

## **8.6 Harassment and Discrimination Policy and Procedures**

### **Policy**

Loyola University Maryland does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, marital status, sexual orientation, gender identity, genetic information, military status, or any other legally protected classification in the administration of any of its educational programs and activities or with respect to admission or employment. Prohibited discrimination includes harassment on the basis of a protected classification and harassment based on participation in any "protected activity." Complaints of harassment and discrimination will be addressed pursuant to Section 8.7, except for complaints of sexual harassment, domestic violence, dating violence, stalking, sexual assault, and sexual exploitation, which will be addressed pursuant to Section 8.8.

Discrimination, harassment, domestic violence, dating violence, stalking, sexual assault, and sexual exploitation are inconsistent with Loyola's commitment to excellence and respect for all individuals. Loyola is also committed to protecting the academic freedom of all members of the University community, and this policy shall be applied in a manner that protects the academic freedom of all parties to a complaint.

### **Scope**

This policy prohibits discrimination, including harassment, domestic violence, dating violence, stalking, sexual assault, and sexual exploitation of students, employees, or program participants of Loyola University Maryland by anyone on University property or at University-sponsored activities. This policy applies to situations in which the person alleging a violation (the "complainant") or the person accused of a violation (the "respondent") is an employee, student, or program participant of Loyola University Maryland. Loyola students and employees who are studying or teaching off-campus (e.g., semester abroad) or are on a leave of absence (e.g., medical leave, sabbatical) may remain covered by this policy unless specified below. The University may also extend jurisdiction to off-campus and/or to online conduct when the conduct affects a substantial University interest.

Allegations against student employees in their capacity as employees are resolved through this policy. Allegations against students in their capacity as students are generally resolved through the student conduct process rather than under this policy with the exception of sexual harassment and other sexual misconduct as subject to 8.8 Sexual and Gender-Based Misconduct Policy. The Community Standards can be found at <http://www.loyola.edu/department/student-conduct>.

Allegations involving individuals who are not current employees or students of Loyola (e.g., applicants for admission or employment, alumni, independent contractors, vendors, recruiters) are addressed on a case-by-case basis using an appropriate procedure as determined by the vice president for student development's office for students or by the human resources office for employees.

Harassment other than on the basis of a protected classification is also prohibited by University policy and may be the subject of a complaint using the Grievance Policy and Hearing Procedures (Section 8.18 of the Staff and Administrator Policy Manual) if the respondent is an employee or using the student conduct process if the respondent is a student.

### **Compliance**

The designated official to ensure Loyola's compliance with Title IX of the Education Amendments of 1972, as amended, which prohibits sex discrimination including sexual harassment and sexual violence, is Kathleen M. Parnell, Associate Vice President for Human Resources, 5000 York Road, Suite 200, Baltimore, MD 21212, Phone: 410-617-2354, [Email: kmparnell@loyola.edu](mailto:kmparnell@loyola.edu).

The designated official to ensure Loyola's compliance with Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of handicap/disability, is Katsura

Kurita, Assistant Vice President for Student Development, 4501 N. Charles Street, Baltimore, Maryland, 21210, Phone: 410-617-5646, [Email: kkurita@loyola.edu](mailto:kkurita@loyola.edu).

Complaints may also be filed with the U.S. Department of Education, Office of Civil Rights ([www.ed.gov](http://www.ed.gov)).

### **Retaliation**

It is a violation of Loyola's harassment and discrimination policy to retaliate against any person for making an allegation or participating in an investigation of an alleged violation of this policy. A complaint of retaliation may be pursued using the steps set forth in this policy. When necessary, the University will monitor student grading or faculty/staff reappointment, tenure, promotion, merit review, or other decisions in order to ensure that prohibited retaliation does not occur. The University reserves the right to take immediate measures to prevent violations pending the outcome of any proceedings under this policy. Retaliation related to the Sexual and Gender-Based Misconduct Policy will be addressed as defined in 8.8.

### **Knowingly Filing False Complaints**

Knowingly filing a false complaint of harassment, discrimination, retaliation, or sexual misconduct is a violation of this policy. Employees who knowingly file a false complaint are subject to disciplinary action. Students who knowingly make false statements or knowingly submit false information violates section 8. *False Information/Obstruction* under the Student Code of Conduct and would be referred for disciplinary action accordingly.

### **Intentional Breaches of Confidentiality**

Participants in this process, including the complainant and respondent, witnesses, investigators, supervisors/department chairs or their designees, and University officers may be directed to maintain appropriate confidentiality regarding the proceedings in order to protect the integrity of the investigation, to protect the privacy rights of the individuals involved, or for other valid reasons, provided that a complainant or respondent may not be required to maintain confidentiality as to the outcome of the investigation and any directions regarding confidentiality shall not be interpreted to prevent or impede the parties' ability to obtain and present evidence or otherwise support or defend their interests, to communicate with law enforcement, to communicate with legal counsel or another advisor under this Policy, or to seek counseling or support. Any questions regarding confidentiality in a particular case should be directed to human resources for employees or the vice president for student development's office for students.

A complaint alleging an intentional breach of confidentiality by an employee may be pursued using the procedures set forth below. Such a breach may also constitute an act of retaliation. A breach of confidentiality by an employee may void the outcome of any previously agreed-upon resolution to a complaint.

## **8.7 Procedures for Resolution of Complaints Against Employees under the Harassment and Discrimination Policy**

### *Introduction/Scope*

The following procedures provide for prompt, fair and impartial investigation, and resolution of all reports of harassment and discrimination, whether or not a formal or informal complaint has been made. The procedures set forth in 8.7 apply to sexual harassment, sexual assault, domestic violence, dating violence, stalking, or sexual exploitation only with respect to alleged employee conduct that is not subject to the Title IX Grievance Procedures described in Section 8.8. Investigations will be conducted by officials who have received appropriate annual training. Loyola will undertake

immediate and appropriate corrective action whenever it determines that a violation of this policy has occurred.

In considering a complaint under this policy, the following understandings shall apply:

- Harassment must be distinguished from behavior that, even though unpleasant or disconcerting, is appropriate to the carrying out of certain instructional, advisory, or supervisory responsibilities.
- The conduct alleged to violate this policy should be evaluated from both the complainant's and respondent's perspectives, but also the perspective of a reasonable person similarly situated to the complainant and respondent considering all the circumstances.
- Filing a complaint under this policy does not preclude an employee from filing a charge of employment discrimination with the EEOC, or Maryland Commission on Human Relations, within the time frames established by those agencies. Filing a complaint under this policy does not preclude a student from filing a written complaint with the Department of Education's Office of Civil Rights within 180 calendar days of the date of the alleged discrimination.

### **8.7.1 Informal Reporting**

Any member of the Loyola community who believes that they have experienced harassment, discrimination, sexual assault, domestic violence, dating violence, stalking, or sexual exploitation in violation of this policy is encouraged to report the incident(s) as soon as possible. A complainant may end the informal stage at any time and may initiate a formal complaint.

### **8.7.2 Options for Informal Resolutions**

Human resources may assist an individual who does not wish to file a formal complaint but who seeks informal resolution to end conduct that the person believes violates this policy. **For informal resolution options involving conduct related to behavior prohibited under the prohibited conduct section in 8.8 Sexual and Gender-Based Misconduct Policy, see section 8.8 Sexual and Gender-Based Misconduct Policy.**

Human resources, or another person designated by human resources, may discuss the alleged conduct with the respondent, remind them of University policies, and seek a commitment by the respondent to comply with these policies. In addition, appropriate disciplinary action may be taken, up to and including termination, depending on the nature and severity of the conduct and the respondent's overall work history. In some cases, the complainant may choose to meet with the individual whose behavior is disturbing, discuss the situation, and make it clear that the behavior is unwanted. In some cases, the complainant may wish to contact the supervisor/department chair or dean of the person whose behavior is disturbing and request assistance to stop the behavior. The complainant may also choose to seek resolution through restorative practices such as a conversation with the other party facilitated by human resources, or with a mediation arranged by human resources. In these two cases, the parties must agree to participate. Such actions may be discussed with human resources in advance of the meeting.

Depending on the circumstances human resources may choose to utilize any combination of interventions and remedies including but not limited to:

- Increased monitoring, supervision, and/or security at locations or activities where the alleged conduct occurred or is likely to recur;

- Targeted or broad-based educational programming or training for relevant individuals or groups;
- Recommend employment modifications;
- Completion of projects, programs, trainings, or other requirements designed to help the respondent manage behavior, refrain from engaging in prohibited conduct, and understand why the prohibited conduct is prohibited; and/or;
- No contact orders that limit access to specific college buildings or areas or forms of contact with particular persons

See section 8.7.3 for assistance with informal resolution.

After an informal intervention has concluded, human resources will collect and maintain all documentation concerning the complaint. Such a record will be kept in order to document that an informal complaint was made and that actions were taken in response to the complaint.

NOTE: Some forms of behavior that are disturbing to members of the Loyola community may not meet the definitions of behavior prohibited by this policy. Such behavior may, nonetheless, be prohibited by other policies, rules, or procedures. Questions about handling complaints under any other policies and procedures may be directed to deans and to human resources staff.

