



POLICY 2210

TITLE IX GRIEVANCE POLICY

Policy Category: Administration

Area of Administrative Responsibility: Affirmative Action

Board of Trustees Approval Date: September 8, 2020

Effective Date: August 14, 2020

Amendment History: N/A

**NASSAU COMMUNITY COLLEGE’S
GRIEVANCE POLICY FOR ADDRESSING FORMAL COMPLAINTS OF SEXUAL
HARASSMENT UNDER THE TITLE IX REGULATIONS**

Table of Contents

I.	Introduction	1
A.	What is the purpose of the Title IX Grievance Policy?	1
B.	How does the Title IX Grievance Policy impact other campus disciplinary policies?	1
C.	How does the Title IX Grievance Policy impact the handling of complaints?	2
II.	The Title IX Grievance Policy	2
A.	General Rules of Application	2
1.	Effective Date	2
2.	Revocation by Operation of Law	2
3.	Non-Discrimination in Application	2
B.	Definitions	2
1.	Covered Sexual Harassment	2
2.	Consent	3
3.	Education Program or Activity	4
4.	Formal Complaint	4
5.	Complainant	4
6.	Relevant evidence and questions	4
7.	Respondent	5
8.	Privacy vs. Confidentiality	5
9.	Disability Accommodations	5
C.	Making a Report Regarding Covered Sexual Harassment to the College	5
D.	Confidential Reporting and Mandatory Reporting	6
E.	Non-Investigatory Measures Available Under the Title IX Grievance Policy	6
1.	Supportive Measures	6
2.	Emergency Removal	7
3.	Administrative Leave	7
III.	The Title IX Grievance Process	7
A.	Filing a Formal Complaint	7
B.	Multi-Party Situations	8
C.	Determining Jurisdiction	8

- D. [Allegations Potentially Falling Under Two Policies](#)..... 9
- E. [Mandatory Dismissal](#) 9
- F. [Discretionary Dismissal](#) 9
- G. [Notice of Dismissal](#)..... 9
- H. [Notice of Removal](#) 9
- I. [Notice of Allegations](#) 10
- J. [Contents of Notice of Allegations](#)..... 10
- K. [Ongoing Notice](#)..... 11
- L. [Advisor of Choice and Participation of Advisor of Choice](#) 11
- M. [Notice of Meetings and Interviews](#)..... 11
- N. [Delays](#) 11
- IV. [Investigation](#)..... 12
 - A. [General Rules of Investigations](#) 12
 - B. [Inspection and Review of Evidence](#)..... 12
 - C. [Inclusion of Evidence Not Directly Related to the Allegations](#) 13
 - D. [Investigative Report](#) 13
- V. [Hearing](#)..... 14
 - A. [General Rules of Hearings](#) 14
 - B. [Continuances or Granting Extensions](#)..... 14
 - C. [Participants in the live hearing](#)..... 14
 - 1. [Complainant and Respondent \(The Parties\)](#)..... 14
 - 2. [The Decision-maker](#)..... 15
 - 3. [Advisor of choice](#) 15
 - 4. [Witnesses](#) 16
 - D. [Hearing Procedures](#)..... 16
 - 1. [Live Cross-Examination Procedure](#) 16
 - 2. [Review of Transcript/Recording](#)..... 17
 - E. [Determination Regarding Responsibility](#)..... 17
 - 1. [Standard of Proof](#) 17
 - 2. [General Considerations for Evaluating Testimony and Evidence](#) 17
 - 3. [Components of the Determination Regarding Responsibility](#)..... 18
 - 4. [Timeline of Determination Regarding Responsibility](#) 19
 - 5. [Finality](#) 19

[VI. Appeals](#) 19

[VII. Retaliation](#) 20

I. Introduction

A. What is the purpose of the Title IX Grievance Policy?

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of "sexual harassment" (including forms of sex-based violence)
- Addresses how this institution **must** respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that this institution **must** follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.

The full text of the Final Rule and its extensive Preamble are available [here](#). Based on the Final Rule, Nassau Community College ("the College") will implement the following Title IX Grievance Policy, effective August 14, 2020.

