

Rowan College at Burlington County

Title IX Sexual Harassment and Non-Discrimination Procedure

A. Procedures for Title IX Sexual Harassment

Section 1: Introduction

- 1.1 Procedure Statement:** Rowan College at Burlington County (RCBC) is committed to creating and maintaining a learning and working environment that is free from unlawful discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act, Clery Act, and the Violence Against Women Act (VAWA). Sexual Harassment and Retaliation under this Procedure will not be tolerated by RCBC and is grounds for disciplinary action, up to and including, permanent dismissal from RCBC and/or termination of employment.
- 1.2 Purpose:** RCBC takes all reported sexual misconduct and harassment seriously. RCBC will promptly discipline any individuals within its control who are found responsible for violating this Procedure. Additionally, reported sexual misconduct and harassment that does not meet the definitions and jurisdiction of this Title IX Procedure will be referred for review to the Vice President of Enrollment Management and Student Success or their designee if allegedly committed by a student, or the Chief Administrative Officer supervising Human Resources if allegedly committed by an employee under the respective Code of Conduct in compliance with VAWA and Clery Act as listed in the Student Handbook and the RCBC Employee Handbook.
- 1.3 Applicability:** This Procedure applies to students and employees as follows:
- a. **To Students:** Where the Respondent is a student at RCBC at the time of the alleged conduct, the alleged conduct includes Sexual Harassment under this Procedure, the alleged conduct occurs in RCBC's Education Program and Activity, the alleged conduct occurs against a person in the United States, and the Complainant is participating in or attempting to participate in RCBC's Education Program or Activity.
 - b. **To Employees:** Where the Respondent is an employee at RCBC at the time of the alleged conduct, where the alleged conduct includes Sexual Harassment under this Procedure, the alleged conduct occurs in RCBC's Education Program and Activity, the alleged conduct occurs against a person in the United States, and the Complainant is participating in or attempting to participate in RCBC's Education Program or Activity.

1.4 Title IX Officer and Key Title IX Officials: The Title IX Coordinator is the RCBC administrator who oversees RCBC’s compliance with Title IX. The Title IX Coordinator is responsible for administrative response to reports and Formal Complaints of Sexual Harassment. The Title IX Coordinator is available to discuss the grievance process, coordinate supportive measures, explain RCBC policies and procedures, and provide education on relevant issues. The Title IX Coordinator may designate one or more Deputy Title IX Officers to facilitate these responsibilities.

Any member of the RCBC community may contact the Title IX Coordinator with questions. Title IX Coordinator contact information is as follows:

Catherine R. Briggs, Ed.D.
Title IX Coordinator
Dean of Student Success
(856) 242-5391 | cbriggs@rcbc.edu

In addition to the Title IX Coordinator, RCBC appoints investigators, decision makers and informal resolution facilitators who have roles in the formal grievance process more fully explained in Sections 6, 7, and 8 of this procedure.

The Title IX Coordinator, investigators, decision-makers, and informal resolution facilitators will receive annual training in compliance with Title IX. All administrators in these roles will not rely on sex stereotypes and will provide impartial investigations and adjudications of Formal Complaints of Sexual Harassment. All materials used to train these administrators will be publicly made available on RCBC’s website in accordance with Title IX requirements.

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

1.5 Notification: RCBC will use College electronic mail (email) for purposes of communication and notification under this Procedure.

1.6 Free Speech: Freedom of speech and principles of academic freedom are central to the mission of institutions of higher education. Constitutionally protected expression cannot be considered Sexual Harassment under this Procedure.

1.7 Dissemination of Procedure: This Procedure will be made available to all RCBC administrators, faculty, staff, and students online at <https://www.rcbc.edu/titleix> and is accessible in the RCBC student handbook and any employee handbook of operating procedures.

1.8 Effective Date: The effective date of this Procedure is July 1, 2022.

- 1.9 Retaliation and False Statements Prohibited:** Neither RCBC nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this Procedure 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 Procedure.
- a. Alleged violations of Retaliation will be referred to the Title IX Officer to be investigated and resolved under the respective Student [Code of Conduct](#), for students and under Board Policy 912 for employees
 - b. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this Procedure.
 - c. Charging an individual with a Code of Conduct violation for making a materially false statement in bad faith during a grievance proceeding under this Procedure does not constitute Retaliation prohibited under College Policies and Procedures. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.
- 1.10 Amnesty:** Reporting Sexual Harassment is encouraged at RCBC. Thus, it is imperative that Complainants and witnesses share information without fear of potential consequences for minor policy violations including, but not limited to, underage consumption of alcohol or the use of illicit drugs. RCBC offers parties and witnesses amnesty from such minor violations but may include educational opportunities for individuals in lieu of a finding of responsibility or punitive sanctions.
- 1.11 Other College Policies:** This Procedure takes precedence over other RCBC policies and procedures concerning Sexual Harassment under Title IX in the event of a conflict.
- 1.12 Fraternalization (Board Policy 103):** As an educational institution, RCBC is committed to maintaining an environment in which its faculty members, students, administrators, and staff members are safe, can be trusted and count on others to be trustworthy, and receive and extend to others respect as human persons. Indeed, mutual respect among faculty members, students, and administrators is an essential ingredient in the educational process, and the greatest care must be taken that it not in any way be eroded.