### **8.7.3 Assistance with Informal Resolutions**

The complainant may discuss the situation with the associate vice president for human resources (ext. 2354) or other designated individuals available through the following offices:

#### Undergraduate Students:

Office of Student Development  
 Dean of Admission  
 Dean of Undergraduate and Graduate Studies  
 Dean of Loyola College  
 Dean of the School of Education  
 Dean of the Sellinger School of Business and Management  
 Associate Vice President for Academic Student Affairs  
 Assistant Vice President Student Development and Title IX Deputy Coordinator  
 Associate Vice President Human Resources and Title IX Coordinator  
 Chief Equity and Inclusion Officer

#### Graduate and Professional Students:

Dean of Loyola College  
 Dean of the School of Education  
 Dean of the Sellinger School of Business and Management  
 Dean of Undergraduate and Graduate Studies  
 Executive Director of Graduate Admission  
 Assistant Vice President  
 President and Director Athletics  
 Assistant Vice President Student Development and Title IX Deputy Coordinator  
 Associate Vice President Human Resources and Title IX Coordinator  
 Chief Equity and Inclusion Officer

#### Faculty:

Human Resources Office

Office of the Provost and Vice President for Academic Affairs  
Associate Vice President for Academic Affairs and Diversity Deans  
Associate Vice President Human Resources and Title IX Coordinator Title IX  
Deputy Coordinator for Faculty, Staff and Administrators  
Chief Equity and Inclusion Officer

Staff and Administrators:

Human Resources Office  
Division Vice Presidents  
Associate Vice President Human Resources and Title IX Coordinator Title IX  
Deputy Coordinator for Faculty, Staff and Administrators  
Chief Equity and Inclusion Officer

The University also has anonymous reporting methods:

- Anonymous Reporting Form, found at <https://www.loyola.edu/departments/public-safety/anonymous-information-form>
- EthicsPoint, found at <https://secure.ethicspoint.com/domain/media/en/gui/18799/index.html>
- Bias Related Behaviors Report, found at [www.loyola.edu/reportbias](http://www.loyola.edu/reportbias)
- Sexual Violence, Relationship Violence or Stalking Report found at [https://cm.maxient.com/reportingform.php?LoyolaUnivMD&layout\\_id=4](https://cm.maxient.com/reportingform.php?LoyolaUnivMD&layout_id=4)

## **8.7.4 Initiating a Formal Complaint**

### **8.7.4.1 Timeframe for Filing**

Formal complaints of, harassment or discrimination, should be filed with human resources as soon after the offending conduct as possible, but no later than 180 calendar days after the most recent conduct alleged to violate this policy. Human resources may grant a reasonable extension of any other time period established in these guidelines; however, the 180 calendar day time limit for filing a formal complaint shall not be extended. For formal complaints filed under section 8.8 Sexual and Gender-Based Misconduct Policy, there is no time limitation to file a formal complaint.

The 180-calendar-day statute of limitation on the filing of claims is intended to encourage complainants to come forward as soon as possible after the offending conduct and to protect respondents against complaints that are too old to be effectively investigated. There may, however, be sound reasons why a complainant does not come forward within 180 calendar days. In such cases, the complainant should contact human resources staff to discuss options. Although such a complaint generally would not be pursued under the formal complaint procedures, there may still be options for responding to such complaints; for example, through counseling or informal intervention. If sufficient evidence is available, an investigation can be undertaken by appropriate authorities to determine if the behavior constitutes misconduct under other conduct processes.

### **8.7.4.2 Written Complaint and Response**

A formal complaint must be submitted in writing to human resources and signed by the complainant. This written complaint shall include the names of the complainant and the respondent and the details of the conduct alleged that violate this policy. Within five calendar days of receiving the written complaint, human resources will provide the respondent with a copy of the complaint. The respondent must submit to human resources a response to the charges within

14 calendar days. Upon receipt of the respondent's answer to the complaint, the human resources office shall forward a copy of the response to the complainant.

#### **8.7.4.3 Investigation**

Within five business days of receiving a copy of the response to the complaint, a designee of the human resources office, who has received appropriate training and does not have a conflict of interest or bias, will initiate an investigation to determine whether there is a reasonable basis for believing that the alleged violation of the policy occurred. During the investigation, the investigator will interview the complainant, the respondent, and any witnesses who may have direct relevant information to determine whether the conduct occurred and whether such conduct violated this policy. Both parties will have an opportunity to provide evidence and to request that the investigator interview specific witnesses.

Further, the appropriate Title IX Coordinator will receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. The parties will also be given an opportunity for timely and equal access to any information that will be used in making a determination of responsibility for an alleged conduct violation. In appropriate cases, including sexual misconduct investigations, supportive measures may be put in place such as no contact orders, changes to work schedules/situations, interim suspension for the respondent, and other measures for safety, as necessary.

#### **8.7.4.4 Settlement Negotiation**

Within seven calendar days of receiving a copy of the response to the complaint, the human resources office shall schedule a meeting with each of the parties, together or separately, to attempt to negotiate a settlement of the complaint; provided, however, that the parties will not be requested or permitted to meet together in cases addressed through the procedures in 8.8 Sexual and Gender-Based Misconduct Policy.

A settlement shall occur when the parties agree to a resolution of the complaint in writing. A resolution may include, but is not limited to, withdrawal of the complaint without the right to refile it; an agreement by the respondent to terminate or not repeat specific conduct; an apology; or participation in counseling. Human resources shall review all settlements to ensure that the parties fully understand the terms. If there is any sanction agreed to as part of the resolution, the responsible official for implementing any such sanction must also agree to the settlement.

#### **8.7.4.5 Finding, Determination, and Sanction**

If a settlement is not reached within 30 calendar days of this initial meeting, human resources shall make a written determination, using a "preponderance of evidence" standard, which includes a finding of whether the conduct alleged in the complaint occurred, the basis for that determination, and whether such conduct violated this policy. The written determination will be completed within five business days of the end of the settlement period, unless new information is brought forward during the negotiation period that requires further investigation. If human resources determines that the respondent violated this policy, human resources shall consult with the appropriate responsible official to determine the sanction to be imposed by the University. Taking into account the nature and severity of the violation and the respondent's employment record, sanctions may include: mandatory assessment and compliance with treatment recommendations; prohibition of the respondent from participating in grading, honors, recommendations, reappointment and promotion decisions, or other evaluations of the complainant; written warning, and a copy of the complaint and its disposition placed in the respondent's personnel file; restrictions on the respondent's access to University resources, such

as merit pay or other salary increases for a specific period; continuation/modification of supportive measures; or disciplinary probation, suspension or dismissal from the University.

For cases addressed through 8.8 Sexual and Gender-Based Misconduct, the human resources office shall notify the complainant and the respondent simultaneously, in writing, of the determination including a rationale for the findings. If it is determined that the policy was violated, the notice will include the sanction(s) to be imposed and rationale for the sanctions. The appeals procedures will also be provided. Outcomes from an appeals process will be final.

#### **8.7.4.6 Responsible Official**

In cases in which the respondent is a member of the faculty, the responsible official shall be the dean of the school or college to which the respondent belongs, or the provost and vice president for academic affairs.

In cases in which the respondent is a non-faculty administrator or staff member, the responsible official shall be the appropriate vice president, or their designee. If the respondent is a non-faculty administrator or staff member in a division that reports directly to the president, the responsible official shall be designated by the president. If the respondent is the president, the responsible official shall be the Chairperson of the Board of Trustees.

In cases in which the respondent is a student employee (graduate or undergraduate), the responsible official shall be the appropriate vice president of the division or dean of the college in which the student is employed.

### **8.7.5 Appeals**

#### **8.7.5.1 Appeals to the President (Except Appeals of Sexual and Gender-Based Misconduct)**

In accordance with the Scope of this Policy, this appeals procedure in Section 8.7.5.1 does not apply to allegations against students that are resolved through the Student Respondent Sexual and Gender-Based Misconduct Investigation and Hearing Procedures or for any formal complaints filed under the Employee Respondent Title IX Grievance Procedures, which can be found in the Community Standards. *This appeals procedure also does not apply to appeals for non-Title IX formal complaints filed under the Sexual and Gender-Based Misconduct Policy, which are subject to the appeals procedure in Section 8.7.5.2*

Within 14 calendar days of receiving notice of the determination and the sanction, if any, the complainant, or the respondent, or both, may file an appeal, in writing, to the president based on one or more of the following grounds:

- The determination is not supported by the evidence.
- Relevant new evidence that was not available for consideration prior to the determination has been discovered.
- The sanction is disproportionate to the offense.
- Procedural error(s) occurred that materially affected the outcome of the investigation.

The president shall review the appeal based on the written record, without a hearing. The president may remand the case to human resources for further investigation and findings. Within 30 days of receipt of the last-filed appeal, the president shall render a final decision simultaneously, in writing, to the complainant and the respondent.

#### **8.7.5.2 Appeals of Sexual and Gender-Based Misconduct**

Appeals for formal complaints filed under the Sexual and Gender-Based Misconduct Policy will be resolved through the following process.

Each party may appeal a determination regarding responsibility and/or the sanction. In cases where appeals are submitted by both parties, both appeals will be considered together by the same appellate decision-maker. Unless indicated otherwise in the original decision letter, the typewritten appeal should be submitted via email or in person to the University's Title IX Coordinator. The appeal must be submitted within 14 calendar days of receipt of the decision letter, indicating the grounds for appeal. If a party does not appeal the decision within this period, they have waived a right to appeal. An appeal must be based upon one or more of the following grounds:

- The determination is not supported by the evidence.
- Relevant new evidence that was not available for consideration prior to the determination has been discovered.
- The sanction is disproportionate to the offense.
- Procedural error(s) occurred that materially affected the outcome of the investigation.

The submission of the appeal means that the sanctions are left pending until the appellate decision-maker renders a decision. Supportive measures remain available during the appeal process.

The burden is on the party to provide support in the appeal letter for the asserted grounds. The University's Title IX Coordinator (or designee) shall determine whether the party has provided sufficient support for each asserted ground. Failure to follow the guidelines or to provide sufficient support for the asserted grounds will result in determining that only certain asserted grounds should be submitted for review by appellate decision-maker or that the appeal should be dismissed without further proceedings.

When an appeal letter is accepted, the other party will be given a copy of the appeal letter and the opportunity to submit a written response within five University business days.

Appeals will be decided by an independent appellate decision-maker who is free from conflict of interest and bias, and did not serve as investigator(s), Title IX Coordinator, or decision-maker in the original hearing. The appellate decision-maker shall review the appeal based on the written record, without a hearing.

The appellate decision-maker's decision will be communicated concurrently in writing to both the respondent and the complainant, normally within five University business days of the appeal hearing and include rationale for the decision. The appellate decision-maker is final, and no further appeal is permitted by either party.