B. How does the Title IX Grievance Policy impact other campus disciplinary policies?

Only incidents falling within the Final Rule's definition of sexual harassment will be investigated and, if appropriate, brought to a live hearing through the Title IX Grievance Policy defined below.

The College remains committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the Title IX Final Rule.

Specifically, our campus has: A separate [Sexual Harassment and Sexual Violence Policy, Policy 2200](#), that addresses the types of sex-based offenses constituting a violation of campus policy, and the procedures for investigating and adjudicating those sex-based offenses.

To the extent that alleged misconduct falls outside the Title IX Grievance Policy, or misconduct falling outside the Title IX Grievance Policy is discovered in the course of investigating covered Title IX misconduct, the College retains authority to investigate and adjudicate such misconduct through a separate grievance proceeding.

The elements established in the Title IX Grievance Policy under the Final Rule have no effect and are not transferable to any other College policy for any violation of any conduct policies, employment policies, or any civil rights violation except as narrowly defined in this Policy. This Policy does not set a precedent for other policies or processes of the College and may not be cited for or against any right or aspect of any other policy or process.

C. How does the Title IX Grievance Policy impact the handling of complaints?

Our existing Diversity, Equity, Inclusion and Affirmative Action, ADA/504 & Title IX Office (hereinafter “Title IX Office”) and reporting structure remains in place. What has changed is the way our Title IX Office will handle different types of reports arising from sexual misconduct, as detailed in full throughout Sections II through VI, below.

II. The Title IX Grievance Policy

A. General Rules of Application

1. Effective Date

This Title IX Grievance Policy will become effective on August 14, 2020, and will only apply to formal complaints of sexual harassment wherein the alleged conduct occurred on or after August 14, 2020.

2. Revocation by Operation of Law

Should any portion of the Title IX Final Rule be held invalid by a court of law, or should the Title IX Final Rule be withdrawn or modified, this policy, or the invalidated elements of this policy, will be deemed revoked as of the publication date of the court opinion or order. Should the Title IX Grievance Policy be revoked in this manner, any conduct covered under the Title IX Grievance Policy shall be investigated and adjudicated under the College’s [Sexual Harassment and Sexual Violence Policy, Policy 2200](#).

3. Non-Discrimination in Application

The requirements and protections of this policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, or other protected classes covered by federal or state law. All requirements and protections are equitably provided to individuals regardless of such status or status as a Complainant, Respondent, or Witness. Individuals who wish to file a complaint about the College’s policy or process may contact the Department of Education’s Office for Civil Rights using contact information available at <https://ocrcas.ed.gov/contact-ocr>.

B. Definitions

1. Covered Sexual Harassment

For the purposes of this Title IX Grievance Policy, “covered sexual harassment” includes any conduct on the basis of sex that satisfies one or more of the following:

- 1) An employee conditioning any aids, benefits or services of the College on an individual’s participation in unwelcome sexual conduct (i.e., quid pro quo);
- 2) Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution’s education program or activity;

- 3) Sexual assault (as defined in the Clery Act), which includes any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent;
- 4) Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.
- 5) Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under New York State's domestic or family violence laws or by 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 the State of New York.
- 6) Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to-- (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

Note that conduct that does not meet one or more of these criteria may still be prohibited under Policy 2200, [Sexual Harassment and Sexual Violence Policy](#).

2. Consent

For the purposes of this Title IX Grievance Policy, "consent" means knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

- 1) Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- 2) Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
- 3) Consent may be initially given but withdrawn at any time.
- 4) Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being

involuntarily restrained, or if an individual otherwise cannot consent. Depending on the degree of intoxication, someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.

- 5) Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- 6) When consent is withdrawn or can no longer be given, sexual activity must stop.

3. Education Program or Activity

For the purposes of this Title IX Grievance Policy, the College's "education program or activity" includes:

- Any on-campus premises
- Any off-campus premises that the College has substantial control over.
- Any College-sponsored event occurring off-campus, where the College has substantial control over the event.
- Activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of the College's programs and activities over which the College has substantial control.