Virtually all faculty members, administrators, and staff members are, or can appear to be, in a position to exercise power or authority, directly or indirectly, over students, whether or not an individual student is enrolled in their classes, are subject to their direct supervision, or have some form of business to transact with offices at the College. Many students are at a stage in their development when they may be particularly vulnerable to the influence of faculty members, administrators, and staff members who are in positions where they can affect the terms and conditions of a student's standing at RCBC

If a student consents to a romantic relationship with a faculty member, administrator, or staff member, the existence of such a relationship could have unintended adverse effects

on the educational environment of RCBC. In some cases, such a relationship can end unhappily or become problematic, resulting in charges of sexual harassment, and even physical or psychological abuse.

There are some circumstances in which faculty members, administrators, staff members work with students that can have the potential for the exploitation of students. For example, a work-study student might be asked to perform services that go beyond the terms and conditions of the work study assignment, e.g. child care or personal business transactions. In such cases, it must be clear that the student may decline such personal invitations without any adverse consequences. It may be that a work-study student will respond to an invitation to provide personal assistance, but this relationship must be one in which the student volunteers, is offered and accepts a fair wage for services, and one which bears no relationship to the continuation of or the evaluation of the work study assignment.

Because of the commitment to maintaining an environment that supports our educational goals, RCBC prohibits romantic, sexual, and exploitative relationships between RCBC employees and students per [Board Policy 103](#). In the event that any such relationship is reported and confirmed, the RCBC employee is subject to employee disciplinary procedures up to and including termination in the case of administrators and staff members, or dismissal for cause in the case of faculty members.

There are exceptional circumstances in which the spouse or partner of a RCBC employee is a student at RCBC. This fraternization policy does not apply in such circumstances. The Chief Administrative Officer, in consultation with the senior administration, is the administrative officer who determines whether an exceptional circumstance applies.

- 1.13** Alleged violations of the Student Code of Conduct or Code of Ethics for College Employees or another college policy that rise from the same events as alleged Sexual Misconduct under this Procedure will be investigated and resolved under the grievance process in this Procedure unless the Sexual Harassment has been dismissed under Section 5.2 of this Procedure.

Section 2: Definitions

2.1 Definitions of Prohibited Conduct Under this Procedure¹

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

- (1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct (Quid Pro Quo);

¹ See Section 12 for New Jersey State Laws related to New Jersey State law definitions.

- (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 recipient's education program or activity²; or
- (3) Sexual Assault, Dating Violence, Domestic Violence or Stalking as defined in this Procedure.

- 2.1.2 Sexual Assault** means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, including Rape, Fondling, Incest, and Statutory Rape as defined in this Procedure.
- 2.1.3 Rape**³ means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Consent of the victim.
- 2.1.4 Fondling**⁴ means the touching of the private body parts of another person for the purpose of sexual gratification, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of his/her age or because of his/her temporary or permanent mental Incapacity.
- 2.1.5 Incest**⁵ means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- 2.1.6 Statutory Rape**⁶ means sexual intercourse with a person who is under the statutory age of Consent.

² A severe, pervasive, and objectively offensive assessment includes, but is not limited to, a consideration of the frequency of the offensive conduct, the nature of the unwelcome sexual acts or words, such as whether the harassment was physical, verbal or both; whether the harassment was merely an offensive utterance; and the number of victims involved and the relationship between the parties including, but not limited to, the ages of the harasser and the victim. In evaluating whether conduct is severe, pervasive, and objectively offensive, RCBC will look at the totality of the circumstances, expectations and relationships.

³ Rape as defined in the Uniform Crime Reporting Program (UCR) includes:

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

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

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

⁴ Fondling is referred to as Forcible Fondling in the UCR.

⁵ Incest is a Nonforcible Offense in the UCR.

⁶ Statutory Rape is a Nonforcible Offense in the UCR.

- 2.1.7 Dating Violence** means violence committed by a person—
- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship,
 - The type of relationship,
 - The frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

- 2.1.8 Domestic Violence** includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of New Jersey or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of New Jersey.

- 2.1.9 Stalking** means engaging in a Course of Conduct directed at a specific person that would cause a Reasonable Person to—
- fear for his or her safety or the safety of others; or
 - suffer Substantial Emotional Distress.

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

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

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

The existence of a dating relationship or past sexual relations between the Complainant and Respondent will never by itself be assumed to be an indicator of

consent (nor will subsequent sexual relations or dating relationship alone suffice as evidence of Consent to prior conduct).

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

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

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

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

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

coherently. Incapacitation is an individualized determination based on the totality of the circumstances.

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

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

2.3 Other Defined Terms

2.3.1 Actual Knowledge means Notice of Sexual Harassment allegations to the Title IX Officer or any Official with Authority, except that actual knowledge is not met when the only individual with actual knowledge is the Respondent.