## **8.8 Sexual and Gender-Based Misconduct Policy**

### **8.8.1 Scope of Sexual and Gender- Based Misconduct Policy**

The Sexual and Gender-Based misconduct policy prohibits discrimination on the basis of sex, in accordance with Title IX, Maryland state law, and in accordance with the University's values and standards of conduct. This policy prohibits sexual harassment, domestic violence, dating violence, stalking and sexual assault of students, employees, or program participants of Loyola University Maryland by anyone on University property or at University-sponsored activities, and as otherwise included within the scope of this policy. This policy applies to situations which the person accused of a violation ("respondent") is a student,



employee, or program participant at Loyola University Maryland. This policy also applies to conduct prohibited by Title IX and conduct which, although not falling under Title IX, violates the University's own conduct policies.

Under Title IX regulations, universities are required to distinguish between prohibited conduct that is "under Title IX" and prohibited conduct that is a violation of university policy. Under Title IX, the University must dismiss a Formal Complaint or the part of the allegations in a Formal Complaint, if applicable, where: Sexual Harassment is alleged and where:

1. The conduct alleged does not meet the definition of Sexual Harassment;
2. The alleged conduct did not occur in the University's education program or activity; or,
3. The alleged conduct did not occur against a person in the United States.

A dismissal under this provision only applies to allegations of Sexual Harassment (as defined below) under Title IX. In such an instance, the University may still investigate a Formal Complaint for other alleged violations under this Policy as discussed in great detail below, although it will not technically be "under Title IX."

Because of the distinction between conduct "under Title IX" and other prohibited conduct, the University does not have a single complaint and resolution mechanism for all complaints of Sexual and Gender-Based Misconduct. As a result, the procedures applicable to the investigation and resolution of a complaint will depend on whether the complaint is "under Title IX" or not. The Policy below describes how the University will determine whether the Title IX Grievance Procedures will apply or, if instead, the University's General Sexual Misconduct Procedures (defined below) apply.

This policy distinguishes between reporting sexual misconduct incidents and filing Formal Complaints. Reporting Sexual Misconduct incidents informs the University of the incident, which allows the institution to provide Supportive Measures (as outlined in this Policy) to the Complainant and does not necessarily result in the initiation of the investigation and resolution procedures described in this Section. All Complainants who report incidents of Sexual Misconduct will be offered individualized Supportive Measures. If Complainants wish to initiate the Title IX Grievance or General Sexual Misconduct Procedures (defined below), they should file a Formal Complaint. As explained in more detail below (including exceptions and details as to applicability), generally speaking, those procedures may involve an investigation into the incident and a hearing to determine the responsibility of the Respondent.

### **8.8.2 Related policies**

Allegations against student employees in their capacity as employees are treated as claims against an employee the purposes of determining the proper procedure to apply.

Harassment on the basis of a protected classification is also prohibited by University policy and may be the subject of a complaint using the Procedures for Resolution of Complaints Against Employees under the Harassment and Discrimination Policy if the respondent is an employee (see Section 8.7) or using the process outlined within section 7. Bias Process of the community standards if the respondent is a student.

### **8.8.3 Non-Discrimination Statement**

Loyola University Maryland does not discriminate on the basis of race, sex, color, national or ethnic origin, age, religion, disability, marital status, sexual orientation, gender identity, genetic information, military status, or any other legally protected classification covered by federal or state law in the administration of any of its educational programs and activities or with respect to admission or employment. All requirements and protections are equitably provided to individuals regardless of their status as a complainant, respondent,

or witness. The designated compliance officer to ensure compliance with Title IX of the Education Amendments of 1972, as amended, is Kathleen Parnell, Associate Vice President for Human Resources, 5000 York Rd., Rm. 204, 410-617-1350, [kmparnell@loyola.edu](mailto:kmparnell@loyola.edu). The coordinator to ensure compliance with Section 504 of the Rehabilitation Act of 1973, as amended, is Katsura Kurita, Assistant Vice President for Student Development, 110 Jenkins Hall, 410-617-5646, [kkurita@loyola.edu](mailto:kkurita@loyola.edu). Loyola University is authorized under Federal Law to enroll non-immigrant, alien students.

#### **8.8.4 Definitions**

*Advisor* means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the Sexual and Gender-Based Misconduct Policy and to advise the party on that process. In hearings for behavior that fall under the Title IX Grievance Procedures, the advisor may conduct cross-examination for the party. The advisor may not cross examine parties or witnesses in hearings that fall within the University's General Sexual Misconduct Procedures.

*Appellate* body refers to the individuals authorized to hear appeals. For student cases, the University Board on Discipline comprises the appeals hearing board. For employee cases, an independent appeals decision-maker(s) will be appointed by the University's Title IX Coordinator.

*Complainant* means an individual who is alleged to be the victim of conduct that could constitute sexual misconduct or retaliation for engaging in a protected activity.

*Complaint (formal)* means a document filed/signed by a complainant who is enrolled or is participating in an educational program or activity at the University or signed by the Title IX Coordinator or designee alleging sexual misconduct or retaliation for engaging in a protected activity against a respondent and requesting that the University investigate the allegation. Formal complaints may also be received from complainants with respect to claims falling outside Title IX and which would be subject to the University's General Sexual Misconduct procedures.

*Confidential Resource* means an employee who is not a Mandated Reporter of notice of sexual harassment, discrimination, and/or retaliation (irrespective of Clery Act Campus Security Authority status).

*Consent* is defined as an affirmative indication by words and/or actions of a voluntary agreement to engage in the particular sexual act or conduct in question. Consent for one sexual act or conduct does not constitute consent to all sexual acts or conduct. Consent can be withdrawn at any time, and once withdrawal of consent has been expressed, sexual activity must cease. Consent cannot be obtained through the use of force, threat, intimidation, or coercion. Silence or absence of resistance on the part of an individual does not constitute their consent. Consent cannot be given by someone who is incapacitated due to consuming drugs or alcohol or for any other reason (including but not limited to being unconscious, asleep, or otherwise unaware that sexual activity is occurring). Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). While incapacitation may result from the use of alcohol and/or drugs, incapacitation is a state beyond drunkenness or intoxication. Incapacitation may also exist because of a physical, mental, or developmental disability. The question of incapacitation will be examined objectively from the perspective of the respondent i.e. whether a reasonable, sober person in place of the respondent should have known the condition of the complainant based on the apparent indications of incapacitation, which may include, but are not limited to, acting confused or incoherent, difficulty walking or speaking, and vomiting.

*Decision-maker(s)* refers to those who have decision-making and sanctioning authority within the University's hearing process for employees.

*Day* means a business day when the University is in normal operation (excludes weekends, holidays, and

University breaks) unless otherwise specified.

*Education program or activity* means locations, events, or circumstances where the University exercises substantial control over both the respondent and the context in which the sexual harassment occurs and also includes any building owned or controlled by a student organization that is officially recognized by the University.

*Hearing Panel* refers to those who have decision-making and sanctioning authority within the University's hearing process for students.

*Mandated Reporter* means an employee of the University who is obligated by policy to share knowledge, notice, and/or reports of sexual harassment and/or retaliation with the appropriate Title IX Coordinator or deputy.<sup>[1]</sup>

*Notice* means that an employee, student, or third-party informs the Title IX Coordinator or Title IX Deputy Coordinators or Officials with Authority of the alleged occurrence of sexual harassing, discriminatory, and/or retaliatory conduct.

*Parties* include the complainant(s) and respondent(s), collectively.

*Remedies* are post-finding actions directed to the complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to the University's educational program.

*Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute prohibited conduct under this policy.

*Resolution* means the result of an informal or formal grievance proceeding.

*Sanction* means a consequence imposed by the University on a respondent who is found to have violated this policy.

*Sexual Harassment* is the umbrella category of sexual misconduct including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence. See 8.8.17.1 Prohibited Conduct section for greater detail.

*Title IX Coordinator* is at least one official designated by the University to ensure compliance with Title IX and the University's Title IX program. References to the Coordinator throughout this policy may also encompass Title IX Deputy Coordinators for specific roles and tasks.

<sup>[1]</sup> Not to be confused with those mandated by state law to report child abuse, elder abuse, and/or abuse of individuals with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandated reporting responsibility in this Policy.

### **8.8.5 Disability Accommodations**

Parties may request reasonable accommodations for disclosed disabilities to the appropriate Title IX Coordinator at any point before or during the Sexual and Gender-Based Misconduct Policy process that do not fundamentally alter the Process. The appropriate 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.

### **8.8.6 Education and Prevention of Sexual Misconduct**

Members of the University community are expected to respect the rights, dignity, and personhood of others.

The Sexual Violence Prevention, Education, and Response Coordinator is available to meet with student survivors of sexual misconduct. The Sexual Violence Prevention, Education and Response Coordinator and the Title IX Coordinators or designees offers prevention and bystander intervention programs throughout the academic year. The Counseling Center provides qualified professionals who can help students clarify their feelings about sexuality and intimacy and help students develop assertiveness skills that may be useful in managing potentially difficult situations. The Counseling Center staff also provides direct service and referrals for survivors of sexual misconduct. The Employee Assistance Program is a confidential resource available for employees 24 hours a day at 1-800-765-0770. Additionally, the University has formalized agreements with local law enforcement and designated rape crisis centers governing interactions between the University and those organizations surrounding incidents of sexual misconduct.

The list of confidential resources on campus are as follows. Students may access professional counselors in Counseling Center at 410-617-2273; health services providers in the Student Health Center at 410-617-5055; clergy offering pastoral care at 410-617-2444; and Melissa Lees, Sexual Violence Prevention, Education and Response Coordinator, in the Women's Center at 410-617-6769. Employees can call the Employee Assistance Program 24 hours a day at 1-800-765-0770. These resources are not required to report the incident and will keep the information confidential.

Educational programs to promote the awareness of rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking are offered at New Student Orientation, in new employee orientation, in the residence halls, and on campus throughout the academic year. Such prevention and awareness programs include a statement that the University prohibits all forms of sexual misconduct, definitions of various types of sexual misconduct and of consent, safe and positive options for bystander intervention, and information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential sexual violence.