4. Formal Complaint

For the purposes of this Title IX Grievance Policy, "formal complaint" means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within the College's education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Policy to investigate the allegation of sexual harassment.

5. Complainant

For the purposes of this Title IX Grievance Policy, Complainant means any individual who has reported being or is alleged to be the victim of conduct that could constitute covered sexual harassment as defined under this policy.

6. Relevant evidence and questions

"Relevant" evidence and questions refer to any questions and evidence that tends to make an allegation of sexual harassment more or less likely to be true.

"Relevant" evidence and questions do not include the following types of evidence and questions, which are deemed "irrelevant" at all stages of the Title IX Grievance Process:

- Evidence and questions about the complainant's sexual predisposition or prior sexual behavior unless:
 - They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or

- They concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.
- Evidence and questions that constitute, or seek disclosure of, information protected under a legally-recognized privilege, such as attorney-client privilege, or doctor-patient privilege.
- Any party's medical, psychological, and similar records unless the party has given voluntary, written consent.

7. Respondent

For the purposes of this Title IX Grievance policy, Respondent means any individual who has been reported to be the perpetrator of conduct that could constitute covered sexual harassment as defined under this policy.

8. Privacy vs. Confidentiality

Consistent with Appendix C of the [College's Sexual Harassment and Sexual Violence Policy](#), references made to *confidentiality* refer to the ability of identified confidential resources to not report crimes and violations to law enforcement or college officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse. References made to *privacy/discretion* mean the College's offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible for tracking patterns and spotting systemic issues. The College will limit the disclosure as much as practicable, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

9. Disability Accommodations

This Policy does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during the Title IX Grievance Process that do not fundamentally alter the Process. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other institutional programs and activities.

C. Making a Report Regarding Covered Sexual Harassment to the College

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Contact Information for the Title IX Coordinator:

Dr. Craig J. Wright

Associate Vice President, Equity, Inclusion, Affirmative Action, ADA/504 &

Title IX Officer

Tower Building, 8th Floor, Room 818, Nassau Community College, One Education Drive,
Garden City, New York 11530.

AAO@ncc.edu

516.572.7121

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

D. Confidential Reporting and Mandatory Reporting

The following Officials at the College have reporting responsibilities with regard to all Title IX allegations, and must report all such allegations to the Title IX Coordinator. Such individuals will provide privacy/discretion, but will not be able to assure full confidentiality, upon receiving a report of conduct prohibited under this policy. At the College, the following individuals are “**Mandatory Reporters**”:

- Title IX Coordinator or designee as well as all staff working in Title IX Office;
- All Public Safety employees;
- All faculty and Department Chairs, except for Designated Sexual Harassment Counselors and other employees listed below as “Confidential Resources”, below;
- All Administrators;
- CSEA supervisors;

The following Officials may provide confidentiality and may keep the complainant’s report in full confidence, if so requested. At the College, the following individuals are “**Confidential Resources**”:

- Professional, licensed counselors who provide mental-health counseling to members of the College community (and including those who act in that role under the supervision of a licensed counselor).
- the Designated Sexual Harassment Counselors;
- Health Center employees and volunteers, including front desk staff and students working in the Center.

E. Non-Investigatory Measures Available Under the Title IX Grievance Policy

1. Supportive Measures

Complainants (as defined above), who report allegations that could constitute covered sexual harassment under this policy, have the right to receive supportive measures from the College regardless of whether they desire to file a complaint, as appropriate. Supportive measures are non-disciplinary and non-punitive.

Supportive measures may include, but not be limited to:

- Counseling
- extensions of deadlines or other course-related adjustments
- modifications of work or class schedules
- campus escort services
- restrictions on contact between the parties (no contact orders)
- changes in work locations
- leaves of absence
- increased security and monitoring of certain areas of the campus

2. Emergency Removal

The College retains the authority to remove a respondent from the College's program(s) or activities on an emergency basis, where the College (1) undertakes an individualized safety and risk analysis and (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual harassment justifies a removal.