2.3.2 Business Day means any weekday not designated by RCBC as a holiday or administrative closure day. When calculating a time period of Business Days specified in this Procedure, the Business Day of the event that triggers a time period is excluded.

2.3.3 Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. Complainants and Respondents are referred to collectively as “parties” throughout this Procedure.

2.3.4 Confidential Employee means an individual who will not report any information about an incident to the Title IX Officer without the Complainant’s permission.

2.3.5 Disciplinary Sanctions are imposed only after a finding of responsibility through the grievance process or an agreement through the informal resolution process.

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

2.3.7 Formal Complaint means a document filed by a Complainant or signed by the Title IX Officer alleging Sexual Harassment against a Respondent and requesting that RCBC investigate the allegation of Sexual Harassment.

2.3.8 Official with Authority means an individual who has the authority to institute corrective measures and is required to report Sexual Harassment to the Title IX Coordinator to initiate RCBC’s response to the Sexual Harassment allegations.

Officials with Authority are limited to the following positions at RCBC, Title IX Coordinator and responsible employees as listed in 2.3.11.

- 2.3.9 Remedies** are designed to restore or preserve equal access to RCBC’s Education Program or Activity. Remedies may include, but are not limited to the same individualized services as Supportive Measures; however, Remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.
- 2.3.10 Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. Complainants and Respondents are referred to collectively as “parties” throughout this Procedure.
- 2.3.11 Responsible Reporter** means any individual who is employed by RCBC and not deemed to be a Confidential Employee as defined in Section 3.1.3. Responsible Employees are required by RCBC to report Sexual Harassment to the Title IX Coordinator promptly upon receiving a report of a Sexual Harassment.
- 2.3.12 Retaliation** means intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX or this Procedure.
- 2.3.13 Supportive Measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed.

Such measures are designed to restore or preserve equal access to RCBC’s Education Programs or Activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or RCBC’s educational environment, or deter sexual harassment.

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

Section 3: Reporting Sexual Harassment and Preservation of Evidence

3.1 Reporting to RCBC

3.1.1 Reporting to Title IX Coordinator: Reports of Sexual Harassment may be made to the Title IX Officer in any of the following ways, by anyone, at any time: email, phone, online form ([Alert](#)) or mail. Reports may be made to the Title IX Officer in person in the Public Safety Office during normal business hours. After Title IX Sexual Harassment has been reported to the Title IX Officer, the Title IX Officer will promptly offer supportive measures to the Complainant, regardless of whether the Complainant was the reporter of the Sexual Harassment.

3.1.2 Reporting to Officials with Authority: The position of the Official with Authority at RCBC is the Title IX Coordinator.

3.1.3 Reporting to Confidential Employees: On campus confidential reporting for students is only available through the Office of Student Support. Any member of the Office of Student Support may take a confidential report. Confidential reporting for employees is available by accessing Carebridge Resources. Reports made to Confidential Employees or through Carebridge Resources are considered confidential reports and will not be reported to the Title IX Officer without the Complainant's permission and will not constitute actual notice to RCBC.

Office of Student Support | Director of Student Support | Student Support Counselor

Online Appointment Link: <http://www.rcbc.edu/counseling/request-form>
(856) 222-9311, ext 1582

3.1.4 Notification to all other RCBC Employees: Employees who are not defined as Officials with Authority or Confidential Employees may, but are not required to, report Sexual Harassment to the Title IX Officer.

3.1.5 Anonymous Reporting: Anonymous reports may be made by telephone, in writing or electronically with the Title IX Officer. A decision to remain anonymous, however, may greatly limit RCBC's ability to stop the alleged conduct, collect evidence, or take action against parties accused of violating this Procedure.

3.2 Reporting to Law Enforcement: Reports may be filed with local law enforcement agencies. The Title IX Officer can assist with contacting law enforcement agencies. Law enforcement investigations are separate and distinct from RCBC investigations.

RCBC Public Safety Department, (856) 222-9211 ext. 2100

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

- **Students**

Office for Civil Rights
U.S. Department of Education
61 Forsyth Street S.W. Suite 19T10
Atlanta, GA 30303-8927
Telephone: 404-974-9406
Fax: 404-974-9417
Email: ocr.atlanta@ed.gov

Office for Civil Rights
U.S. Department of Health and Human Services
Sam Nunn Atlanta Federal Center, Suite 16T70
61 Forsyth Street S.W.
Atlanta, GA 30303-8927
Telephone: 1-800-368-1019
Fax 202-619-3818
Email: ocrmail@hhs.gov

- **Employees**

U.S. Equal Employment Opportunity Commission
220 Athens Way Suite 350
Nashville, TN 37228-9940
Telephone: 1-800-669-4000
Fax 615-736-2107
Email: info@eoc.gov

3.4 Outside Agency Support and Resources:

Burlington County Sexual Assault Services, (856) 234-0634	
https://contactburlco.org/services/	
National Domestic Violence Hotline, 800-799-7233	
Providence House Domestic Violence Services, (877) 871-7551	
https://www.catholiccharitiestrenton.org/domestic-violence-services/	

3.5 Local Emergency Facilities

Virtua Memorial Hospital, 175 Madison Ave Mt. Holly, NJ 08060
Lourdes Medical Center of Burlington County, 218 Sunset Road Willingboro, NJ 08046

3.6 Time Limits on Reporting. There are no time limits on reporting Sexual Harassment to the Title IX Coordinator or RCBC. If the Respondent is no longer subject to RCBC's Education Program or Activity or significant time has passed, RCBC will have limited ability to investigate, respond and/or provide disciplinary remedies and sanctions.