### **8.8.7 Title IX Independence and Conflict of Interest**

The Title IX Coordinator oversees the implementation of the Title IX process and acts with independence and authority free from bias and conflicts of interest. The Title IX Deputy Coordinator for Students oversees all resolutions under this policy and these procedures related to complaints where the student is the respondent. The Title IX Deputy Coordinator for Faculty, Staff, and Administrators oversees all resolutions under this policy and these procedures related to complaints where an employee is the respondent. The Title IX Coordinator and Deputies receive annual training and are trained to ensure they are not biased for or against any party in a specific case, or for or against complainants and/or respondents, generally. To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the Vice President for Finance and Administration. Concerns of bias or a potential conflict of interest by any Title IX Deputy Coordinator should be raised with the Title IX Coordinator. Upon receiving a concern of bias or conflict of interest, the Vice President for Finance and Administrator or the Title IX Coordinator may designate an appropriate person to review and respond regarding the concerns raised, including recommending action to eliminate any bias or conflict of interest that might be found

Title IX Coordinators may appoint external, independent parties with appropriate training to fill any of the defined roles within this policy or related procedures. Any external parties retained under this section will agree to abide by all confidentiality provisions set forth within this policy or related procedures and applicable law.

### **8.8.8 Reporting Sexual Misconduct**

Allegations or notice of sexual misconduct on University property, at a University-sponsored event regardless of location, or in the administration of any of Loyola's educational programs or activities, or inquiries about or concerns regarding this policy and procedures, should be directed to one of the following individuals:

***Title IX Coordinator for the University:***

Kathleen Parnell, Assistant Vice President for Human Resources  
5000 York Road  
410-617-1350  
[kparnell@loyola.edu](mailto:kparnell@loyola.edu)

***Title IX Deputy Coordinator for Students:***

Katsura Kurita, Assistant Vice President for Student Development  
110 Jenkins Hall  
410-617-5646 (direct)  
[kkurita@loyola.edu](mailto:kkurita@loyola.edu)

***Title IX Deputy Coordinator for Faculty, Staff, and Administrators:***

Karen Feeley, Director of Employee Engagement  
5000 York Road  
410-617-1345  
[kafeeley@loyola.edu](mailto:kafeeley@loyola.edu)

Inquiries may be made externally to:

Office for Civil Rights (OCR)  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-1100  
Customer Service Hotline #: (800) 421-3481  
Facsimile: (202) 453-6012  
TDD#: (877) 521-2172  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: <http://www.ed.gov/ocr>

**Officials with Authority**

The University has determined a list of administrators who are Officials with Authority (OWA) to institute corrective measures. In addition to the Title IX Coordinator and Deputies listed above, the University has designated Title IX Intake Officers as OWAs.

**Title IX Intake Officers**

Administrators designated as Title IX Intake Officers are available to meet with complainants and other reporting parties to review their rights, resources, and reporting options that are available both on and off-campus, including offering and implementing supportive measures, regardless of whether they desire to file a complaint. A list of these officers may be found on the Title IX website.

**Mandated Reporters**

The University has also classified the following employees as Mandated Reporters of knowledge that a member of the community is experiencing harassment, discrimination, and/or retaliation: any University administrator, staff with supervisory responsibilities, faculty member, campus police, athletic coach, athletic trainer, graduate resident coordinator, or resident assistant. Campus Police and the student life on-call staff can be reached at 410-617-5010. A report of alleged sexual misconduct against any member at the University may be made by any community member, guests, visitors and other third parties by contacting the appropriate Title IX Coordinator or Title IX Intake Officer listed above. The University encourages all members of the community to report sexual misconduct, whether or not they are the person who allegedly

experienced a violation of this policy. When a person other than a complainant makes a report, the appropriate Title IX Coordinator (or designee) will contact the complainant to discuss the report and whether they wish to proceed with a formal complaint.

Generally, disclosures in climate surveys, classroom writing assignments, discussions or group presentations, in conversations heard indirectly among students in a hallway, human subjects research, or at events such as “Take Back the Night” marches or speak-outs do not provide notice that must be reported to the Coordinator by employees, unless the complainant clearly indicates that they desire a report to be made or seek a specific response from the University.

### **Additional Reporting Options**

Reports can also be made anonymously or identified using the methods outlined below. It should be noted that the University’s ability to investigate or act upon anonymous reports may be limited.

Additional reporting methods:

- Anonymous Information Form, found at <https://www.loyola.edu/department/public-safety/anonymous-information-form>
- EthicsPoint, found at <https://secure.ethicspoint.com/domain/media/en/gui/18799/index.html>
- Bias Related Behaviors Report, found at [www.loyola.edu/reportbias](http://www.loyola.edu/reportbias)
- Sexual Violence, Relationship Violence or Stalking Report found at [https://cm.maxient.com/reportingform.php?LoyolaUnivMD&layout\\_id=4](https://cm.maxient.com/reportingform.php?LoyolaUnivMD&layout_id=4)

When making a report, the following information is requested as part of the report: Name(s) of student(s) alleged to have violated the Sexual and Gender-Based Misconduct Policy and a clear statement explaining the date, time, and location including the nature and circumstances of the incident. It is important to provide as much information as possible as this report may serve as a basis for investigation. If a formal grievance process is initiated, the report will be shared with the respondent, investigator, hearing panel members, decision-maker(s), and administrators who oversee the student conduct process, and the appropriate Title IX Coordinator (or designee), among others, and a copy will be provided to the complainant.

Upon receiving a report, the complainant and/or reporting party, if different from the complainant, will be provided with a written explanation of their rights and options which, in addition to the information described in this section, and will include information about legal service organizations and referral services. The Title IX Coordinator seeks to determine if the person 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 Coordinator determines whether to initiate a complaint.

Students who report sexual misconduct, or participate in an investigation as a witness, will not be subject to disciplinary action for their own personal involvement with alcohol and/or other drugs at or near the time of the incident, unless the involvement was reasonably likely to place the health or safety of another individual at risk. The University may initiate an educational discussion or pursue other educational remedies regarding the alcohol and/or other drugs.

The University encourages any student or employee who has experienced domestic violence, dating violence, sexual assault, or stalking to report the incident to the Baltimore City Police or local law enforcement and encourages students who experience these behaviors to additionally consult their parents/guardians. The director of public safety (or their designee) can assist the complainant in contacting the appropriate law enforcement officials and in working with these officials to pursue criminal charges against the respondent. Complainants also have the option to decline to notify law enforcement authorities. Protective orders and peace orders may be sought through the court system. Baltimore City Police can be reached by calling 911.

If a student has experienced sexual misconduct but does not want to report it for investigation, the student may meet with Melissa Lees, Sexual Violence Prevention, Education, and Response Coordinator, in the Women's Center, and/or a counselor or psychologist in the Counseling Center. Melissa Lees can be reached at 410-617-6769. The student may also contact the Counseling Center at 410-617-2273. Reports made to a licensed counselor, clergy acting in their pastoral role, a treating health care provider, or the Sexual Violence Prevention, Education, and Response Coordinator are confidential and will not be reported for investigation without the student's permission unless an imminent threat exists. The Student Health Center can be reached at 410-617-5055. The Employee Assistance Program is a confidential resource available for employees 24 hours a day at 1-800-765-0770. The following are confidential off-campus resources that are available to both students and employees: TurnAround 24 hours a day at 443-279-0379; House of Ruth 24 hours a day at 410-889-7884; and the Sexual Assault /Domestic Violence 24-hour hotline for Baltimore and Carroll Counties at 410-828-6390.

Complainants are encouraged to seek medical assistance in cases of sexual assault. Upon request, campus police will provide transportation to Mercy Hospital, designated as one of the city's rape treatment centers. This hospital is equipped to perform the Sexual Assault Forensics Exam (SAFE) and provide victim services. It is important to preserve evidence for proof of a criminal offense if charges may be filed.

### **8.8.9 Supportive Measures**

Upon receiving notice or a complaint, the appropriate Title IX Coordinator (or designee) will promptly offer supportive measures to the parties designed to restore or preserve access to the University's education program, activity, or work environment. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge and can include actions deemed necessary to protect the well-being of the individuals involved in cases of sexual misconduct, as well as the educational environment of the University community. These supportive measures may include but are not limited to: counseling, no contact orders, relocating residence hall assignments, restricting access to certain campus buildings, changes to class schedules, assistance with rescheduling an academic assignment (paper, exam, etc.), tutoring support, changes to work schedules/situations, changes to work locations, leaves of absences, transportation assistance and escorts to and from campus locations, increased security and monitoring of certain areas, and other measures for safety as necessary. Additionally, the University may act to remove a respondent entirely or partially from its education program or activities on an emergency basis as outlined in 8.8.12 Emergency Removal and Administrative Leave below.

The University will maintain the privacy of the supportive measures, provided that privacy does not impair the University's ability to provide the supportive measures. The University will act to ensure as minimal an academic impact on the parties as possible. The University will implement measures in a way that does not unreasonably burden the other party.

### **8.8.10 When a Complainant Does Not Wish to Proceed**

To initiate a complaint under the Sexual and Gender-Based Misconduct Policy, a complainant would need to file a formal complaint. The University understands that some complainants may seek confidentiality with respect to a report of sexual harassment or other sexual misconduct, including requesting that they not be identified to the respondent. Due to the usually private nature of these actions and the need to ensure a fair process for all involved, the University may not be able to pursue charges of sexual misconduct unless the complainant is willing to be identified. However, in cases where there is a witness to the alleged violation, or in cases where pursuing the case is necessary to protect the University community, the University reserves the right to pursue a case to its conclusion. If the complainant requests confidentiality or that a report not be pursued, the University will evaluate the request for confidentiality considering its obligation to maintain a safe campus environment for all. While rare, the University may determine that the complainant's request for confidentiality cannot be complied with fully. The goal is to provide the complainant with as much control over the process as possible, while balancing the University's obligation

to protect its community.

The appropriate Title IX Coordinator's decision should be based on whether there is a compelling risk to health and/or safety that requires the University to pursue formal action to protect the community, such as where multiple reports have been received about the same respondent, violent acts or weapons are involved, or the incident involved the use of date-rape drugs.

