Obligation to Respond to Sexual Harassment/ Violence

Procedural requirements pertaining to sexual harassment and sexual violence

**A. Publish and disseminate a notice of nondiscrimination**
- Includes Title IX coordinator contact information. [y/n]
- Non discrimination policy includes sexual harassment and sexual violence [y/n]
- Designates a Title IX Coordinator as compliance officer to coordinate efforts and comply with and carry out responsibilities under Title IX. [y/n]
- Adopts and publishes grievance procedures providing for prompt and equitable resolution of student and employee sex discrimination complaints. [y/n]
- Procedures may include informal mechanisms and administrative hearings as described in the Dear Colleague Letter. [y/n]
- Provides employee training on reporting of/responding to harassment/violence to appropriate university officials. [y/n]
- Student conduct process includes off campus conduct when reported. [y/n]
- University implements initial remedies for victims of on and off campus sexual misconduct to protect from further sexual harassment or retaliation from the alleged perpetrator or his/her associates. [y/n]
- Reports about harassment/violence are promptly, thoroughly and impartially investigated and action steps determined. [y/n]
- University informs and obtains consent from the complainant (or the complainant parents if the complainant is under 18) before beginning an investigation. If the complainant requests confidentiality or asks that the complaint not be pursued, the university takes reasonable steps to investigate and respond (but ability to respond may be limited). [y/n]
- If the complainant continues to ask that his/her name or other identifiable information not be revealed, the university evaluates the request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. The university informs complainant if it cannot ensure confidentiality. [y/n]

**B. Provide adequate, reliable and impartial investigation of all complaints**
- The complainant will be notified of the right to file a criminal complaint. [y/n]
- University investigates independently of city police. [y/n]
- University takes immediate steps to protect the victim and assure his/her well-being. [y/n]
- In the investigation and resolution, the standard of proof to assess complaints is a preponderance of the evidence standard. [y/n]
- Throughout the investigation and conduct process all parties have an equitable opportunity to participate and to present relevant witnesses and other evidence including having similar and timely access to any relevant information. [y/n]
- In conduct proceedings, parties will be offered a separate room or other accommodations to avoid in-person confrontation and may be prevented [y/n]
from direct questioning of each other during the hearing, at the discretion of the Chair.

- An appeals process is provided for both the complainant (or alleged victim) and the respondent. [y/n]
- Documentation of all proceedings is made, which may include written findings of fact, transcripts, or audio recordings. [y/n]
- All persons involved in investigating and adjudicating grievance procedures will be comprehensively trained on sexual harassment and sexual violence cases. [y/n]
- All investigation and hearing processes are impartial and devoid of conflicts of interest that would compromise the objectivity of the process. [y/n]
- Due (or fair) process is provided to alleged perpetrators and alleged victims. [y/n]

C. Provide designated and reasonably prompt time frames

- Grievance procedures specify time frames for 1) investigation of complaints (immediately, but full resolution of process within 60 calendar days unless a 10-14 day delay occurs to allow police to gather evidence, or other delay is agreed by all parties), 2) time when both parties will receive the report of the investigation and/or outcome, and 3) time frame for filing an appeal, if applicable. [y/n]
- Parties are updated on the status of the investigation and process by the Coordinator or designee at regular intervals and/or upon request. [y/n]

D. Provide written notice of outcome

- All parties are notified concurrently in writing about the outcome. [y/n]
- University may publicly disclose results of disciplinary proceedings if the student is found to commit a crime of violence or a non-forcible sex offense. [y/n]
- University complies with all Clery Act regulations. [y/n]

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<tr>
<th>Steps to Prevent Sexual Harassment/ Violence and Correct its Discriminatory Effects on Complainant or Others</th>
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<td>Education and Prevention</td>
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<td>• University includes sexual harassment/violence education in 1) orientation programs for new students, faculty, staff, and employees; 2) training for resident assistants; 3) training for student athletes and coaches; 4) campus-wide awareness programs. [y/n]</td>
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<td>Remedies and Enforcement</td>
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<td>• University will take immediate action to eliminate hostile environments, prevent reoccurrence and address any effects on the victim and community. [y/n]</td>
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from having any contact with the complainant. Steps should minimize the burden on the complainant while respecting (due process) rights of the accused individual unless there is a direct conflict, in which case Title IX protections control.

- Remedies for the complainant might include but are not limited to campus escort, ensuring complainant and alleged perpetrator do not attend the same classes if possible, moving either or both parties to a different residence hall, counseling services, advocacy, medical services, academic support services, course withdrawal without penalty, review of disciplinary actions.

- Remedies for campus student populations might include counseling services, on-call victim assistance, policy review, educational, awareness and prevention programs, Title IX coordinator training, school law enforcement Title IX training, and other employee Title IX training.

- University will have policies and procedures to protect against retaliatory harassment including how to report any subsequent problems.

- Provide notification and assistance in reporting to local law enforcement.

- Title IX coordinator reviews all evidence and sexual harassment/violence cases to ensure prompt and equitable remedies.

- University will create a committee to identify and implement education strategies.

- Issue and review policy statement and all faculty/staff/student grievance procedures to ensure equitable processes and compliance with Title IX.

- Investigations and reports are aligned with Title IX guidelines.

- Respond immediately to all grievances and allegations.