



SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE AND STALKING COMPLAINT RESOLUTION PROCESS “B”

The procedures explained in this Process B pertain to alleged violations of the [Sexual Misconduct, Relationship Violence and Stalking Policy](#) that fall outside the scope of the requirements as set forth in Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 85, Fed. Reg. 30026-579 (May 19, 2020).

For misconduct that falls within the scope of the requirements set forth in Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, 85, Fed. Reg. 30026-579 (May 19, 2020), please see procedures detailed in [Complaint Resolution Process “A”](#).

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Typically, in complaints against employees (including part-time contract staff), the Director/ Associate Director of Human Resources will serve as the Process Administrator 8

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OVERVIEW

Spelman College (“College”) is committed to providing a safe and nondiscriminatory environment for all members of its community. These procedures outline the process the College will follow when it receives a report alleging a violation of the [College’s Policy Prohibiting Sexual Harassment, Sexual Assault, Dating Violence, Domestic Violence and Stalking \(“Sexual Misconduct, Relationship Violence and Stalking Policy”\)](#) and the Title IX Director determines Process A is inapplicable, or alleged violations subject to Process A have been dismissed.

The Title IX and Compliance Director (“Title IX Director”) oversees compliance with Title IX, the College’s [Sexual Misconduct, Relationship Violence and Stalking Policy](#), and the Sexual Misconduct Complaint Resolution Process (“Complaint Resolution Process”).

All reports will be handled in a prompt, fair, and impartial manner in accordance with Title IX of the Education Amendments Act of 1972 and related guidance, Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance, the Violence Against Women Reauthorization Act of 2013, other relevant laws and regulations, applicable College policies, including the [Sexual Misconduct, Relationship Violence and Stalking Policy](#) and this Complaint Resolution Process.

The process described below is the College’s internal *administrative* process to determine whether College policy has been violated; it is not a *criminal or legal* process. As such, Spelman’s process does not use the same rules of procedure rules of evidence, or standard of evidence as those used by courts or law enforcement to investigate or adjudicate criminal or civil legal violations. A victim of sexual violence or other crimes has the right to file and pursue only a criminal complaint with law enforcement, decline to notify such authorities, or simultaneously file a complaint with law enforcement and the College. The College can assist in notifying law enforcement authorities. Parties may also have options to file civil actions in court and a complaint with the Department of Education Office for Civil Rights or with the Clery Compliance Division, where applicable.

The College will always strive for consistency in following the procedures set forth in this Complaint Resolution Process but recognizes that the unique circumstances of any particular case may require flexibility. As such, the College reserves the right to adapt the Complaint Resolution Process to meet the particular circumstances of each case, while preserving transparency and fairness for all Parties and maintaining the integrity of the Complaint Resolution Process. The procedures described below may also be used to address collateral misconduct arising from the investigation or occurring in conjunction with

harassing or discriminatory conduct (e.g. vandalism, physical abuse of another).

All other allegations of misconduct unrelated to incidents covered by the [Sexual Misconduct, Relationship Violence and Stalking Policy](#) will be addressed through procedures elaborated in the Student Code of Conduct, Faculty, and Staff handbooks.

When Complaints involve Parties attending or employed at Atlanta University Center Consortium member institutions, the College will send notices and communications to the designated Title IX Coordinator or other designated campus official at the Party's school.

NOTICE/COMPLAINT

Upon receipt of a formal complaint signed by the Complainant or notice (incident report) to the Title IX Director (or designee) of an alleged violation of the [Policy](#), the College initiates a prompt initial assessment to determine the next steps the College needs to take. The College will initiate at least one of three responses:

1. Offering supportive measures because the Complainant does not want to proceed formally; and/or
2. An Informal Resolution to a formal complaint; and/or
3. A Formal Resolution Process including an investigation and a hearing.

The investigation and resolution process will determine whether the Policy has been violated. If so, the College will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

Initial Assessment

Following receipt of notice or a signed formal complaint of an alleged violation of the [Sexual Misconduct, Relationship Violence and Stalking Policy](#), the Title IX Director (or designee) engages in an initial assessment, which is typically one to five business days in duration. The steps in an initial assessment can include:

- If notice is given, the Title IX Director seeks to determine if the person impacted wishes to make a formal complaint, and will assist them to do so, if desired.
 - If they do not wish to do so, the Title IX Director determines whether to initiate a Complaint because a violence risk assessment indicates a compelling threat to health and/or safety to the Spelman community.
- If a formal complaint is received, the Title IX Director will also determine if the misconduct alleged falls within the scope of the Complaint Resolution Process "B" and advises the Complainant.
- The Title IX Director reaches out to the Complainant to offer supportive measures.
- The Title IX Director works with the Complainant to ensure they are aware of the right to have an Advisor.