If the College determines such removal is necessary, the respondent will be provided notice and an opportunity to challenge the decision immediately following the removal. Employee-respondents may challenge the removal by submitting a written request to the Office of Labor Relations, or by following the procedures outlined under their collective bargaining agreements, if applicable. Student-respondents may challenge the removal by submitting a written request to the Office of the Dean of Students.

3. Administrative Leave

The College retains the authority to place an employee-respondent on administrative leave during the Title IX Grievance Process, consistent with the employee-respondent's collective bargaining agreement, if applicable.

III. The Title IX Grievance Process

A. Filing a Formal Complaint

The timeframe for the Title IX Grievance Process begins with the filing of a Formal Complaint. The Grievance Process will be concluded within a reasonably prompt manner, and no longer than 60 business days after the filing of the Formal Complaint, provided that the Process may be extended for a good reason, including but not limited to 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 procedure for applying for extensions is described below.

To file a Formal Complaint, a complainant must provide the Title IX Coordinator a written, signed complaint describing the facts alleged. Complainants are only able to file a Formal

Complaint under this Policy if they are currently participating in, or attempting to participate in, the education programs or activities of the College, including as an employee. For complainants who do not meet this criteria, the College will utilize the existing [Sexual Harassment Sexual Violence Policy, Policy 2200](#).

If a complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine a Formal Complaint is necessary. The College will inform the complainant of this decision in writing, and the complainant need not participate in the process further but will receive all notices issued under this Policy and Process.

Nothing in the Title IX Grievance Policy prevents a complainant from seeking the assistance of state or local law enforcement alongside the appropriate on-campus process.

A complainant who files a Formal Complaint may elect, at any time, to address the matter through the College's Informal Resolution Process, except that an Informal Resolution Process shall not be available for complaints alleging that a College employee sexually harassed a student. Information about this process is available in [Sexual Harassment Sexual Violence Policy](#).

B. Multi-Party Situations

The institution may consolidate Formal Complaints alleging covered 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 covered sexual harassment arise out of the same facts or circumstances.

C. Determining Jurisdiction

The Title IX Coordinator or a Designated Investigative Officer ("DIO"), will determine if the instant Title IX Grievance Process should apply to a Formal Complaint. The Process will apply when all of the following elements are met, in the reasonable determination of the Title IX Coordinator:

- 1) The conduct is alleged to have occurred on or after August 14, 2020;
- 2) The conduct is alleged to have occurred in the United States;
- 3) The conduct is alleged to have occurred in the College's education program or activity; and
- 4) The alleged conduct, if true, would constitute covered sexual harassment as defined in this policy.

If all of the elements are met, the College will investigate the allegations according to the Grievance Process.

D. Allegations Potentially Falling Under Two Policies

If the alleged conduct, if true, includes conduct that would constitute covered sexual harassment and conduct that would not constitute covered sexual harassment, the Title IX Grievance Process will be applied in the investigation and adjudication of all of the allegations.

E. Mandatory Dismissal

If any one of these elements are not met, the Title IX Coordinator or the DIO will notify the parties that the Formal Complaint is being dismissed for the purposes of the Title IX Grievance Policy. Each party may appeal this dismissal using the procedure outlined in “Appeals,” below.

F. Discretionary Dismissal

The Title IX Coordinator or the DIO may dismiss a Formal Complaint brought under the Title IX Grievance Policy, or any specific allegations raised within that Formal Complaint, at any time during the investigation or hearing, if:

- 1) A complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint or any allegations raised in the Formal Complaint;
- 2) The respondent is no longer enrolled or employed by the College; or,
- 3) If specific circumstances prevent the College from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.

Any party may appeal a dismissal determination using the process set forth in “Appeals,” below.

G. Notice of Dismissal

Upon reaching a decision that the Formal Complaint will be dismissed, the College will promptly send written notice of the dismissal of the Formal Complaint or any specific allegation within the Formal Complaint, and the reason for the dismissal, simultaneously to the parties through their NCC email accounts. It is the responsibility of parties to maintain and regularly check their email accounts.