The appropriate Title IX Coordinator must also consider the effect that non-participation by the complainant may have on the availability of evidence and the University's ability to pursue a formal grievance process fairly and effectively. The University will dismiss complaints as outlined in section 8.8.17.8 Dismissal of a formal complaint (Mandatory and Discretionary).

When the appropriate Title IX Coordinator executes the written complaint, they do not become the complainant. The complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy.

When the University proceeds, the complainant (or their advisor) may have as much or as little involvement in the process as they wish. The complainant retains all rights of a under this policy irrespective of their level of participation.

In cases in which the complainant requests confidentiality or no formal action and the circumstances allow the University to honor that request, the University will offer supportive measures and remedies to the complainant and the community but will not otherwise pursue formal action.

If the complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a complainant has the right, and can expect, to have allegations taken seriously by University, and to have the incidents investigated and properly resolved through these procedures.

#### **8.8.11 Promptness**

All allegations are acted upon promptly by the University once it has received notice or a formal complaint. Generally, formal complaints can take at least 60 business days to resolve. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but the University will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in the procedures will be delayed, the University will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

#### **8.8.12 Emergency Removal and Administrative Leave**

##### **8.8.12.1 Emergency Removal for Student Respondents**

The University can act to remove a student respondent entirely or partially from its education program or activities on an emergency basis 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 arising from the allegations of sexual harassment justifies removal and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. This process will be implemented as outlined in University Regulations and Policies II.B Immediate Removal From Campus of the Community Standards.

##### **8.8.12.2 Administrative Leave for Employee Respondents**

The University retains the authority to place a non-student employee respondent on administrative leave



during the Title IX Grievance Procedures, consistent with section 1.29 in the Staff and Administrator Policy Manual or “Article Eleven: Suspension” in the Faculty Handbook”.

### **8.8.13 Determining Applicable Procedures**

Formal Complaints falling “under Title IX” as described in the “Scope” section above will be investigated and adjudicated by the procedures outlined in the Student Respondent Title IX Grievance Procedures-Hearing procedures for incidents that fall within Title IX jurisdiction for students and in the Employee Respondent Title IX Hearing Process for employees. Together, these procedures for complaints falling “under Title IX” are referred to as the “Title IX Grievance Procedures.”

The University also may address complaints outside the jurisdiction outlined above – i.e., not occurring “under Title IX” – that effectively deprive someone of access to the University’s educational program or that are otherwise in violation of this policy but not conduct prohibited by Title IX. The University may also address complaints involving off-campus, study abroad programs, and/or to online conduct when the appropriate Title IX Coordinator (or designee) determines that the conduct affects a substantial University interest. Complaints that do not fall “under Title IX” will be acted upon, investigated, and adjudicated by the procedures outlined in Student Respondent General Sexual Misconduct Process for students and in section 8.7 under the Harassment and Discrimination Policy and Procedures for employees. Together, these procedures for complaints that do not fall “under Title IX” are referred to as the “University’s General Sexual Misconduct Procedures.”

Regardless of where the conduct occurred, the University will review reported incidents to determine whether the conduct occurred in the context of its educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial University interest includes:

- a. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- b. Any situation in which it is determined that the respondent poses an immediate threat to the physical health or safety of any student or other individual;
- c. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- d. Any situation that is detrimental to the educational interests or mission of the University.

If the respondent is unknown or is not a member of the University community, the appropriate Title IX Coordinator (or designee) will assist the complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

Further, even when the respondent is not a member of the University’s community, supportive measures, remedies, and resources may be accessible to the complainant by contacting the appropriate Title IX Coordinator (or designee).

In addition, the University may take other actions as appropriate to protect the complainant against third parties, such as barring individuals from University property and/or events.

All vendors serving the University through third-party contracts are subject to the policies and procedures of their employers or to these policies and procedures to which their employer has agreed to be bound by their contracts.

When the respondent is enrolled in or employed by another institution, the appropriate Title IX Coordinator (or designee) can assist the complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

Similarly, the appropriate Title IX Coordinator (or designee) may be able to advocate for a complainant who experiences discrimination in an externship, study abroad program, external work commitment, or other environment external to the University where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give recourse to the complainant.

#### **8.8.14 Time Limits on Reporting**

There is no time limitation on reporting incidents and/or filing complaints to the University. However, if the respondent is no longer subject to the University's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible. Acting on reports or formal complaints is significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) and is at the discretion of the appropriate Title IX Coordinator (or designee), who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate. When a report or formal complaint is affected by significant time delay, the University will typically apply the policy in place at the time of the alleged misconduct.

#### **8.8.15 Retaliation**

Any retaliation, reprisal, or intimidation directed toward a complainant or anyone else as a result of participating in a protected activity is strictly prohibited. Protected activity under this policy includes reporting an incident that may implicate the student/employee code of conduct, participating in the student conduct or grievance process, supporting a complainant or respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of the student/employee code of conduct. Any incidents of retaliation by a student should be reported immediately to Student Life, Student Conduct, or the appropriate Title IX Coordinator (or designee) and for incidents by employees, they should be reported to the appropriate Title IX Coordinator, are considered a serious violation. Allegations of retaliation are handled in accordance with the normal rules and procedures of the student conduct process, and students alleged to have violated this policy may be charged with 17. Retaliation. Any employee who is alleged to have violated this provision may be subject to disciplinary action under section 1.28 Discipline under Staff and Administrator Policy Manual.

It is prohibited for the University or any member of the University's community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure.

Charging an individual under the appropriate disciplinary process under student code of conduct for students and the Staff and Administrator Policy Manual for employees and the Faculty Handbook for faculty for making a materially false statement in bad faith in the course of a grievance proceeding under this policy and procedure does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

#### **8.8.16 Recordkeeping**

The University will maintain for a period of seven years records of its Title IX Grievance Process, including:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the respondent;

3. Any remedies provided to the complainant designed to restore or preserve equal access to the University's education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefrom; and
6. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
  - a. The basis for all conclusions that the response was not deliberately indifferent;
  - b. Any measures designed to restore or preserve equal access to the University's education program or activity; and
  - c. If no supportive measures were provided to the complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.
7. All materials used to train Title IX Coordinators, investigators, decision-makers, hearing panel members, and any person who facilitates an Informal Resolution process. The University will make these training materials publicly available on the Title IX website.

The University will also maintain any and all records in accordance with state and federal laws.

### **8.8.17 Complaint Process -- Applicable to Title IX Grievance Procedures and General Sexual Misconduct Procedures**

The University's procedures provide for a prompt, fair, equitable, and impartial investigation, and resolution of all formal complaints of sexual misconduct. These procedures will allow for all parties to be heard. Participants will be treated with dignity, respect, and sensitivity. A respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the applicable grievance process. The hearing panel or decision-maker will conduct an objective evaluation of all relevant evidence, including both inculpatory and exculpatory evidence, and provide that credibility determinations may not be based on a person's status as a complainant, respondent, or witness. Complaints regarding alleged violations of the sexual misconduct policy can be resolved informally or formally.

The policies of the University are written and interpreted broadly to include online and cyber manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the University's education program and activities or use the University networks, technology, or equipment. While the University may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to the University, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via Snaps or other social media, unwelcome sexting, revenge porn, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the University community.

#### **8.8.17.1 Prohibited Conduct**

##### **8.8.17.1.1 Definitions of Prohibited Conduct that May be Subject to the University's Title IX Grievance Procedures**

Pursuant to Title IX, Sexual Harassment is an umbrella term which includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Each offense will be defined below.

*Sexual Harassment* defined as conduct on the basis of sex which may include such behavior as unwelcome sexual advances, requests, and other verbal, written, or electronic communications or physical conduct of a sexual nature when (1) an employee of the University conditions the provision

of an aid, benefit, or service of the University on an individual's participation in the unwelcome sexual conduct; or (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity.

*Sexual assault* is defined as any sexual act directed against another person, without consent of the complainant, including instances where the complainant is incapable of giving consent. Sexual assault includes penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the complainant. This definition includes any gender of the complainant or respondent.

*Fondling* is another form of sexual assault which is defined as the touching of the private body parts, including but not limited to breasts, buttocks, or groin of another person, for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

*Incest* is also a form of sexual assault when non-forcible sexual intercourse occurs between persons who are related to each other within the degrees wherein marriage is prohibited by law.

*Statutory Rape* is non-forcible sexual intercourse with a person who is under the statutory age of consent which is 16 years of age in the state of Maryland (which means the victim must be under 16); however, 14- and 15-year-olds may consent if the offender is less than four years older than the victim.

*Dating Violence* encompasses a wide range of behaviors including sexual assault, physical abuse and other forms of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

*Domestic Violence* encompasses a wide range of behaviors including sexual assault, physical abuse and other forms of violence committed by a current or former spouse or intimate partner of the complainant; by a person with whom the complainant shares a child in common; by a person who is cohabitating with or has cohabitated with, the complainant as a spouse or intimate partner; by a person similarly situated to a spouse of the complainant, or by any other person against an adult or youth complainant protected from those acts by domestic or family violence laws of Maryland.

*Stalking* is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. A course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. A reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

### **8.8.17.1.2 Definitions of Prohibited Conduct that may be Subject to the University’s General Sexual Misconduct Grievance Procedures**

All of the conduct described above in the “Definitions of Prohibited Conduct that May be Subject to the University’s Title IX Grievance Procedures” is also subject to the University’s General Sexual Misconduct Grievance Procedures where the University determines that such conduct may not be addressed “under Title IX” and when the appropriate Title IX Coordinator (or designee) determines that the conduct affects a substantial University interest

The following behaviors that fall outside of the Title IX Grievance Procedures will be adjudicated under the University’s General Sexual Misconduct Procedures (i.e., Student Respondent General Sexual Misconduct Process) in the Community Standards for students and the Harassment and Discrimination Policy and Procedures for employees), and may be included in a formal complaint as collateral misconduct allegations under the Title IX Grievance Procedures.

Harassment under this section means unwelcome verbal, written or physical conduct based on sex, sexual orientation and/or gender identity, that has the purpose or effect of unreasonably interfering with an individual's work or education (including living conditions) or that creates an intimidating, hostile or offensive environment.