- The Title IX Director works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
 - If a supportive and remedial response is preferred, the Title IX Director works with the Complainant to identify their wishes and then seeks to facilitate implementation. No Formal Resolution Process is initiated, though the Complainant can elect to initiate one later, if desired.
 - If an Informal Resolution option is preferred, the Title IX Director assesses whether the complaint is suitable and may seek to determine if the Complainant and the Respondent are also willing to engage in Informal Resolution.

If the Title IX Director determines that the Complaint Resolution process “A” does not apply, the Title IX Director will “dismiss” that aspect of the complaint, if any, assesses if Resolution Process “B” is applicable, and will refer the matter accordingly. **Please note that dismissing a complaint under Complaint Resolution “Process A” is a procedural step and does not limit the College’s authority to address a complaint with an appropriate process and remedies.**

Campus Restriction¹

The College can act to remove a Respondent entirely or partially from its education program or activities on an emergency or temporary basis pending the pendency of the Complaint Resolution Procedures. Generally, these measures are employed when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies restriction. This risk analysis is performed by the Title IX Director in conjunction with the appropriate campus administrators and/or Spelman College Public Safety department and is typically part of the initial assessment.

In all cases in which a campus restriction (e.g. interim suspension, administrative leave, or Persona Non Grata) is imposed, the Party being removed will be given notice of the action and the option to request to meet with the Title IX Director prior to such action/removal being imposed, or as soon thereafter as **reasonably** possible, to show cause why the action/removal should not be implemented or should be modified. A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Director for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not

¹ Although Process A applies to cross-registered students, this Complaint Resolution “Process B,” in general, does not apply to non-Spelman students, including cross-registered students. Where a respondent of a complaint that has been dismissed under Process A is a cross-registered student, or otherwise must enter Spelman’s campus or access Spelman’s programs or activities for educational purposes only, the respondent may access the procedures found in the **Campus Restriction** section of Process B before the respondent is restricted from the College’s campus on a temporary or emergency basis. The College will make the sole determination of whether a non-Spelman student respondent may access the Process B Campus Restriction procedures. The College may make a decision regarding a cross-registered student’s permanent restriction from Spelman’s campus after a complaint is resolved under the non-Spelman student’s home institution’s policies and procedures.

requested within five (5) business days of the notice, objections to the emergency removal will be deemed waived. There is no appeal process for emergency removal decisions.

The Title IX Director has sole discretion under the [Sexual Misconduct, Relationship Violence and Stalking Policy](#) to implement or suspend a temporary restriction from all or parts of the Spelman campus or its programs/activities and to determine the conditions and duration. Violation of a campus restriction under the Sexual Misconduct, Relationship Violence and Stalking Policy will be grounds for disciplinary action, which may result in expulsion or termination, or a request of the issuance of a criminal trespass warning from the Department of Public safety.

Time Limitations for Reporting Sexual Misconduct

While there is no time limit for reporting incidents of sexual misconduct, all reports should be made as soon as possible after an incident occurs because the passing of time makes a review of the evidence more difficult and the memories of involved Parties become less reliable. After an initial assessment, the Title IX Director reserves the right to forego an investigation where the responding Party is no longer a sanctionable member of the community, unless there is an ongoing concern for the safety or well-being of the College community.

SUPPORTIVE MEASURES

At any time after a report of alleged sexual misconduct is received, the Title IX Director may put supportive measures in place to protect the safety and security of the Complainant, Respondent, or the broader College community. Supportive measures may be put in place regardless of whether the Complainant pursues or participates in the Complaint Resolution Process or makes a report to law enforcement. Interim support measures are determined on a case-by-case basis based on individual needs. Please refer to the [Policy](#) for a review of supportive measures available.