H. Notice of Removal

Upon dismissal for the purposes of Title IX, the College retains discretion to utilize the [Sexual Harassment Sexual Violence Policy, Policy 2200](#), to determine if a violation of Policy 2200 has occurred. If so, the College will promptly send written notice of the dismissal of the Formal Complaint under the Title IX Grievance Process and removal of the allegations to the Policy 2200 process.

I. Notice of Allegations

The Title IX Coordinator will draft and provide the Notice of Allegations to any party to the allegations of sexual harassment. Such notice will occur as soon as practicable, but no more than 7 business days after the institution receives a Formal Complaint of the allegations, if there are no extenuating circumstances.

The parties will be notified by their institutional email accounts if they are a student or employee, and by other reasonable means if they are neither.

The institution will provide sufficient time for the parties to review the Notice of Allegations and prepare a response before any initial interview.

The Title IX Coordinator or the DIO may determine that the Formal Complaint must be dismissed on the mandatory grounds identified above, and will issue a Notice of Dismissal. If such a determination is made, any party to the allegations of sexual harassment identified in the Formal Complaint will receive the Notice of Dismissal in conjunction with, or in separate correspondence after, the Notice of Allegations.

J. Contents of Notice of Allegations

The Notice of Allegations will include the following:

- 1) Notice of the institution's Title IX Grievance Process, including any informal resolution process, and a hyperlink to a copy of the process.
- 2) Notice of the allegations potentially constituting covered sexual harassment, and sufficient details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the complainant; the conduct allegedly constituting covered sexual harassment; and the date and location of the alleged incident, if known.
- 3) A statement 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.
- 4) A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- 5) A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source;
- 6) A statement that Part VI (A) of [Policy 2200](#), and Section I(F) of the [Student Code of Conduct](#) prohibits bringing frivolous or malicious charges and making false accusations during the grievance process.

K. Ongoing Notice

If, in the course of an investigation, the College decides to investigate allegations about the complainant or respondent that are not included in the Notice of Allegations and are otherwise covered "sexual harassment" falling within the Title IX Grievance Policy, the College will notify the parties whose identities are known of the additional allegations by their institutional email accounts or other reasonable means. The parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

L. Advisor of Choice and Participation of Advisor of Choice

The College will provide the parties equal access to advisors; any restrictions on advisor participation will be applied equally.

The College has a long-standing practice of requiring students to participate in the process directly and not through an advocate or representative. Students participating as Complainant or Respondent in this process may be accompanied by an Advisor of Choice to any meeting or hearing to which they are required or are eligible to attend. Except where explicitly stated by this Policy, as consistent with the Final Rule, Advisors of Choice shall not participate directly in the process as per standard policy and practice of the College.

The College will not intentionally schedule meetings or hearings on dates where the Advisors of Choice for all parties are not available, provided that the Advisors act reasonably in providing available dates and work collegially to find dates and times that meet all schedules.

The College's obligations to investigate and adjudicate in a prompt timeframe under Title IX and other College policies apply to matters governed under this Policy, and the College cannot agree to extensive delays solely to accommodate the schedule of an Advisor of Choice. The determination of what is reasonable shall be made by the Title IX Coordinator or designee. The College will not be obligated to delay a meeting or hearing under this process more than five (5) calendar days due to the unavailability of an Advisor of Choice, and may offer the party the opportunity to obtain a different Advisor of Choice or utilize one provided by the College.

M. Notice of Meetings and Interviews

The College will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.

N. Delays

Each party may request a one-time delay in the Grievance Process of up to five business (5) days for good cause (granted or denied in the sole judgment of the Title IX Coordinator, Designated Investigative Officer, Dean of Students, or designee) provided that the requestor provides reasonable notice and the delay does not overly inconvenience other parties.

For example, a request to take a five day pause made an hour before a hearing for which multiple parties and their advisors have traveled to and prepared for shall generally not be granted, while a request for a five day pause in the middle of investigation interviews to allow a party to obtain certain documentary evidence shall generally be granted.

The Title IX Coordinator, DIO or designee shall have sole judgment to grant further pauses in the Process.