3.7 RCBC Federal Reporting Obligations:

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

When Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking are reported under the Clery Act, RCBC must issue timely warnings for such incidents that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

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

3.8 Preservation of Evidence: RCBC recognizes that a Complainant may need time to decide whether to report an incident of Sexual Harassment to the police and/or RCBC. The purpose of this section is to provide Complainants with suggestions on preserving evidence while they decide whether to report an incident.

RCBC encourages Complainants, as soon as possible after experiencing Sexual Assault, to take steps to preserve evidence such as:

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

- Report to RCBC Public Safety Department or the Title IX Coordinator for additional support and to inform the college if the event took place on campus or within the parameters outlined in this procedure.

Section 4: Initial Response to Reported Sexual Harassment: Upon receipt of a report of Sexual Harassment, the Title IX Coordinator will promptly contact the Complainant, regardless of whether the Complainant was the individual who initiated the report. During the initial contact with the Complainant, the Title IX Coordinator will:

- Provide the Complainant with notice of their rights and options
- Explain the process for filing a Formal Complaint;
- Explain the Grievance Process;
- Discuss the availability of Supportive Measures regardless of whether a Formal Complaint is filed;
- Consider the Complainant's wishes with respect to Supportive Measures.

Section 5: Formal Complaint: RCBC will investigate all allegations of Sexual Harassment in a Formal Complaint.

5.1 Filing a Formal Complaint: A Formal Complaint must:

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

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

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

5.2 Dismissal of a Formal Complaint.

5.2.1 Required Dismissal: Title IX Coordinator will dismiss a Formal Complaint for purposes of Sexual Harassment if:

- (1) The conduct alleged in the Formal Complaint would not constitute Sexual Harassment as defined in this Procedure even if proved;
- (2) The conduct alleged did not occur in RCBC's Education Program or Activity; or
- (3) The Conduct alleged in the Formal Complaint did not occur against a person in the United States.

Dismissal of a Formal Complaint does not preclude action under other provisions of the RCBC's policies and procedures. If a Formal Complaint is dismissed under this section and the Respondent is a student, the matter will be sent to the Vice President, Enrollment Management and Student Success or their designee for review. This review will determine whether the matter will be pursued under the RCBC Code of Conduct.

If a Formal Complaint is dismissed under this section and the Respondent is an employee, the matter will be sent to the Human Resources for review and action. The Chief Administrative Officer or their designee will determine whether the matter will be pursued under the Code of Ethics of College Employees (Board Policy 103) or other impacted policies or processes at the college and determine outcomes for violations identified as a result of investigation as defined in the Policy on Discipline (Board Policy 111).

5.2.2 Permissive Dismissal: The Title IX Coordinator may dismiss a Formal Complaint or any allegations within the Formal Complaint, if at any time during the investigation or hearing:

- (1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations within the Formal Complaint,
- (2) The Respondent is no longer enrolled or employed by RCBC, or
- (3) Specific circumstances prevent RCBC from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations within the Formal Complaint.

5.2.3 Appeal of Dismissal: Either party may appeal the dismissal of a Formal Complaint or any allegations therein. See Section 7 for bases and process for appeals.

5.3 Consolidation of Formal Complaints: The Title IX Officer may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent or by more than one Complainant against one or more Respondents where the allegations arise out of the same facts or circumstances.

Section 6: Grievance Process The grievance process within this Procedure is designed to treat Complainants and Respondents equitably. Remedies are provided to a Complainant where a determination of responsibility for Sexual Harassment has been made against the Respondent and Disciplinary Sanctions are not imposed against a Respondent prior to the completion of the grievance process.

6.1: General Grievance Process Information:

- 6.1.1 Burden of Proof and Burden of Gathering Evidence:** All investigations and proceedings, including hearings, relating to Sexual Harassment will be conducted using a “preponderance of the evidence” (more likely than not) standard. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on RCBC, not the parties.
- 6.1.2 Presumption of Not Responsible:** The Respondent is presumed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the end of the grievance process.
- 6.1.3 Time Frames for Grievance Process:** RCBC strives to complete the grievance process within one hundred and twenty (120) Business Days. Temporary delays and/or extensions of the time frames within this Procedure may occur for good cause. Written notice will be provided to the parties of the delay and/or extension of the time frames with explanation of the reasons for such action. Examples of good cause for delay/extensions include but are not limited to considerations such as the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- 6.1.4 Medical Records:** RCBC will not access, consider, disclose, or otherwise use party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless RCBC obtains that party’s voluntary, written permission to do so for the grievance process within the Procedure.
- 6.1.5 Privileged Information:** RCBC will not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding the privilege has waived the privilege.
- 6.1.6 Range of Disciplinary Sanctions and Remedies:** A range of disciplinary sanctions for student respondents can be found in the Student Code of Conduct published on the RCBC [webpage](#). Sanctions for respondents who are employees can be found in the RCBC [Code of Ethics for College Employees](#) referenced in the Employee Handbook.