RETALIATION

The College prohibits retaliation for reporting or participating in the Complaint Resolution Process. Any individual who is subject to or aware of possible retaliation or has other concerns regarding a complaint should report these concerns to the Title IX Director, who shall take appropriate action to address such conduct in a prompt and equitable manner. Reports of retaliation may be submitted electronically using an incident report form, which can be found here: www.spelman.edu/title-ix

COUNTERCLAIMS

The College is obligated to ensure that the grievance process is not abused for retaliatory purposes. The College permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by the Respondent may be made in good faith, but are, on occasion, also made for purposes of retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance

procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Director. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

RIGHT TO AN ADVISOR

The Complainant and Respondent (“Parties”) may each have an Advisor of their choice present with them for all meetings and interviews within the resolution process, if they so choose. The Parties may select whomever they wish to serve as their Advisor as long as the Advisor is eligible and available.

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A Party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s). The College may permit Parties to have more than one Advisor upon special request to the Title IX Director/ Process Administrator. The decision to grant this request is at the sole discretion of the Title IX Director/Process Administrator and will be granted equitably to all Parties.

A Party may make a request of the Title IX Director/Process Administrator to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. The purpose of this pre-meeting is to allow Parties and their Advisors to clarify and understand their role and College’s policies and procedures. The merits of the investigation or complaint will not be discussed during this meeting.

Who Can Serve as an Advisor

The Advisor may be a friend, mentor, family member, attorney, or any other individual a Party chooses to advise, support, and/or consult with them throughout the resolution process. The Parties may choose Advisors from inside or outside of the College community. The Title IX Director will also offer to assign a trained Advisor to any Party if the Party so chooses. If the Parties choose an Advisor from the pool available from the College, the Advisor will be trained by the College and be familiar with the College’s resolution process. Parties also have the right to choose not to have an Advisor.

Advisor's Role

The Parties may be accompanied by their Advisor in all meetings and interviews at which the Party is entitled to be present, including intake and interviews. Advisors should help the Parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or other Decision-maker(s). Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. The College cannot guarantee equal Advisory rights, meaning that if one Party selects an Advisor who is an attorney, but the other Party does not or cannot afford an attorney, the College is not obligated to provide an attorney.

Expectations of an Advisor

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College generally expects an Advisor to adjust their schedule to allow them to attend College scheduled meetings when planned. The College may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

Any Advisor who oversteps their role as defined by the [Sexual Misconduct, Relationship Violence and Stalking Policy](#) will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended or other appropriate measures implemented.

RESOLUTION PROCESSES

The College resolves complaints either through Informal or Formal Resolutions, both processes are described in more detail below.

Process Administrators

Typically, in complaints against a Spelman student or registered student organization, the Dean of Students/Assistant Dean of Students, will serve as the Process Administrator. Typically, in complaints against employees (including part-time contract staff), the Director/ Associate Director of Human Resources will serve as the Process Administrator. Typically, in complaints against faculty, the Vice President Academic Affairs/Provost will serve as the Process Administrator.

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with College policy. While there is an expectation of privacy around what Investigator(s) share with Parties during interviews, the Parties have discretion to share their own knowledge and evidence with others if they so choose. The College encourages Parties to discuss sharing information with their Advisors before doing so.

Resolution Timeline

The College will make a good faith effort to complete the resolution process within a ninety (90) business-day time period, including appeal, which can be extended as necessary for appropriate cause by the Process

Administrator, who will provide notice and rationale for any extensions or delays to the Parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

Resolution Process Pool

The Resolution Processes rely on a pool of campus administrators and faculty (“the Pool”) to carry out the process. In addition to campus administrators and faculty, the College may also retain an external investigator, informal resolution process facilitator, or decision-maker. While members of the Pool are trained annually in a variety of skill sets and can rotate amongst the different roles in different cases, the College can also designate permanent roles for individuals in the Pool, using others as substitutes or to provide greater depth of experience when necessary. This process of role assignment may be the result of administrative function within the College, particular skills, aptitudes, or talents identified in members of the Pool that make them best suited to particular roles.

Conflicts of Interest

The College will notify Parties of the Investigator(s), Decision-maker(s), or Appeal Decision-maker(s). Parties will have the opportunity to raise any potential conflict of interest or perceived bias within three (3) business days of this notification. The Title IX Director / Process Administrator will determine whether a conflict of interest exists. No Investigator(s) or Decision-Maker will make findings or determinations in a case in which they have a conflict of interest.

