<sup>3</sup>; and
- The procedures and permissible bases for the Complainant and Respondent to appeal.

The determination regarding responsibility becomes final either on the date that the College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or, if an appeal is not filed, the date on which an appeal would no longer be considered timely.

## Section 7: Appeals

Either party may appeal the determination regarding responsibility, or the dismissal of a formal complaint or any allegations therein within ten (10) working days of the receipt of the determination regarding responsibility or dismissal. The appeals must be made in writing and delivered to the Title IX Coordinator.

**7.1 Bases for Appeal:** Appeals of the determination of responsibility or the dismissal of a formal complaint may be made on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; or
- The Title IX Coordinator, investigator(s), or decision-maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

**7.2 Appeal Procedures:** If an appeal is submitted, the College will:

- (1) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.
- (2) Ensure that the decision-maker for the appeal is not the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator(s) or the Title IX Coordinator.
- (3) Provide the non-appealing party with five (5) working days from receipt of the notification of appeal to submit a written statement in support of, or challenging, the outcome of the determination or dismissal.
- (4) Issue a written decision describing the result of the appeal and the rationale for the result, which can be one of the following:
  - Affirm the decision-maker's determination regarding the Respondent's responsibility and affirm the disciplinary sanctions and remedies, if applicable;
  - Affirm the decision-maker's determination regarding the Respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable;
  - Remand the process back to the hearing stage for the decision-maker to remedy any procedural irregularity or consider any new evidence;

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<sup>3</sup> The Title IX Coordinator is responsible for the implementation of any remedies.

- Reverse the decision-maker's determination of the Respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable; or

(5) Provide the written decision simultaneously to both parties.

**7.3 Appeal Timeframe:** The appellate decision-maker will release the written decision within twenty (20) working days of receiving the appeal.

## **Section 8: Informal Resolution Process**

At any time after a formal complaint has been signed and before a determination regarding responsibility has been reached, the parties may voluntarily agree to participate in an informal resolution facilitated by the College that does not involve a full investigation and hearing. Types of informal resolution include, but are not limited to, mediation, training, no contact orders, restrictions on access to campus locations, probation, and restorative justice and resolution by agreement of the parties.

**8.1 Informal Resolution Notice:** Prior to entering the informal resolution process, the College will provide the parties with a written notice disclosing:

(1) The allegations;

(2) The requirements of the informal resolution process, including the right of any party to withdraw from the informal resolution process and resume the grievance process, and the circumstances which preclude parties from resuming a formal complaint arising from the same allegations;

(3) Consequences resulting from the informal resolution process, including that the records will be maintained for a period of seven (7) years but will not be used by investigators or decision-makers if the formal grievance process resumes.

**8.2 Informal Resolution Agreement:** Prior to entering the informal resolution process, the parties must voluntarily agree, in writing to the use of the informal resolution process.

**8.3 Informal Resolution Availability:** The informal resolution process is not permitted to resolve allegations that an employee committed sexual harassment against a student.

**8.4 Informal Resolution Timeframe:** Facilitation of informal resolutions of a formal complaint will generally be concluded within forty-five (45) days of notice to the College that both parties wish to proceed with the informal resolution process. Such notice that the parties wish to proceed with an informal resolution process will "pause" the counting of the timeframe to conclude the grievance process of this Policy, should the informal resolution process fail, and the parties continue with the Grievance Process.

**8.5 Informal Resolution Documentation:** Any final resolution pursuant to the Informal Resolution process will be documented and kept for seven (7) years. However, no recording of the informal resolution process will be made and all statements made during the informal resolution process will not be used for or against either party (and the decision-maker and/or appellate decision-maker may not consider any such statement made during informal resolution) should the parties resume the grievance process. Failure to comply with an informal resolution agreement may result in disciplinary action.

## **Section 9: Emergency Removal and Administrative Leave**

**9.1 Emergency Removal:** At any time after the Title IX Coordinator is on notice of sexual harassment, the College may remove a Respondent on an emergency basis. The College will only conduct an emergency removal after:

- (1) Undertaking an individualized safety and risk analysis,
- (2) Determining that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and
- (3) Providing the Respondent with notice and an opportunity to challenge the decision to the Title IX Coordinator, within two (2) working days following the removal.

**9.2 Administrative Leave:** The College may place a non-student employee Respondent on administrative leave during the pendency of the grievance process in this Policy.

## **Section 10: Recordkeeping**

The College will maintain all of the documentation related to reports of sexual harassment, formal complaints, the grievance process, and the informal resolution process for seven (7) years in accordance with state and federal records laws and requirements. The documentation of all records is private and confidential to the extent possible under law. Student records of the grievance process are disciplinary records under the Family Education Rights and Privacy Act (FERPA). Employee records of the grievance process are subject to the Freedom of Information Act (FOIA) and included in the employee's official employment record.

## **Section 11: Additional Conduct Violations Related to This Policy**

Alleged violations of the terms in this section will be sent to the Dean of Student Services for student Respondents or the Human Resources Director for employee Respondents for investigation and adjudication under the College's Student Handbook or Employee Handbook, respectively.

- a. Retaliation
- b. False Information
- c. Interference with Grievance Process
- d. No Contact Directive Violations

## **B. Procedures for Resolution of Non-Discrimination Complaints**

### **Section 1: Applicability**

The procedures in this section shall be used to investigate and resolve reported Title IX matters that allege sex discrimination or sexual harassment that fall outside of the Title IX Sexual Harassment Policy. These procedures shall be used in conjunction with the Title IX Sexual Harassment Policy for purposes of identification of definitions (A. Section 2.0) and reporting options (A. Section 3.0).