6.1.7 Notice of Meetings, Interviews, and Hearings: Parties and witnesses will be provided notice of any meeting, interview, and/or hearing with sufficient time (approximately three (3) days) to prepare to participate. This notice will include the date, time, location, participants and purposes of the meeting, interview and/or hearing.

- 6.2 Notice of Allegations:** Upon receipt of a Formal Complaint, the investigator will provide Notice of Allegations to the parties who are known. The Notice of Allegations will include:
- (1) Notice of the party's rights and options
 - (2) Notice of RCBC's grievance process
 - (3) Notice of RCBC's informal resolution process and options
 - (4) Notice of the allegations of Sexual Harassment including:
 - The identities of the parties involved in the incident, if known,
 - The conduct allegedly constituting Sexual Harassment, and
 - The date and location of the incident, if known.
 - (5) Notice that the Respondent is presumed not responsible of the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
 - (6) Notice that the parties may have an advisor of their choice, who may be, but is not required to be an attorney, and that the advisor may inspect and review evidence as explained in section 6 of this Procedure.
 - (7) Notice of the RCBC Student Code of Conduct provision and / or the Code of Ethics for College Employees that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

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

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

6.3.1 Opportunity to Provide Information and Present Witnesses: Each party will be provided an equal opportunity to provide information to the investigator and present witnesses for the investigator to interview. The information provided by the parties can include inculpatory (evidence that may support a finding or conclusion that Respondent engaged in Sexual Harassment) and exculpatory evidence (evidence that may support a finding or conclusion that a Respondent did not engage in Sexual Harassment). The witnesses can include both fact witnesses and expert witnesses.

- 6.3.2 Opportunity to Inspect and Review Evidence:** Each party will be provided an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence upon which RCBC does not intend to rely upon in reaching a determination regarding responsibility. This review includes inculpatory and exculpatory evidence that is obtained by a party, witness, or other source. Each party and their advisor (if any) will be provided an electronic copy of the evidence for inspection and review. The parties will have ten (10) business days to review and submit a written response to the investigator. The investigator will consider the written responses prior to completing an investigative report. All evidence provided during the inspection and review phase will be available at any hearing for the parties to use during the hearing, including for purposes of cross examination. Once an appointment is set, a maximum of one rescheduling request is permitted. Any rescheduling must be within the 10 business days.
- 6.3.3 Investigative Report:** Following the opportunity to inspect and review evidence directly related to the allegations raised in the Formal Complaint, the investigator(s) will create an investigative report that fairly summarizes relevant evidence obtained during the investigation.
- 6.3.4 Review of the Investigative Report:** At least ten (10) Business Days prior to a hearing, the investigator(s) will provide each party and the party's advisor (if any) an electronic copy of the investigative report for their review and written response.
- 6.3.5 Investigation Timeframe:** Unless an extension is required for the purposes detailed in this procedure in Section 6, the investigation timeframe goal for a Formal Complaint is within 90 Business Days of the filing of a Formal Complaint. The parties will be provided updates on the progress of the investigation, as needed.
- 6.4 Live Hearing:** After the investigation, RCBC will provide for a live hearing for all Formal Complaints of Sexual Harassment that have not been dismissed per Section 5.2 or resolved by informal resolution under Section 8. At the request of either party, or at the discretion of the Title IX Coordinator, RCBC will provide for the live hearing to occur with the parties located virtually or in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the other party or witness answering questions.
- 6.4.1 Information at the Hearing:** The following information/evidence will be available in electronic form at the hearing:
- (1) Evidence from the investigation, including the evidence directly related to the allegations that was reviewed by the parties, regardless of whether it was incorporated into the report.
 - (2) The investigation report and any attachments/appendices.