INFORMAL RESOLUTION

Where appropriate, the College will work to resolve complaints informally by taking immediate and corrective action to stop the misconduct, address its effects, and prevent its recurrence. Informal resolution is most commonly used in cases where the identities of the Complainant or Respondent are not known, when the Complainant wishes to remain anonymous, or when the Complainant requests the matter be resolved informally and the College is able to honor this request. Informal resolution may also be used when there is not enough information to proceed to a Formal Resolution but some action is necessary to address the impact on the college community.

Participation in Informal Resolution is voluntary. Informal resolution is applicable when Parties voluntarily agree to resolve the matter through alternative resolution, when the Respondent accepts responsibility for a policy violation, or when the Title IX Director/ Process Administrator can resolve the matter informally by providing remedies to resolve the situation. At any time during the informal resolution process, either Party may initiate the formal resolution process by clearly requesting, in writing or verbally, to end the informal resolution proceedings and begin formal resolution proceedings.

If the Parties agree to the recommended resolution, the case will be closed with no further Complaint Resolution Process. If the Parties do not agree to the recommended resolution, the case will proceed to formal resolution. The time spent attempting to resolve the case informally generally will not be counted against the ninety (90) business day timeframe discussed above.

When a resolution is accomplished, the appropriate sanction(s) or responsive actions are promptly implemented in order to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

Respondent Accepts Responsibility for Alleged Violations

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the Title IX Director/Process Administrator will determine whether Informal Resolution can be used.

If Informal Resolution is applicable, the Title IX Director or Process Administrator will determine whether all Parties and the College are able to agree on responsibility. If so, the Title IX Director or Process Administrator implements the accepted finding that the Respondent is in violation of College policy and implements agreed-upon sanctions and/or remedies, in coordination with other appropriate administrator(s), as necessary. The outcome of an Informal Resolution is not subject to appeal once all Parties indicate their written assent to all agreed upon terms of resolution. When the Parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.

FORMAL RESOLUTION PROCESS

The Title IX Director or Process Administrator will provide written Notice of the Investigation and Allegations (the “NOIA”) to the Respondent upon commencement of the Formal Resolution Process. This facilitates the Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

The Notice of Investigation will include among other items, a meaningful summary of all allegations and Parties involved, relevant policies implicated, a statement of the potential sanctions/responsive actions, a statement that the NOIA is not a presumption that a [Policy](#) violation has occurred and that an investigation and determination into the allegation will determine responsibility, a statement that the Parties will be given an opportunity to inspect and review all directly related and/or relevant evidence, and the name(s) of the Investigator(s). Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various allegations.

Notice will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the Parties as indicated in official College records, or emailed to the Parties’ College-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

Appointment of Investigators

Once the decision to commence a formal investigation is made, the Title IX Director or Process Administrator appoints an Investigator to conduct the investigation, usually within five (5) business days of determining that an investigation should proceed.

Steps in the Investigation Process

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant Parties and witnesses and obtaining available, and relevant evidence. All Parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions they wish the Investigator(s) to ask of the other Party and witnesses, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record. The Investigator(s) write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included. The Investigator(s) gather, assess, and synthesize evidence.

Prior to the conclusion of the investigation, Parties will receive a secured electronic or hard copy of the preliminary investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is relevant to the reported misconduct, including evidence upon which the College does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each Party may meaningfully respond to the evidence. The Preliminary Investigative Report will include factual information presented during the investigation phase and analysis of relevant consistencies or inconsistencies (if any) between Parties and witnesses interviewed.

Following conclusion of the ten (10) business day review period, the Investigator(s) should document all rationales for any changes to the investigative report made after the review and comment period. After reviewing the written comments from the Parties, the Investigator(s) may determine that either additional investigation is required, or no further investigation is needed. If further investigation is conducted, the Investigator(s) will include any additional relevant information in the Final Investigative Report. The Investigator(s) will incorporate relevant elements of the Parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report.

Comments and additional information, submitted by either Party, will be attached to the Final Investigative Report. The Final Investigative Report will be sent to the Parties via their respective College-assigned e-mail address, or when they are not students or employees of the College, their requested email address.

Role and participation of Witnesses in the Investigation

Witnesses (as distinguished from the Parties) who are employees of the College are expected to cooperate with and participate in the College's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of [Policy](#) and may warrant discipline.

Investigation Timeline

Investigations are completed expeditiously, normally within thirty (30) business days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations and availability of witnesses. The College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to: a request from law enforcement to delay temporarily the investigation, the need for language assistance, the absence of Parties and/or witnesses, and/or accommodations for disabilities or health conditions.