Sexual exploitation means taking non-consensual or abusive sexual advantage of another person for one’s own advantage or benefit or for the advantage or benefit of anyone other than the person being exploited. Examples include but are not limited to non-consensual photography, video-, or audio- recording of sexual images or activity, distributing images of sexual activity without consent, allowing others to observe a consensual sexual act without the prior knowledge or consent of all involved parties, and voyeurism.

Student Quid Pro Quo Sexual harassment is a form of harassment that consists of unwelcome sexual advances, requests for sexual favors, or other verbal, written, or physical conduct of a sexual nature when a student of the University conditions the provision of an aid, benefit, or service of the University on an individual’s participation in the unwelcome sexual conduct.

The procedures below may be used to address collateral misconduct arising from the investigation of or occurring in conjunction with reported misconduct allegations (e.g., vandalism, theft, physical abuse of another).

### **8.8.17.2 Training of Grievance Process Officials**

Investigations and hearings will be conducted by officials who have received annual training on a number of areas including, but not limited to, the definitions of sexual harassment, domestic violence, dating violence, sexual assault, and stalking; the scope of the University’s education program or activity; how to conduct an investigation and grievance process, including hearings, appeals and informal resolution processes; how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Decision-makers will also receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant. Investigators will also receive training on issues of relevance to create an investigation report that fairly summarizes relevant evidence. Any materials used to train these individuals will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal complaints for prohibited conduct under this section. All training materials will be posted on the Title IX website.

### **8.8.17.3 Resolution Timeline**

The University will make a good faith effort to complete the resolution process within a 60 business day

period, excluding appeal. Each of these deadlines may be extended for good cause. The University will notify the parties when a delay is anticipated and the rationale for any extensions or delays as appropriate, as well as an estimate of how much additional time will be needed to complete the process. While the University works with all parties involved in scheduling meetings throughout the process, repeated delays in the process, including requests to reschedule meetings or hearings, and scheduling conflicts with advisors and/or support persons may not be accommodated.

#### **8.8.17.4 Filing a formal complaint**

The grievance process begins with a formal complaint, which is a document filed and/or signed by the complainant or signed by the appropriate Title IX Coordinator alleging a violation of the Prohibited Conduct section in this policy by a respondent and requesting that the University investigate the allegation(s). A complaint may be filed with the appropriate Title IX Coordinator in person, by mail, or by electronic mail, or by using the contact information in the section above. As used in this paragraph, the phrase “document filed by a complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by the University) that contains the complainant’s physical or digital signature, or otherwise indicates that the complainant is the person filing the complaint. The formal complaint must include sufficient details known at the time including the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date, time and location of the alleged incident, if known. If notice is submitted in a form that does not meet this standard, the appropriate Title IX Coordinator will contact the complainant to ensure that it is filed correctly.

The University may consolidate formal complaints as to the allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party where the allegations of sexual harassment arise out of the same facts or circumstances.

#### **Initial assessment**

Once a formal complaint is filed, the appropriate Title IX Coordinator will initiate a prompt review of the formal complaint to determine the next steps in the grievance process. The assessment typically takes one to five business days.

The steps in an initial assessment can include:

- If a formal complaint is received, the appropriate Title IX Coordinator assesses its sufficiency and works with the complainant to make sure it is correctly completed.
- The appropriate Title IX Coordinator or Title IX Intake Officer reaches out to the complainant to offer supportive measures if this has not already occurred.
- The appropriate Title IX Coordinator works with the complainant to ensure they are aware of the right to have advisors of their choice.
- The appropriate Title IX Coordinator works with the complainant to determine whether the complainant would like to proceed through a formal grievance process or an informal resolution process.
  - If a formal grievance process is preferred, the appropriate Title IX Coordinator determines if the misconduct alleged falls under Title IX, as outlined below in Dismissal of a formal complaint (Mandatory and Discretionary).
  - If it does, the appropriate Title IX Coordinator will initiate the formal investigation and grievance process under the Title IX Grievance Procedures (Student Respondent Title IX Grievance Procedures for students or under the Employee Respondent Title IX Hearing Process for employees).
  - If it does not, the University will dismiss the formal complaint, assess which policies may apply and refer the matter for resolution under another disciplinary process. Note that dismissing a complaint under Title IX is a regulatory, procedural requirement and does not

limit the University's authority to address a complaint with an appropriate process and remedies. Complaints regarding students alleged to have violated the Sexual and Gender-Based Misconduct policy not within the jurisdiction of Title IX will be investigated and adjudicated under the University's General Sexual Misconduct Procedures (Student Respondent General Sexual Misconduct Process; Employees alleged to have violated the Sexual and Gender-Based Misconduct policy not within the jurisdiction of Title IX will be investigated and addressed under the Harassment and Discrimination Policy and Procedures).

- If an informal resolution option is preferred, the appropriate Title IX Coordinator assesses whether the complaint is suitable for informal resolution, which informal mechanism may serve the situation best or is available, and may seek to determine if the respondent is also willing to engage in informal resolution.

Upon dismissal of a formal complaint under the Title IX grievance process, the University retains discretion to utilize the Student Code of Conduct for students and the Harassment and Discrimination Policy and Procedures for employees to determine if a violation has occurred. If so, a new formal complaint alleging conduct charges from these policies and procedures will be issued following the Notice of Allegations and Investigations below.

#### **8.8.17.5 Advisors**

Except as noted below, the complainant and respondent may each have no more than two people, defined as advisors, present throughout the entire process. The advisor may be a personal supporter of the party's choice, a licensed attorney, an advocate, or an advocate supervised by an attorney. The advisor of choice can also include parents or others who are not full-time members of the University community.

The advisors may attend hearings, meetings, and interviews with the complainant or respondent, consult privately with the complainant or respondent during hearings, meetings, and interviews, except when such consultations during questioning of the student they are advising at a proceeding are deemed disruptive by the hearing chair, decision-maker, or investigator, and assist the party they are advising with the exercise of any right during the proceedings. The advisor is not allowed to address the investigators, hearing panel, or decision-makers except to engage in cross-examination during the live hearing. There is no direct cross-examination by parties or their advisors permitted in Student Respondent General Sexual Misconduct Process or in the Harassment and Discrimination Policy and Procedures Section 8.7 for cases that fall outside the Title IX Grievance Procedures (although, in all cases, parties will be given the opportunity to submit relevant questions to be asked of the other party and any witnesses, as described more specifically in the applicable procedures). Disruptive advisors will be removed from the process, and the process will continue as outlined. In matters involving employee respondents which fall outside the Title IX Grievance Procedures and are investigated pursuant to Harassment and Discrimination Policy and Procedures Section 8.7, both the complainant and the respondent shall have the same opportunities to be accompanied to any meeting or disciplinary proceeding by advisor(s) of their choice only in cases of alleged sexual assault, dating violence, domestic violence, stalking, and in cases of sexual harassment involving a student. Advisors can request an outline of their role and expectations for their participation in the grievance process. Students who are complainants or respondents may access attorneys paid for by the Maryland Higher Education Commission (MHEC) or who agree to participate on a pro bono (without charge) basis. Information for students regarding accessing counsel through MHEC can be found on the MHEC website, <https://mhec.maryland.gov/Pages/Title-IX-Campus-Sexual-Assault-Proceedings---Attorney-List.aspx>, and employees Counsel for students may not be available through MHEC for complaints involving allegations of sexual and/or gender-based harassment only. Students or employees may knowingly and voluntarily choose not to have counsel.

#### **8.8.17.6 Notice of Allegations and Investigation**

Once a formal complaint has been filed, the appropriate Title IX Coordinator (or designee) shall provide the

complainant and respondent with timely written notice of the allegations, including identities of the parties involved in the incident, if known, the date, time and location of the alleged violation, if known, the conduct allegedly constituting the violation, the range of potential sanctions associated with the alleged violation, and the rights and responsibilities under this policy and regarding other civil and criminal options. The written notice will also include 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. The burden of gathering evidence sufficient to reach a determination regarding responsibility rests with the University and not on the parties. The written notice will inform the parties that they may have advisors of their choice, who may be, but are not required to be, an attorney, and may inspect and review evidence during the grievance process (as applicable). The written notice will inform the parties that if they knowingly make false statements or knowingly submit false information during the grievance process, this action constitutes a violation of section 8. *False Information/Obstruction* under the Student Code of Conduct for students and section 8.6 *Knowingly Filing False Complaint* of the Harassment and Discrimination Policy and Procedures for employees which will result in a referral for disciplinary action that is separate and independent from the grievance process.

If the alleged conduct, if true, includes conduct that would constitute covered sexual harassment and conduct that would not constitute covered sexual harassment but other violations of University policy, the process outlined in this section will be applied in the investigation and adjudication of all of the allegations.

Amendments and updates to the notice may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Actions by the police or criminal courts do not in any way preclude the University from pursuing charges through the University's grievance process. Similarly, pursuit of charges through the University's grievance process does not preclude the pursuit of criminal charges. In cases where law enforcement directs the University to suspend its investigative efforts, the University will cooperate with all investigative efforts and will promptly resume its own investigation or adjudication of the case when permitted to do so.

#### **8.8.17.7 Informal Resolution**

Once a formal complaint has been filed, the matter may be resolved through an informal resolution which is a process whereby trained staff provide remedies and interventions, at the request of the complainant, which may serve to address the alleged conduct without proceeding to an investigation and adjudication. However, informal resolution will not be used for student complaints against employees under this policy. Reports of sexual assault may not be resolved through mediation or informal resolution. Neither party is required to accept responsibility for the alleged conduct in order to proceed with an informal resolution (but certain restorative justice resolution options may require an acceptance of responsibility to be available). All parties to the complaint must agree to use of informal resolution, and either party may decide not to proceed with or to end informal resolution in favor of formal resolution at any time. The appropriate Title IX Coordinator (or designee) has the discretion to determine whether a complaint is appropriate for an informal resolution and retains discretion to terminate an ongoing informal resolution process at any time. The purpose of an informal resolution is to take appropriate action to address and remedy the alleged behavior, its effects, and/or the complainant's concerns short of the formal resolution process, such as by imposing individual and community interventions and remedies designed to maximize the complainant's access to educational, extra-curricular, and/or employment activities at the University; and/or to address the effects of the respondent's alleged conduct on the larger University community. Any combination of interventions and remedies may be utilized, including but not limited to:

- Increased monitoring, supervision, and/or security at locations or activities where the alleged conduct occurred or is likely to recur;
- Targeted or broad-based educational programming or training for relevant individuals or groups;



- Academic modifications;
- Employment modifications;
- Completion of projects, programs, trainings, or other requirements designed to help the respondent manage behavior, refrain from engaging in prohibited conduct, and understand why the prohibited conduct is prohibited;
- Compliance with orders of no contact that limit access to specific college buildings or areas or forms of contact with particular persons; and/or
- Restorative practices, including facilitated conversations and acknowledgement of harm.