- 6.4.2 Decision-maker:** The decision-maker will be appointed by RCBC and will not be the Title IX Coordinator or investigator. The decision-maker will be trained, impartial, and without a conflict of interest. The decision-maker will be an RCBC employee or external individual designated by RCBC.
- 6.4.3 Challenge to the decision maker:** Either party may challenge the appointment of a decision-maker, based on conflict of interest or bias, in writing to the Title IX Officer.
- 6.4.4 Advisor’s Role at the Hearing:** Each party must have an advisor present at the hearing. The advisor’s role is limited to supporting, advising, and assisting the party during the hearing and conducting questioning (cross-examination) of participants. Advisors are required to follow rules of decorum enforced by the decision-maker. Failure to follow the rules of decorum by an advisor may result in removal of an advisor from the hearing. If a party does not have an advisor present at the live hearing, RCBC will appoint the party with an advisor without fee or charge.
- 6.4.5 Recording of the Hearing:** RCBC will create an audio or audiovisual recording of all live hearings and make the recording available to the parties for inspection or review as required in current Title IX regulations.
- 6.4.6 Hearing Process Facilitator:** RCBC may designate a hearing process facilitator to coordinate the hearing, including, but not limited to, coordination and scheduling of the hearing; the logistics of physical or virtual rooms for parties and/or witnesses, including separation of the parties; ensuring all technology is working appropriately; ensuring the parties have access to electronic documents during the hearing; distributing materials; etc. The facilitator may also be the Title IX Officer. The facilitator may invite the parties and their advisors, separately, to a meeting prior to the hearing to review the hearing process for the purpose of ensuring a smooth hearing. This meeting is separate from the pre-hearing conference discussed below.
- 6.4.7 Pre-Hearing Matters:** In order to streamline the hearing process, the decision-maker may request the submission of questions prior to the hearing through electronic submission and/or a pre-hearing conference.
- (1) Pre-Hearing Submission of Questions:** The decision-maker may request the parties submit questions, in writing, prior to the hearing. This submission does not preclude the advisor from asking additional questions live during the hearing. The decision-maker may allow for the pre-hearing submission of questions regardless of whether a pre-hearing conference occurs.
- (2) Pre-Hearing Conference:** The decision-maker may hold a pre-hearing conference to further streamline the live hearing, especially in complex cases

involving multiple Complainants, Respondents and/or a significant number of witnesses. During the pre-hearing conference, parties and their Advisors will meet with the decision-maker separately to review written questions previously submitted and/or to submit, in writing, any questions they wish to ask during the live hearing so that the decision-maker can be prepared to respond to the relevancy of said questions during the live hearing. The decision-maker may discuss any preliminary relevancy determinations regarding submitted questions and/or discuss alternative ways in which to ask questions; however, the decision-maker will make any final relevancy determinations in real-time, orally, during the live hearing. This conference does not preclude the advisor from asking additional questions live during the hearing.

At the pre-hearing conference, the decision-maker may also hear arguments regarding the relevance of the evidence identified in the investigation report as relevant or not relevant, and/or directly related to the allegations.

(3) Hearing Documents: The decision-maker or hearing facilitator will provide parties with a copy of all materials provided to the decision-maker about the matter.

(4) Accommodation Requests: Participants in need of disability related accommodations and/or interpretation services during the hearing must contact the Title IX Officer with said requests five (5) days prior to the hearing.

6.4.8 Participants in the Hearing. Participants at the hearing include the decision-maker, the investigator(s) who conducted the investigations, the parties, advisors to the parties, witnesses and anyone providing authorized accommodations. In addition, RCBC may have a hearing facilitator present. Any witnesses scheduled to participate in the hearing must have been first interviewed by the investigator (s) or have provided a written statement or answered questions from the investigator in writing.

The decision-maker will provide the names of all persons scheduled to participate in the hearing to the parties at least seven (7) days prior to the live hearing.

6.4.9 Hearing Process and Phases: The live hearing will include the following phases:

(1) Notice of Hearing: After the investigative report has been completed and at least ten (10) business days prior to the date set for the hearing, the parties and their Advisors (if any) will be provided with a Notice of the Hearing. The Notice will include the date, time, location, name of the decision-maker, names of all participants in the hearing, and the location (virtual or in person) of the hearing.

(2) Opening Statements: Each party will have the opportunity to present an opening statement to the decision-maker.

(3) Questioning of Hearing Participants: The investigator will be the first witness to provide information. The investigator will submit their investigation report and describe the evidence and information gathered in their investigation. The parties and witnesses will then be called in an order determined by the decision-maker. Questioning of parties and witnesses will occur in the following manner:

i. By the Decision-maker: The decision-maker will ask initial questions of the participants at the hearing.

ii. By the Advisors: After the decision-maker asks questions of a participant, each party's advisor will be permitted to ask relevant questions and follow up questions orally, directly, and in real time of the participant. The parties are never permitted to ask questions of participants directly. The questioning of participants by advisors will be conducted in the following manner:

- A question is asked by an advisor
- Before participant answers the questions, the decision-maker determines whether the question is relevant
- If the question is determined relevant by the decision-maker, the participant answers the question
- If the question is determined not to be relevant by the decision-maker, the decision-maker must explain the decision to exclude a question as not relevant.

iii. Evidence and Questions Excluded:

- **Sexual Predisposition or Prior Sexual Behavior of the Complainant:** Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove Consent.
- **Privileged Information:** No person will be required to disclose information protected under a legally recognized privilege. The decision-maker must not allow into evidence or rely upon any questions or evidence that

may require or seek disclosure of such information, unless the person holding the privilege has waived the privilege. This includes information protected by the attorney-client privilege.

- **Medical Records:** Evidence or records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, are not permitted to be used during a hearing unless the party provides voluntary, written permission to do so for the grievance process within this Procedure.

(4) Closing Statements: Each party will have the opportunity to present a closing statement to the decision-maker.