The College will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the Parties to update them on the progress and timing of the investigation.

College action(s) are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

In the case of students or employees at other AUCC member institutions, the report will also be disseminated to the appropriate College officials at the home institution of the Party. The Parties will have five (5) business days after receiving the Final Investigative Report to submit written comments about the content of the Investigative Report to the Process Administrator.

Upon written request of a Party, the time to submit written comments can be extended for a brief period, if the Title IX Director/Process Administrator concludes, in their sole discretion, that the additional time is warranted, based on a reasonable request of a Party.

Following investigation, the matter will be resolved using either a Single Decision Maker or Panel.

Evidentiary Considerations

The Investigator(s) and Decision-maker(s) will not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the Parties; or 3) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, 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 provide evidence of consent.

REFERRAL FOR A HEARING

Once the Final Investigation Report is shared with the Parties, the Title IX Director or Process Administrator will refer the matter for a hearing.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation –when the final investigation report is transmitted to the Parties and the Decision-maker(s)–unless all Parties and the Decision-maker(s) agree to an expedited timeline.

The Process Administrator will select an appropriate Decision-maker(s) from the Pool depending on whether the Respondent is an employee or a student. The Process Administrator, in consultation with the Title IX Director, may refer a case for a hearing. The College will designate a single Decision-maker or a three-member panel from the Pool, at the discretion of the Process Administrator. The College will designate one faculty or staff member to preside over the three-member panel hearing as Chair. If a Party requests a panel of Decision-makers, the Process Administrator can, in his/her sole discretion, choose to empanel a three-member panel.

Decision-maker(s) for both hearing processes are chosen from a pool of faculty and staff members trained on campus procedures related to sex and gender based discrimination and related issues including, but not limited to, issues related to sexual harassment, sexual assault, dating and domestic violence, and stalking.

The composition of the three-member panel will consist of faculty or staff members. A Chair will be appointed to preside over the Panel Hearing process. Single-Decision Maker Hearings and Panel Hearings generally follow the same procedures except when otherwise indicated (for example, Panel Hearings are decided by a majority vote of three while Administrative Conference have only one Decision-maker(s)).

PRE-HEARING PROCESS

Notice of Hearing

The Notice of Hearing will be provided to the Parties at least at least ten (10) business days prior to the hearing unless the Parties and the Process Administrator have agreed to proceed more quickly. Once mailed, emailed, and/or received in-person, receipt of the notice will be presumed.

The notice will contain:

- the time, date, and place of the hearing;
- whether the hearing will be conducted as a single Decision-maker or Panel;
- a list of all those who will be questioned by the Decision-maker(s);
- an invitation to object to any Decision-maker or Panel member on the basis of demonstrated bias/ conflict of interest;
- a copy of all the materials provided to the Decision-maker(s) about the matter, unless they have been provided already;²
- notification that the Parties may have the assistance of an Advisor of their choosing at the hearing.
- an invitation to each Party to submit to the Decision-maker(s) a pre-hearing impact statement that the Decision-maker(s) will review during any sanction determination; and
- an invitation to contact the Title IX Director/Process Administrator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.

No less than three (3) business days prior to the scheduled hearing, either Party may request, in writing, that the scheduled hearing date be changed due to a stated conflict. The Process Administrator will evaluate the request and determine whether there is valid cause to change the hearing date.

Objections to any Decision-maker or Panel member on the basis of demonstrated bias/ conflict of interest must be raised with the Title IX Director/Process Administrator at least three (3) business days prior to

² The final investigation report may be shared using electronic means that preclude downloading, forwarding, or otherwise sharing.

the hearing. The Title IX Director/Process Administrator will evaluate the concerns and appoint a new Decision-maker(s), if valid cause exists. The appointment of a new Decision maker may delay the proceedings.

Hearings that occur near or after the end of an academic term (assuming the Respondent is still subject to the [Policy](#)) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the College and remain within the 90 business-day goal for resolution.

Pre-Hearing Meeting

The Process Administrator or Decision-maker may convene a pre-hearing meeting(s) with the Parties and their Advisors may request a pre-hearing meeting with the Title IX Director/ Process administrator to understand the structure of the hearing and expectations and rules of decorum at the hearing. Parties are welcome to submit questions or topics they would like the Decision Maker(s) to explore with the other Party and or called witnesses.