IV. Investigation

A. General Rules of Investigations

The Title IX Coordinator or the DIO will perform an investigation under a reasonably prompt timeframe of the conduct alleged to constitute covered sexual harassment after issuing the Notice of Allegations.

The College, and not the parties, has the burden of proof and the burden of gathering evidence, i.e. the responsibility of showing a violation of this Policy has occurred. This burden does not rest with either party, and either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from the College and does not indicate responsibility.

The College cannot access, consider, or disclose medical records without a waiver from the party to whom the records belong or of whom the records include information. The College will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e. evidence that tends to prove and disprove the allegations) as described below.

B. Inspection and Review of Evidence

Prior to the completion of the investigation, the parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation.

Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

- 1) Evidence that is relevant, even if that evidence does not end up being relied upon by the institution in making a determination regarding responsibility;
- 2) inculpatory or exculpatory evidence (i.e. evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a party or other source.

All parties must submit any evidence they would like the investigator to consider prior to when the parties' time to inspect and review evidence begins.

The College will make available the evidence to each party and each party's advisor, if any, for inspection and review through an electronic format or via a hard copy. The Institution is not

under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The parties will have seven (7) business days upon receipt of the evidence to inspect and review the evidence and submit a written response by email to the investigator. The investigator will consider the parties' written responses before completing the Investigative Report.

The institution will provide copies of the parties' written responses to the investigator to all parties and their advisors, if any.

The institution will provide the parties up to seven (7) business days to provide a response, after which the investigator will not be required to accept a late submission. Investigator has seven (7) business days after receiving the parties' response to the evidence to generate a report or, alternatively, may provide the parties with written notice extending the investigation for a specified number of days as required, and explaining the reason for the extension.

Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.

The parties and their advisors must sign a confidentiality agreement not to disseminate any of the evidence subject to inspection and review to any third parties, and not to use such evidence for any purpose unrelated to the Title IX grievance process. Violation of the confidentiality agreement may result in appropriate disciplinary action.

C. Inclusion of Evidence Not Directly Related to the Allegations

Evidence obtained in the investigation that is determined in the reasoned judgment of the investigator not to be directly related to the allegations in the Formal Complaint will not be disclosed, or may be appropriately redacted before the parties' inspection to avoid disclosure of personally identifiable information of a student. Any evidence obtained in the investigation that is kept from disclosure or appropriately redacted will be documented in a "privilege log" that may be reviewed by the parties and their advisors, if any.

D. Investigative Report

The Title IX Coordinator or DIO will prepare an Investigative Report that fairly summarizes relevant evidence. The Investigative Report is not intended to catalog all evidence obtained by the investigator, but only to provide a fair summary of that evidence.

Only relevant evidence (including both inculpatory and exculpatory – i.e. tending to prove and disprove the allegations - relevant evidence) will be referenced in the Investigative Report.

The investigator may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant.

V. Hearing

A. General Rules of Hearings

The College will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing, unless the Complaint is otherwise resolved through an informal resolution process.

The live hearing may be conducted with all parties physically present in the same geographic location, or, at the College's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through Zoom, Google Meet or another mode of holding virtual meetings selected by the College. This technology will enable participants simultaneously to see and hear each other. At its discretion, the College may delay or adjourn a hearing based on technological challenges not within a party's control.

All proceedings will be recorded through audio recording; audiovisual recording; or written transcript. That recording or transcript will be made available to the parties for inspection and review.

Prior to obtaining access to any evidence, including the hearing recording or transcript, the parties and their advisors must sign an agreement not to disseminate any of the testimony heard or evidence obtained in the hearing or use such testimony or evidence for any purpose unrelated to the Title IX Grievance Process. Once signed, this Agreement may not be withdrawn.