(5) Determination Regarding Responsibility: After the live hearing, the Decision Maker for the Hearing will issue a written determination regarding responsibility using the preponderance of the evidence standard. The determination must send the responsibility decision (hearing outcome) in writing within three (3) business days of hearing. The Decision Maker will provide the Complainant and the Respondent with the written determination simultaneously. The determination regarding responsibility becomes final either on the date that RCBC provides the parties with the written determination of the result of the appeal, if an appeal is filed, or, if an appeal is not filed, the date on which an appeal would no longer be considered timely. The written notice will include:

- Identification of the allegations potentially constituting Sexual Harassment;
- A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of this Procedure to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions that RCBC imposes on the Respondent, and whether remedies designed to restore or preserve equal access to RCBC's education program or activity will be provided by RCBC to the Complainant⁷; and
- The procedures and permissible bases for the Complainant and Respondent to appeal.

⁷ The Title IX Coordinator is responsible for the implementation of any remedies.

Section 7: Appeals: Either party may appeal the determination regarding responsibility, or the dismissal of a Formal Complaint or any allegations therein within three (3) Business Days of the receipt of the determination regarding responsibility or dismissal. The appeals must be made in writing and delivered to the Title IX Officer.

7.1 Bases for Appeal: Appeals of the determination of responsibility or the dismissal of a Formal Complaint may be made on the following bases:

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

7.2 Appeal Procedures: If an appeal is submitted, RCBC will

(1) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

(2) Ensure that the decision-maker for the appeal is not the same person as the decision-maker that reached the determination regarding responsibility or dismissal, the investigator or the Title IX Officer.

(3) Provide the non-appealing party with five (5) Business Days from receipt of the notification of appeal to submit a written statement in support of the outcome of the determination or dismissal.

(4) Issue a written decision describing the result of the appeal and the rationale for the result which can be one of the following:

- Affirm the decision-maker's determination regarding the Respondent's responsibility and affirm the disciplinary sanctions and remedies, if applicable;
- Affirm the decision-maker's determination regarding the Respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable;
- Remand the process back to the hearing stage for the decision-maker to remedy any procedural irregularity or consider any new evidence;
- Reverse the decision-maker's determination of the Respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable; or
- Affirm or amend the sanctions and/or remedies outlined in the determination issued under this Procedure.

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

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

Section 8: Informal Resolution Process. At any time after a Formal Complaint has been signed and before a determination regarding responsibility has been reached, the parties may voluntarily agree to participate in an informal resolution facilitated by RCBC, that does not involve a full investigation and adjudication. Types of informal resolution include, but are not limited to, mediation, facilitated dialogue, conflict coaching, and restorative justice and resolution by agreement of the parties.

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

- (1) The allegations;
- (2) The requirements of the informal resolution process, including the right of any party to withdraw from the informal resolution process and resume the grievance process and the circumstances which preclude parties from resuming a Formal Complaint arising from the same allegations;
- (3) Consequences resulting from the informal resolution process, including that the records will be maintained for a period of seven (7) years but will not be used by investigators or decision-makers if the formal grievance process resumes.

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

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

8.4 Informal Resolution Timeframe: Informal resolutions of a Formal Complaint will be concluded within 45 days of notice to RCBC that both parties wish to proceed with the informal resolution process. Such notice that the parties wish to proceed with an informal resolution process will “pause” the counting of the timeframe to conclude the Grievance Process of this Procedure, should the informal resolution process fail, and the parties continue with the Grievance Process.

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

Section 9: Emergency Removal and Administrative Leave.

9.1 Emergency Removal At any time after the Title IX Officer is on notice of Sexual Harassment, RCBC may remove a Respondent on an emergency basis. RCBC will only conduct an emergency removal after:

- (1) Undertaking and individualized safety and risk analysis,

- (2) Determining that an immediate threat of the physical health or safety of any student, employee or other individual arising from the allegations of Sexual Harassment justifies removal, and
- (3) Providing the Respondent with notice and an opportunity to challenge the decision to the Title IX Officer, within two (2) Business Days following the removal.

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

Section 10: Recordkeeping: RCBC will maintain all the documentation related to reports of Sexual Harassment, Formal Complaints, the grievance process, and information resolution process for seven years in accordance with state and federal records laws and requirements. The documentation of all records are private and confidential to the extent possible under law. Student records of the grievance process are disciplinary records under Family Education Rights and Privacy Act (FERPA). Employee records of the grievance process are subject to the Freedom of Information Act (FOIA) and applicable state laws and included in the employee’s official employment record.

Section 11: Additional Conduct Violations Related to This Procedure: Alleged violations of the terms in this section will be sent to the Vice President, Enrollment Management and Student Success or their designee for student Respondents or to the Chief Administrative Officer supervising Human Resources for employee Respondents for investigation and adjudication under the College Standards of Conduct as listed in the RCBC Student Handbook or the Board Policies, including but not limited to Board Policy 912 Equal Employment Opportunity, Disabilities, Anti-Discrimination and Anti-Harassment Policy, Anti-Retaliation, Complaint and Reporting Procedure, Whistleblower Policy.