GENERAL HEARING PROVISIONS

The hearing involves an assessment made by the Decision-maker(s). This assessment includes a review of the Investigator(s)'s Final Investigative Report, including documentary and physical evidence or information included in the report.

The Decision-maker(s) also will be provided with any written comments to the Investigator(s)'s Final Investigative Report submitted by the Parties and questions requested by Parties, and any impact statement submitted by parties, if applicable.

The Decision-maker(s) will pose questions to the Parties and Witnesses. The Decision-maker(s) will use a preponderance of evidence standard in deciding whether the Respondent is responsible for violating the [Sexual Misconduct, Relationship Violence and Stalking Policy](#) (as to each alleged violation). The preponderance of the evidence standard requires a finding that it is more likely than not that the Respondent is responsible for violating the Sexual Misconduct, Relationship Violence and Stalking Policy.

At the hearing, the Decision-maker(s) has the authority to hear and make determinations on all allegations of discrimination, harassment, and/or retaliation and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination, harassment, and/or retaliation, even though those collateral allegations may not specifically fall within the Sexual Misconduct, Relationship Violence and Stalking Policy.

Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

The Decision-Makers(s) may call witnesses who have relevant information to appear at a portion of the hearing to respond to specific questions from the Decision-maker(s). At the conclusion of questioning, witnesses will be excused.

Review and Determination by Decision-makers(s) will be conducted according to the following guidelines:

- Hearings will be closed to the public.
- The Parties have the right to be present at the hearing; however, they do not have the right to be present during deliberations.
- If Parties fail to appear at the hearing, the Decision-maker(s) reserve the right to proceed as scheduled.
- Persons other than the Parties and their Advisors (discussed below) may be admitted to the hearing at the discretion of the Decision-maker(s).
- The Decision-maker(s) may limit contact or interactions between the Complainant, Respondent, and/or Witnesses.
- All procedural questions are subject to the final decision of the Decision Maker or Chair of the Panel Hearing.
- Panel Hearings will be decided by a majority vote of the Decision-makers.
- Hearings (but not deliberations) are recorded by the College for purposes of review in the event of an appeal. The Parties may not record the proceedings and no other unauthorized recordings are permitted.

The Order of the Hearing – Introductions and Explanation of Procedures

The Chair explains the procedures and introduces the participants.

At the hearing, recording, witness logistics, party logistics, curation of documents, separation of the parties, and other administrative elements of the hearing process are managed by a non-voting hearing facilitator appointed by the Process Administrator. The hearing facilitator may attend to: logistics of rooms for various Parties/witnesses as they wait; flow of Parties/witnesses in and out of the hearing space; ensuring recording and/or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

Testimony and Questioning

Once the Investigator(s) present their report and are questioned, the Parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Chair. The Parties/witnesses will submit to questioning by the Decision-maker(s).

Deliberation, Decision-Making and Standard of Proof

The Decision-maker(s) will prepare a written Deliberation Report and deliver it to the Process Administrator. The Deliberation Report should state the decision of responsibility or no responsibility as to each alleged violation of the [Sexual Misconduct, Relationship Violence and Stalking Policy](#), how each Decision-maker voted (in the case of a Panel Hearing), explain the basis for the decision, and recommended sanction or corrective action. This report typically should not exceed three (3) to five (5) pages in length and must be submitted to the Process Administrator within two (2) business days of the end of deliberations, unless the Process Administrator grants an extension. If an extension is granted, the

Process Administrator will notify the Parties.

Final determination regarding sanctions or corrective action will be made by the College Official with authority to take corrective and/or disciplinary action.

The Title IX Director, in conjunction with the Dean of Students or designee (for students), the Provost or designee (for faculty), or the Director of Human Resources or designee (for staff) will review the Deliberation Report to ensure the Final Decision is in compliance with applicable legal and statutory requirements.

NOTIFICATION OF OUTCOME

The Complainant and the Respondent will both be notified simultaneously in writing of the findings of the Single Decision Maker or Panel Hearing within 5 business days following the deliberation date. If the Decision-maker(s) need additional time for deliberation, Parties will be notified in writing of the delay.