The imposition of remedies or interventions obtained through an informal resolution may be achieved by an agreement acceptable to the parties and University. The appropriate Title IX Coordinator (or designee) will facilitate the development of this agreement. The timeframe for informal resolutions is generally 30 business days to address and resolve the matter. Any reasonable delays or extensions must be supported by good cause and will be communicated to the parties. In such cases where an agreement is reached, and the terms of the agreement are implemented, the matter will be considered resolved and closed. Agreements reached through informal resolution are considered final, and cannot be referred for formal resolution, except if the respondent fails to satisfy the terms of the agreement. In such cases, or where an agreement is not reached and the complainant wishes to proceed with formal resolution or the appropriate Title IX Coordinator (or designee) determines that further action is necessary, the matter may be referred for a formal resolution. Where the complainant, respondent, and the University have reached an informal resolution agreement, the parties will be provided with a written copy of the agreement. Accepting an informal resolution does not mean that the respondent admits responsibility for a policy violation; nor does it mean that there has been a finding of a policy violation. The appropriate Title IX Coordinator (or designee) will maintain all records of matters referred for informal resolution.

#### **8.8.17.8 Dismissal of a formal complaint (Mandatory and Discretionary)**

These dismissal requirements are mandated by the 2020 Title IX Regulations, 34 CFR Part 106.45. Such a dismissal does not preclude action under another provision of the University's code of conduct or other policies, including the University's Sexual and Gender-Based Misconduct Policy (provided the complaint will not be considered "under Title IX" and the General Sexual Misconduct Procedures will be applied). The University must dismiss a formal complaint under Title IX or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- 1) The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the Prohibited Conduct under the Title IX Grievance Process section of this policy; and/or
- 2) The conduct did not occur in an educational program or activity controlled by the University (including buildings or property controlled by recognized student organizations), and/or the University does not have control of the respondent; and/or
- 3) The conduct did not occur against a person in the United States; and/or
- 4) At the time of filing a formal complaint, a complainant is not participating in or attempting to participate in the education program or activity of the University.

The University may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

- 1) a complainant notifies the appropriate Title IX Coordinator in writing that they would like to withdraw the formal complaint; or
- 2) when the respondent is no longer enrolled by the University (If a respondent involved in an investigation for an alleged violation of the Student Code of Conduct or with pending conduct charges requests a leave or withdrawal, the investigation and/or conduct process may be completed prior to the change in student status being approved); or

- 3) Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon any dismissal, the University will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

The dismissal determination of a formal complaint or any included allegations may be appealed to the Dean of Students or designee, in the case of students; or to the Title IX Coordinator or designee, in the case of employees. An independent decision maker, who may be a university administrator, a hearing panel member, or an external party, will be appointed to decide the appeal. A complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

#### **8.8.17.9 Employee Respondent Title IX Grievance Procedures**

The following section outlines the investigation and hearing procedures for complaints involving an employee respondent subject to a formal complaint falling under Title IX. Complaints that fall outside of Title IX jurisdiction will be adjudicated under the procedures in section 8.7 of the Harassment and Discrimination Policy and Procedures.

##### **Investigations**

Once a formal complaint is filed, the appropriate Title IX Coordinator (or their designee) will designate an impartial investigator(s) and coordinate the logistics of the investigation process. All investigations will be conducted with fairness, equity, impartiality, and under a reasonably prompt timeframe, generally within 60 business days. These deadlines may be extended for good cause with notice to all parties. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary. No unauthorized audio or video recording of any kind is permitted during investigation meetings. The appropriate Title IX Coordinator (or their designee) will provide regular status updates to the parties throughout the investigation. The complainant and respondent will be notified of the date, time and location of each hearing, meeting, or interview that they are required or permitted to attend and shall have the right to be accompanied by no more than two people, including a personal supporter of the party's choice, an attorney, or an advocate.

The complainant and respondent shall have the right to submit to the investigator evidence, witness lists, and suggested questions for the parties and witnesses. If additional allegations are uncovered during the investigation, they may be added to the formal complaint with notice to the parties whose identities are known. The investigation does not consider 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 prove consent or to prove the source of an injury, or to prove prior sexual misconduct. Additionally, the investigation does not consider incidents not directly related to the possible violation, unless they evidence a pattern. Evidence regarding a party's medical history, including mental health counseling, treatment, or diagnosis, may not be considered without that party's consent.

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

Prior to the conclusion of the investigation, the investigator(s) shall prepare a written report summarizing and analyzing the evidence, including both evidence indicating the alleged behavior occurred or did not occur. Evidence obtained in the investigation that is determined in the reasoned judgment of the investigator(s) not be directly related to the allegations in the formal complaint will be included in the

appendices to the investigation report.

The parties and their advisors must sign an agreement not to disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX grievance process. See, 85 Fed. Reg. 30026, 30435 (May 19, 2020). The parties and their advisors agree not to photograph or otherwise copy the evidence. See, 85 Fed. Reg. 30026, 30435 (May 19, 2020).

The complainant and respondent and their advisors will receive the investigation report and may submit a written response to the appropriate Title IX Coordinator (or their designee) within 10 University business days. The parties may elect to waive the full 10 business days. If a written response has been submitted, the investigator(s) will evaluate the information from the parties and may need to conduct further interviews to gather relevant evidence in the case. 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. The investigator(s) should document all rationales for any changes made after the review and comment period.

The appropriate Title IX Coordinator (or their designee) will provide the final investigation report to the parties and their advisors including all evidence, relevant and/or directly related to the complaint submitted by the parties and witnesses. A hearing will be scheduled a before an independent decision-maker(s) for employees, at least 10 University business days following the parties' receipt of the investigation report from the appropriate Title IX Coordinator (or their designee).

### **Employee Respondent Title IX Hearing Process**

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the appropriate Title IX Coordinator (or their designee) will schedule a hearing before an independent decision-maker(s). NOTE: Student Respondent Title IX Investigation and Hearing Process is outlined in the community standards under University Policy II.K..

All participants are expected to maintain confidentiality regarding the proceedings, except that the complainant and the respondent may not be required to maintain confidentiality as to the outcome of the proceedings and any directives regarding confidentiality shall not impede the parties' ability to obtain and present evidence or otherwise support or defend their interests, to communicate with law enforcement, to communicate with legal counsel or another advisor under this Policy, or to seek counseling or support.

All hearings, also known as proceedings, described in this section apply to the adjudication of formal complaints submitted through the Title IX Grievance Procedures and involving alleged sexual misconduct by an employee respondent that falls "under Title IX" as explained more fully in Section 8.8. The hearing will be conducted in accordance with the procedures outlined in this section with special sensitivity to the nature of the charges and the best interests of all parties involved. All hearings will be conducted in a live hearing format which means all parties and the decision-maker(s) may be physically present in the same geographic location, or at the request of either party, the parties may be located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions. The University shall record the hearing so that an audio recording will be created. In recognition of the unique nature of sexual misconduct cases, the procedures specified in this section supersede any conflicting provisions of any other policies and procedures at the University.

### **Hearing Procedures**

At the hearing, the decision-maker(s) have the authority to hear and make determinations on all allegations of the Title IX Grievance Procedures and may also hear and make determinations on any additional alleged policy violations that have occurred in concert with the discrimination and harassment, even though those collateral allegations may not specifically fall within the policy. The decision-maker will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their own behalf.

Both the respondent and complainant have a right to similar and timely access to information that will be used at the hearing. The hearing materials, or instructions for how to view certain materials, will have been included in the final investigation report sent to the parties by the appropriate Title IX Coordinator (or their designee).

### **Evidentiary Considerations at the Hearing**

Any evidence that the decision-maker(s) determines is relevant and credible may be considered. The hearing does not consider questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent or to prove the source of an injury, or to prove prior sexual misconduct. Additionally, the hearing does not consider incidents not directly related to the possible violation, unless they evidence a pattern. The decision-maker will determine if the evidence presented is germane to the case and will be allowed. Evidence regarding a student's medical history, including mental health counseling, treatment, or diagnosis, may not be presented without that party's consent.

### **Advisor role at hearing**

The complainant and respondent may each have no more than two advisors present throughout the entire process. The advisor may consult privately with the complainant or respondent during the hearings, except when such consultations during questioning of the party they are advising at a hearing are deemed disruptive by the decision-maker(s), and may assist the party that they are advising with the exercise of any right during the proceedings. The advisors are not allowed to address the decision-maker(s) during the hearing except for the purpose of cross-examination. Disruptive advisors will be removed from the process, and the process will continue. The parties should notify the appropriate Title IX Coordinator (or designee) as soon as they have identified their advisors, but in any event, at least one University business day in advance of the hearing date if a party plans to bring advisors. Advisors can request an outline of their role and expectations for their participation in the grievance process.

Only one of the advisors is permitted to ask relevant questions to the other party and any witnesses during the live hearing. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. If a party does not have an advisor present at the live hearing, the University must provide without fee or charge to that party, an advisor of the University's choice who is not required to be an attorney to conduct cross-examination on behalf of that party.