Section 12: Applicable State Laws

12.6: Sexual Harassment: N.J.S.A 2C:14-4

“This includes, but is not limited to, unwelcome sexual advances or requests for sexual favors, inappropriate sexual or gender-based activities, comments or gestures, touching, gratifying, or exposing of one’s private parts in public, or other forms of verbal or physical conduct or communications constituting sexual harassment, including lewdness as defined by N.J.S.A 2C:14-4.”

12.7: Harassment N.J.S.A. 2C: 33-4

Harassment: any act, whether written or verbal, via online or in person, that abuses, intimidates, or threatens the safety of a member of the campus community or as additionally defined by N.J.S.A. 2C: 33-4

B. Procedures for Resolution of Non-Harassment Title IX Discrimination Complaints

Section 1: Applicability

The procedures in this section shall be used to investigate and resolve reported Title IX matters that allege discrimination that falls outside of Section A of this Procedure (“Non-Harassment Title IX Discrimination”). These procedures shall be used in conjunction with Section A of this Procedure for purposes of identification of key Title IX officials (A. Section 1.0) definitions (A. Section 2.0) and reporting options (A. Section 3.0)

Discrimination prohibited under College policy and these procedures includes the exclusion from participation in, denial of the benefits from, or subjection to unfavorable treatment in any College Education Program or Activity on the basis of sex, including sexual orientation or gender identity and pregnancy status.

Section 2: Advisors

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

Section 3: Investigation Procedures

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

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

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

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

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

Section 3.4: Report: At the conclusion of the investigation, the investigator will draft a report with a finding regarding responsibility based on a preponderance of the evidence standard. The report will include the applicable sanctions if there is a finding of “responsible.” Sanction determinations will be made in collaboration with the Chief Administrative Officer supervising Human Resources if the Respondent is a faculty or staff member, or the Dean of Student Success or designee if the Respondent is a student. A copy of the report will be provided simultaneously to the Complainant and Respondent. Report is also recorded in Public Safety system.

Section 4: Appeals: The Complainant or Respondent may appeal the decision of the investigator based only on the following grounds:

- The existence of a procedural irregularity that materially affected the outcome;
- The existence of new evidence that was not reasonably available at the time the determination regarding responsibility that could have affected the outcome;
- The Title IX Coordinator and/or investigator(s) had a conflict of interest or bias that affected the outcome;

Appeals must be made in writing and submitted three (3) Business Days of the receipt of the final decision to one of the following based on the individuals found responsible in the hearing outcomes:

- Vice President of Enrollment Management and Student Success for cases involving actions where a student was found responsible in the hearing process
- Chief Administrative Officer supervising Human Resources for cases involving actions where an employee was found responsible in the hearing process

The appellate decision maker will notify the other non-appealing party of the appeal and allow for written response from the non-appealing party. A determination regarding the appeal will be made by the appellate decision maker within twenty (20) Business Days of receiving the appeal.

Section 5: Acceptance of Responsibility: The Respondent may, at any time, request to resolve the investigation process or resolve specific allegation(s) by accepting responsibility for the alleged misconduct. The Title IX Coordinator will complete a summary report of the information gathered. The Title IX Coordinator will consider the request; if the request is granted, the Title IX Coordinator, in consultation with the Chief Administrative Officer supervising Human Resources if the Respondent is a faculty or staff member, or the Dean of Student Success or designee if the Respondent is a student will determine the appropriate sanction.

Section 6: Informal Resolution: The Complainant and Respondent may agree to Informal Resolution at any time prior to a determination regarding responsibility if the Title IX Coordinator

deems the matter appropriate for Informal Resolution.⁸ The Title IX Coordinator will consider the following when determining whether to permit a matter to move to Informal Resolution:

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

Participation in Informal Resolution is a choice, and either party can request to end Informal Resolution process and pursue an investigation at any time, including if Informal Resolution is unsuccessful at resolving the matter. Similarly, either party can request to end an investigation and pursue Informal Resolution at any time, though entering Informal Resolution must be agreed to in writing by the parties.

If an agreement is reached through Informal Resolution, the parties will be provided simultaneously with a Notice of Outcome. An appeal of the Informal Resolution process or result is not permitted.

Section 8: Allegations Related to Culture

Allegations related to a culture of Sexual Harassment or Non-Harassment Title IX Discrimination by a group, organization, department, division, or the College as a whole will be investigated and resolved as closely as possible to this procedure. Resolutions for a group, organization, division or the College will be communicated with the highest-ranking member of the group, organization, department, division or the College.

Section 7: Intersection of Policies

These procedures are the exclusive means of resolving complaints of alleged violations of Title IX involving complaints of Non-Harassment Title IX Discrimination brought against College faculty, staff, or students. To the extent there are any inconsistencies between these procedures and other College grievance, complaint, or discipline procedures, these complaint resolution procedures will control the resolution of complaints alleging Non-Harassment Title IX Discrimination.

⁸ The Title IX Coordinator may, at any time, withdraw approval for the Informal Resolution and return the matter to investigation.