Notification to the Complainant will include findings related to violations of [Policy](#), remedies offered or provided to the Complainant, sanctions imposed on the Respondent that directly relate to the Complainant, and any other steps the College has taken to prevent the recurrence and eliminate a hostile environment, if such was found to exist. The Respondent generally will be notified of the findings and sanctions, including individual non-confidential remedies offered or provided to the Complainant. Complainants and Respondents are informed of appeal procedures and any changes to the outcome that occur prior to the time that such outcome becomes final. The College encourages the Parties to maintain confidentiality of all communication related to findings and sanctions.

SANCTIONS

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- The impact on the Parties
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in the [Sexual Misconduct, Relationship Violence and Stalking Policy](#) are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by external authorities

APPEALS

Any Party may file a request for appeal (“Request for Appeal”), but it must be submitted in writing to the Title IX Director within five (5) business days of the delivery of the Notice of Outcome. No appeal Decision-maker will have been involved in the process previously, including any dismissal appeal that may have been heard earlier in the process.

- Typically, Appeals for complaints against students will be determined by the Associate Vice President for Student Affairs (or designee)
- Typically, Appeals for complaints against Staff will be determined by the Vice President for Business & Financial Affairs (or designee).
- Typically, Appeals for complaints against Faculty will be determined by the Faculty Grievance Committee/ President (or designee).
- Typically, Appeals of the decisions made by the Title IX Director will be determined by the Senior Vice President and Secretary of the College.

Grounds for Appeal

The Request for Appeal will be forwarded to the Appellate Officer for consideration to determine if the request meets the grounds for appeal (a Review for Standing). This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets an applicable ground and is timely filed.

Appeals are limited to the following grounds:

- A. Procedural irregularity that affected the outcome of the matter;
- B. 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; and
- C. The Title IX Director, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

If any of the grounds in the Request for Appeal do not meet the grounds in this Complaint Resolution Procedure, that request will be denied by the Appellate Officer and the Parties will be notified in writing of the denial and the rationale. If any of the grounds in the Request for Appeal meet the grounds in the [Sexual Misconduct, Relationship Violence and Stalking Policy](#), then the Appellate Officer will notify the Parties and their Advisors, the Title IX Director/Process Administrator, and, when appropriate, the Investigators and/or the original Decision-maker(s).

The Parties and their Advisors, the Title IX Director/Process Administrator, and, when appropriate, the Investigators and/or the original Decision-maker(s) will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given five (5) business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the Appellate Officer to all Parties for review and comment.

Sanction Status During Appeal

Any sanctions imposed as a result of the hearing are suspended during the appeal process. Supportive measures will remain in place, subject to the same supportive measure procedures above. If sanctions that remove or separate a Party from the College, a class, or housing are to be implemented immediately post-hearing, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation. The College may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

LONG-TERM REMEDIES/ OTHER ACTIONS

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Director may implement additional long-term remedies or actions with respect to the Parties and/or the campus community that are intended to stop the harassment, discrimination, and/or retaliation, remedy the effects, and prevent reoccurrence. Examples of remedies/actions can be found in the [Sexual Misconduct, Relationship Violence and Stalking Policy](#).

At the discretion of the Title IX Director, certain long-term support or measures may also be provided to the Parties even if no policy violation is found. When no policy violation is found, the Title IX Director will address any remedies owed by the College to the Respondent to ensure no effective denial of educational access. The College will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair the College's ability to provide these services.

FAILURE TO COMPLY WITH SANCTIONS AND/OR INTERIM AND LONG-TERM REMEDIES AND/OR RESPONSIVE ACTIONS

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker(s) (including the Appeal Chair/Panel). Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the College and may be noted on a student's official transcript.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Director.

DISABILITY ACCOMMODATIONS

The College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the College's resolution process. Anyone needing such accommodations or support should contact the Director of the Student Access Center Services or Director of Human Resources if employee, who will review the request and, in consultation with the person requesting the accommodation and the Title IX Director, determine which accommodations are appropriate and necessary for full participation in the process.

REVISIONS OF THE SEXUAL MISCONDUCT, RELATIONSHIP VIOLENCE AND STALKING POLICY AND PROCEDURES

The [Sexual Misconduct, Relationship Violence and Stalking Policy](#) and procedures supersede any previous policy(ies) addressing harassment, sexual misconduct, discrimination, and/or retaliation and will be reviewed annually by the Title IX Director. The College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution processes, the Title IX Director may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Director may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in the [Sexual Misconduct, Relationship Violence and Stalking Policy](#) and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings.

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