B. Continuances or Granting Extensions

The College may determine that multiple sessions or a continuance (i.e. a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, the College will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

C. Participants in the live hearing

Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

1. Complainant and Respondent (The Parties)

- The parties cannot waive the right to a live hearing.
- The institution may still proceed with the live hearing in the absence of a party, and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a "statement" by that party.
 - i. For example, a verbal or written statement constituting part or all of the sexual harassment itself is not a "prior statement" that must be excluded if the maker of the statement does not submit to cross-examination about that statement. In other words, a prior statement would not include a document, audio recording, audiovisual reading, and digital media, including but not

limited to text messages, emails, and social media postings, that constitute the conduct alleged to have been the act of sexual harassment under the formal complaint.

- The College will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party's participation.
- If a party does not submit to cross-examination, the Hearing Officer cannot rely on any prior statements made by that party in reaching a determination regarding responsibility, but may reach a determination regarding responsibility based on evidence that does not constitute a "statement" by that party.
- The Hearing Officer cannot draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing or refusal to answer cross examination or other questions.

2. The Decision-maker

- The hearing body will consist of a single decision-maker, referred to as the Hearing Officer. The Hearing Officer will be one of the individuals designated to serve on the Sexual Harassment Appeal Board, as described in [Policy 2200, Sexual Harassment and Sexual Violence Policy](#), Part IV(B)(5)(c).
- The Hearing Officer will not serve as the Title IX Coordinator, nor as the Title IX investigator, or advisor to any party in the case, nor may the Hearing Officer serve on the appeals body in the same case.
- The Hearing Officer will not have a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The Hearing Officer will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.
- The parties will have an opportunity to raise any objections regarding a Hearing Officer's actual or perceived conflicts of interest or bias at the commencement of the live hearing.

3. Advisor of choice

- The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney.
- The advisor of choice may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party, except for the purpose of cross-examination.
- The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the institution will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.

- The advisor is not prohibited from having a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The advisor is not prohibited from being a witness in the matter.
- If a party does not attend the live hearing, the party's advisor may appear and conduct cross-examination on their behalf.
- If neither a party nor their advisor appear at the hearing, the College will provide an advisor to appear on behalf of the non-appearing party.

4. Witnesses

- Witnesses cannot be compelled to participate in the live hearing, and have the right not to participate in the hearing free from retaliation.
- If a witness does not submit to cross-examination, as described below, the Hearing Officer cannot rely on any statements made by that witness in reaching a determination regarding responsibility, including any statement relayed by the absent witness to a witness or party who testifies at the live hearing.

D. Hearing Procedures

For all live hearings conducted under this Title IX Grievance Process, the procedure will be as follows:

- Hearing Officer will open and establish rules and expectations for the hearing;
- The Parties will each be given the opportunity to provide opening statements;
- Hearing Officer will ask questions of the Parties and Witnesses;
- Parties will be given the opportunity for live cross-examination after the Hearing Officer conducts his/her initial round of questioning;
- During the Parties' cross-examination, the Hearing Officer will have the authority to pause cross-examination at any time for the purposes of asking the Hearing Officer's own follow up questions; and any time necessary in order to enforce the established rules of decorum.
- Should a Party or the Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the Hearing Officer. A Party's waiver of cross-examination does not eliminate the ability of the Hearing Officer to use statements made by the Party.

1. Live Cross-Examination Procedure

Each party's advisor will conduct live cross-examination of the other party or parties and witnesses. During this live-cross examination the advisor will ask the other party or parties and witnesses relevant questions and follow-up questions, including those challenging credibility directly, orally, and in real time.

Before any cross-examination question is answered, the Hearing Officer will determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including by the Hearing Officer may be deemed irrelevant if they have been asked and answered.

2. Review of Transcript/Recording

The recording/transcript of the hearing will be available for review by the parties within ten (10) business days, unless there are any extenuating circumstances. The recording/transcript of the hearing will not be provided to parties or advisors of choice.

E. Determination Regarding Responsibility

1. Standard of Proof

The College uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of formal complaints covered under this Policy. This means that the investigation and hearing determine whether it is more likely than not that a violation of the Policy occurred.

2. General Considerations for Evaluating Testimony and Evidence

While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Decision-maker.

The Hearing Officer shall not draw inferences regarding a party or witness' credibility based on the party or witness' status as a complainant, respondent, or witness, nor shall they base their judgments on stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

Still, credibility judgments should not rest on whether a party or witness' testimony is non-linear or incomplete, or if the party or witness is displaying stress or anxiety.