### **New Evidence at hearing**

Any witness scheduled to participate in the hearing must have been first interviewed by the investigator(s), have proffered a written statement, or answered written questions, unless all parties and the decision-maker(s) assent to the witness's participation in the hearing. The same holds for any evidence that is first offered at the hearing. If the parties and decision-maker(s) do not assent to the admission of evidence newly offered at the hearing, the decision-maker(s) will delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

### **Witnesses at the hearing**

The complainant and respondent each have the right to bring fact witnesses to the hearing to testify on their behalf. Witnesses will be notified of the date, time, and location of their portion of the hearing five business days prior to the hearing. If a party or fact witness cannot attend a hearing and/or does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or

witness in reaching a determination regarding responsibility; provided, however, that the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

### **Order of the hearing**

The hearing will begin with the decision-maker(s) reviewing the rights and responsibilities for the parties, and then reading the charges against the respondent and asking if they believe they are responsible or not responsible for the charges.

The investigator(s) will then present a summary of the final investigation report, including items that are contested and those that are not, and will be subject to questioning by the decision-maker(s) and the parties (through their advisors). Neither the parties nor the decision-maker(s) should ask the investigator(s) their opinions on credibility, recommended findings, or determinations, and the investigators, advisors, and parties will refrain from discussion of or questions about these assessments. If such information is introduced, the decision-maker(s) will direct that it be disregarded.

The respondent will have the opportunity to present a brief statement and respond to questions from the decision-maker(s). The complainant will then have an opportunity to present a brief statement and respond to questions from the decision-maker(s). Either party may choose to present their testimony outside of the presence of the other party, but the non-testifying party will be able to see and hear the testimony remotely. The parties have the right to see and listen to all testimony given during the hearing if they so choose. The decision-maker(s) will then call witnesses and may recall the parties and any witness for clarification.

### **Cross examination**

Cross-examination of the parties and witnesses by an advisor of choice will be permitted during the live hearing. All questions are subject to a relevance determination by the decision-maker(s). The advisor, who will remain seated during questioning, will propose the question orally, electronically, or in writing (orally is the default, but other means of submission may be permitted by the decision-maker(s) upon request or agreed to by the parties) and the proceeding will pause to allow the decision-maker(s) to consider it, and the decision-maker(s) will determine whether the question will be permitted, disallowed, or rephrased. The decision-maker(s) will limit or disallow questions on the basis that they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The decision-maker has final say on all questions and determinations of relevance, subject to any appeal. The decision-maker may explore arguments regarding relevance with the advisors if they so choose. The decision-maker will then state their decision on the question for the record and advise the party/witness to whom the question was directed, accordingly. The decision-maker will explain any decision to exclude a question as not relevant, or to reframe it for relevance.

If a party or witness chooses not to submit to cross-examination at the hearing by a party's advisor, either because they do not attend the meeting, or they attend but refuse to participate in questioning, then the decision-maker(s) may not rely on any prior statement made by that party or witness at the hearing (including those contained in the investigation report) in the ultimate determination of responsibility. The decision-maker(s) must disregard that statement. Evidence provided that is something other than a statement by the party or witness may be considered.

The panel may not draw any inference solely from a party's or witness's absence from the hearing or refusal to answer cross-examination or other questions.

If charges of policy violations that fall outside of the Prohibited Code provisions under the Title IX Grievance Process are considered at the same hearing, the decision-maker(s) may consider all evidence it deems relevant, may rely on any relevant statement as long as the opportunity for cross-examination is afforded to all parties through their advisors, and may draw reasonable inferences from any decision by any party or witness not to participate or respond to questions.

If a party's advisor of choice refuses to comply with the University's established rules of decorum for the hearing, the University may require the party to use a different advisor. If a University-provided advisor refuses to comply with the rules of decorum, the University may provide that party with a different advisor to conduct cross-examination on behalf of that party.

### **Impact Statement**

The complainant has the right to provide a written impact statement, due to the appropriate Title IX coordinator (or designee) prior to the start of the hearing that describes how the incident has affected them. The impact statement is reviewed by the decision-maker(s) only if a determination of responsibility is made and before a sanction is determined. If an impact statement was submitted and reviewed by the decision-maker(s), a copy will be provided to the respondent with the decision letter.

### **Deliberation, Decision-making, and Standard of Proof**

The decision-maker(s) will deliberate in closed session to determine whether the respondent is responsible or not responsible for the policy violation(s) in question. The decision-maker(s) will make findings of fact and determinations using a preponderance of evidence standard. The decision-maker(s) bears the burden for ensuring the preponderance of the evidence and the burden of gathering evidence is sufficient to determine that the respondent is responsible for a violation of this policy. If the respondent is found responsible, the decision-maker(s) will consider the complainant's impact statement and the respondent's previous conduct history in determining the appropriate sanction. The decision-maker(s) will decide the appropriate sanctions if there is a finding of responsibility. Drug or alcohol use by the respondent is not a defense to a charge of sexual misconduct and will not be considered a mitigating factor in assessing an appropriate sanction.

Violations of the Sexual and Gender-Based Misconduct policy are serious and the sanctions will take into account the nature and severity of the violation, the respondent's employment record, and may include the following: mandatory assessment and compliance with treatment recommendations; prohibition of the respondent from participating in grading, honors, recommendations, reappointment and promotion decisions, or other evaluations of the complainant; written warning, and a copy of the complaint and its disposition placed in the respondent's personnel file; restrictions on the respondent's access to University resources, such as merit pay or other salary increases for a specific period; continuation/modification of supportive measures; or disciplinary probation, suspension or dismissal from the University.

### **Notice of Outcome**

The complainant and respondent will be informed concurrently in writing of the outcome of the hearing, also known as the result, normally within ten (10) University business days after the conclusion of the hearing. Both parties will receive written notice of any sanctions imposed on the respondent, except that in cases of non-violent sexual harassment the complainant will only receive notice of any sanctions that relate directly to the complainant. The written determination shall include the following:

- identification of the allegations allegedly constituting sexual harassment; a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- findings of fact supporting the determination;
- conclusions regarding the application of the University's Prohibited Conduct to the facts;
- a statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to the University's education program or activity will be provided by the University to the complainant; and
- procedures and permissible bases for the complainant and respondent to appeal.

### **Appeals**

Each party may appeal a determination regarding responsibility and/or the sanction. In cases where appeals

are submitted by both parties, both appeals will be considered together by the same appellate body. If only one-party appeals, the other party has the right to attend the hearing and participate. Unless indicated otherwise in the original decision letter, the typewritten appeal should be submitted via email or in person to the University's Title IX Coordinator for employee cases. The appeal must be submitted within five University business days of receipt of the decision letter, indicating the grounds for appeal. If a party does not appeal the decision within this period, they have waived a right to appeal. An appeal must be based upon one or more of the following grounds:

- The party alleges that there were procedural irregularities that affected the outcome of the matter;
- The party alleges that new evidence that was not reasonably available at the time of the determination of responsibility or dismissal of the complaint was made that could affect the outcome of the matter;
- The party alleges the Title Coordinator or Deputies, investigators, or hearing panel had a conflict of interest or bias for or against the complainant(s) or respondent(s) generally, or the individual complainant or respondent that affected the outcome of the matter.
- The party alleges that the sanctions imposed are grossly disproportionate to the findings of responsibility.

The submission of the appeal means that the sanctions are left pending until the appellate body renders a decision. Supportive measures remain available during the appeal process.

The burden is on the party to provide support in the appeal letter for the asserted grounds. The University's Title IX Coordinator (or designee) shall determine whether the party has provided sufficient support for each asserted ground. Failure to follow the guidelines or to provide sufficient support for the asserted grounds will result in determining that only certain asserted grounds should be submitted for review by appellate body or that the appeal should be dismissed without further proceedings.

When an appeal letter is accepted, the other party will be given a copy of the appeal letter and the opportunity to submit a written response within five University business days.

Appeals will be decided by an independent appellate decision-maker who is free from conflict of interest and bias, and did not serve as investigator(s), Title IX Coordinator, or decision-makers in the original hearing.

For appeals based on the party alleging that the sanctions imposed are grossly disproportionate to the findings of responsibility, the appellate body may only affirm, reduce, or increase the sanctions assigned by the original decision-maker(s). For appeals based on other grounds, the appellate body that hears the appeal can take the following actions: affirm the original decision; affirm the original decision of responsibility for some or all of the charges and change the sanction (sanction may be reduced or increased); reverse the original decision of responsibility for some or all of the charges; or remand the matter to the original decision-maker(s) for further consideration. Upon remand, if the original decision-maker(s) affirms its prior decisions regarding responsibility and sanctions, the appellate body shall continue its review and render a decision on the original appeal(s). If the original decision-maker(s) reverses or modifies its original decisions regarding responsibility and/or sanctions, each party shall have a right to submit an appeal to the University's Title IX Coordinator for employee cases.

Except in cases involving the discovery of new evidence, the appellate body may consider, as appropriate given the grounds for appeal, the hearing record, the appeal letter and response, and the decision and rationale of the hearing panel. In cases where the appeal is based in whole or in part on a claim of newly discovered evidence, the appellate body will first determine if the offered evidence was not known at the time of the hearing and if it might impact the decision of responsibility or determination of sanction. If the appellate body determines that the evidence was not known at the time of the hearing and that it might impact the decision of responsibility or determination of sanction, the appellate body will remand the case to

the original decision-maker(s) for review and then will issue a new decision letter taking into account the newly discovered evidence.

The appellate body's decision will be communicated concurrently in writing to both the respondent and the complainant, normally within five University business days of the appeal hearing and include rationale for the decision. The appellate body is final, and no further appeal is permitted by either party.

***Employee harassment (including sexual misconduct) and discrimination that falls outside of the Title IX Grievance Procedures will be investigated and adjudicated under section 8.7 of the Harassment and Discrimination Policy and Procedures for employees (which represent the University's General Sexual Misconduct Procedures for employees).***

***As described in the Community Standards , sexual and gender-based misconduct cases where a student is the respondent that fall under Title IX will be investigated and adjudicated under Student Respondent Title IX Grievance Procedures and cases where a student is the respondent that fall outside of the Title IX will be investigated and adjudicated via Student Respondent General Sexual Misconduct Process.***

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