Discrimination prohibited under this Policy includes: the exclusion from participation in, denial of the benefits from, or subjection to unfavorable treatment in any College education program or activity on the basis of sex.



## Section 2: Advisors

Complainants and Respondents may be accompanied by an advisor of their choice throughout the investigation. An advisor's role is limited to assisting, advising, and/or supporting a Complainant or Respondent. An advisor is not permitted to speak for or on behalf of a Complainant or Respondent or appear in lieu of a Complainant or Respondent.

## Section 3: Investigation Procedures

If the allegations fall within the scope of this Policy and the matter does not resolve using the informal resolution process, the College will conduct a prompt, thorough, and impartial investigation of the reported discrimination. The Title IX Coordinator or their designee will appoint one or more investigators who will conduct investigative meetings, gather information and evidence, and make an independent determination as to whether a violation of the Policy occurred using a preponderance of the evidence standard.

The Respondent is presumed not responsible until a determination has been reached by the investigator.

**3.1 Notice of Allegations:** A written Notice of Allegations will be sent to the Complainant and Respondent, constituting the initiation of the investigation. The Notice of Allegations will contain a summary of the allegation(s) or conduct at issue. This will include the identities of the parties involved, the date and location of the incident (if known), and a link to the appropriate policies. Once the Notice of Allegations has been sent to the parties, the investigation begins.

**3.2 Investigation Process:** The Complainant and Respondent will have an equal opportunity to be heard, identify witnesses, and provide information and evidence. The investigator will gather additional information and evidence as appropriate, including, but not limited to, social media information, text messages, email messages, videos, and other records. The investigator has the discretion to determine the relevance of information and witnesses and decide whether information or evidence should be excluded as irrelevant.

**3.3 Timing of the Investigation:** The College strives to complete the investigation within sixty (60) working days from the issuance of the Notice of Allegations. All extensions of this time frame will be communicated with the parties in writing.

**3.4 Report:** At the conclusion of the investigation, the investigator will draft a report with a finding regarding responsibility based on a preponderance of the evidence standard. The report will include the applicable sanctions if there is a finding of "responsible." Sanction determinations will be made in collaboration with the Human Resources Director if the Respondent is a faculty or staff member, or the Dean of Student Services if the Respondent is a student. A copy of the report will be provided simultaneously to the Complainant and Respondent.

## Section 4: Appeals

The Complainant or Respondent may appeal the decision of the investigator based only on the following grounds:

- The existence of a procedural irregularity that materially affected the outcome;
- The existence of new evidence that was not reasonably available at the time the determination regarding responsibility that could have affected the outcome;

- The Title IX Coordinator and/or investigator(s) had a conflict of interest or bias that affected the outcome;

Appeals must be made in writing and submitted to the Title IX Coordinator within ten (10) working days of receipt of the final decision. The appellate decision maker will notify the non-appealing party of the appeal and allow for written response from the non-appealing party. A determination regarding the appeal will be made by the appellate decision-maker within twenty (20) working days.

## **Section 5: Acceptance of Responsibility**

The Respondent may, at any time, request to resolve the investigation process or resolve specific allegation(s) by accepting responsibility for the alleged misconduct. The Title IX Coordinator will request a summary report of the information gathered from the investigator(s). The Title IX Coordinator will review the summary report and consider the request to accept responsibility. If the request is granted, the Title IX Coordinator, in consultation with the Director of Human Resources if the Respondent is a faculty or staff member, or the Dean of Students if the Respondent is a student, will determine the appropriate sanction.

## **Section 6: Informal Resolution**

The Complainant and Respondent may agree to informal resolution at any time prior to a determination regarding responsibility if the Title IX Coordinator deems the matter appropriate for informal resolution.<sup>4</sup> The Title IX Coordinator will consider the following when determining whether to permit a matter to move to informal resolution:

- The nature of the allegations;
- The dynamics of power or control associated with the alleged offense or the parties involved;
- The Respondent's prior known conduct;
- Whether there would be a continuing safety threat to the College community after resolution of allegations;
- Whether multiple parties are involved;
- Any other factor deemed relevant by the Title IX Coordinator in the interest of overall College safety or safety of the parties involved.

If both parties agree to the informal resolution process, an informal resolution facilitator, who may be the Title IX Coordinator, will meet separately with the parties to discuss options. Participation in informal resolution is a choice, and either party can request to end the informal resolution process and pursue an investigation at any time prior to an outcome being reached.

An Informal Resolution Outcome shall include consequences for if the terms are violated by either party.

If an outcome is reached through informal resolution, the parties will be provided simultaneously with a written Notice of Informal Resolution Outcome. An appeal of the informal resolution outcome is not permitted.

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<sup>4</sup> The Title IX Coordinator may, at any time, withdraw approval for the informal resolution and return the matter to investigation.

## **Section 7: Allegations Related to Culture**

Allegations related to a culture of sexual harassment or sex discrimination by a group, organization, department, division, or the College as a whole will be investigated and resolved as closely as possible to this Policy. Resolutions for a group, organization, division, or the College will be communicated with the highest-ranking member of the group, organization, department, division, or the College.

## **Section 8: Intersection of Policies**

The procedures in this Policy are the exclusive means of resolving complaints of alleged violations of Title IX that fall under the Non-Discrimination Policy brought against College faculty, staff, or students. To the extent there are any inconsistencies between these procedures and other College grievance, complaint, or discipline procedures, the procedures in this Policy will control the resolution of complaints.

Approved July 30, 2020

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