Hearing Officer will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e. tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by the Title IX Final Rule, a witness' testimony regarding third-party knowledge of the facts at issue will be allowed, but will generally be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

The Final Rule requires that the College allow parties to call “expert witnesses” for direct and cross examination. The College does not provide for expert witnesses in other proceedings. While the expert witness will be allowed to testify and be crossed as required by the Final Rule, the Hearing Officer will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all parties present experts as witnesses.

The Final Rule requires that the College allow parties to call character witnesses to testify. The College does not provide for character witnesses in other proceedings. While the character witnesses will be allowed to testify and be crossed as required by the Final Rule, the Hearing Officer will be instructed to afford very low weight to any non-factual character testimony of any witness.

The Final Rule requires that the College admit and allow evidence and testimony regarding polygraph tests (“lie detector tests”) and other procedures that are outside of standard use in academic and non-academic conduct processes. While testimony about such procedures will be allowed as required by the Final Rule, the Hearing Officer will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.

Where a party or witness’ conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the Hearing Officer may draw an adverse inference as to that party or witness’ credibility.

3. Components of the Determination Regarding Responsibility

The written Determination Regarding Responsibility will be issued simultaneously to all parties through their institution email account, or other reasonable means as necessary. The Determination will include:

- 1) Identification of the allegations potentially constituting covered sexual harassment;
- 2) 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;
- 3) Findings of fact supporting the determination;
- 4) Conclusions regarding which College Policy, if any, the respondent has or has not violated.
- 5) For each allegation:
 - a. A statement of, and rationale for, a determination regarding responsibility;

- b. A statement of, and rationale for, any disciplinary sanctions the recipient imposes on the respondent; and
 - c. A statement of, and rationale for, 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; and
- 6) The College's procedures and the permitted reasons for the complainant and respondent to appeal (described below in "Appeals").

4. Timeline of Determination Regarding Responsibility

If there are no extenuating circumstances, the determination regarding responsibility will be issued by the College within twenty (20) business days of the completion of the hearing.

5. Finality

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 consistent with the procedures and timeline outlined in "Appeals" below, or if an appeal is not filed, the date on which the opportunity to appeal expires.

VI. Appeals

Each party may appeal (1) the dismissal of a formal complaint or any included allegations and/or (2) a determination regarding responsibility. To appeal, a party must submit their written appeal within five (5) business days of being notified of the decision, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:

- Procedural irregularity that affected the outcome of the matter (i.e. a failure to follow the College's own procedures);
- 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;
- The Title IX Coordinator, investigator(s), or Hearing Officer had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.

The submission of appeal stays any sanctions for the pendency of an appeal. Supportive measures and remote learning opportunities remain available during the pendency of the appeal.

If a party appeals, the College will, as soon as practicable, notify the other party in writing of the appeal, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.

Appeals may be submitted in electronic form or via hard copy to the attention of the Sexual Harassment Appeal Board, care of the Title IX Office.

Appeals will be decided by the Sexual Harassment Appeal Board, as described in detail in Part IV(5)(c) of Policy 2200, [Sexual Harassment Sexual Violence Policy](#). The Appeal Board shall be free of conflict of interest and bias, and the members serving on the Appeal Board will not serve as investigators, Title IX Coordinators, or Hearing Officers in the same matter.

Outcome of appeal will be provided in writing simultaneously to both parties, and include rationale for the decision.

VII. Retaliation

The College will keep the identity of any individual who has made a report or complaint of sex discrimination confidential, including the identity of any individual who has made a report or filed a Formal Complaint of sexual harassment under this Title IX Grievance Policy, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding under this Title IX Grievance Policy.

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations.

No person may intimidate, threaten, coerce, or discriminate against any individual 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 Title IX Grievance Policy.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any charges filed against an individual for violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment.

Complaints alleging retaliation may be filed according to the Policy 2300, [Anti-Discrimination Policy and Complaint Procedures](#).