# SEXUAL HARASSMENT / MISCONDUCT REPORTING PROCESS

Incident is reported directly to the Title IX Coordinator OR Incident is reported to an employee with authority to take corrective measures, who reports it to the Title IX Coordinator

Title IX Coordinator meets with reporting party / Complainant to discuss options

Title IX Coordinator discusses:
- Supportive measures
- College's grievance processes
- Reporting to law enforcement
- Offers assistance

Complainant declines pursing grievance process or College administratively closes complaint. No further action is taken unless there is an overriding safety concern.

Complainant consents to participate in a grievance process.

FORMAL PROCESS
- Notice to parties
- Investigator conducts investigation
- Parties review all evidence and submit written responses to investigator
- Investigator completes investigation report 10 days before hearing and shares with parties
- Live hearing with cross examination
- Decision-maker determines responsibility and issues written determination to all parties

Neither party appeals

Decision is Final

Title IX Coordinator assures outcomes are met and tracked

Appeal
Either party may appeal if policy requirements are met

Appeal review by President
Final Decision rendered and communicated to all parties

INFORMAL PROCESS
- All parties must agree in writing (informal process may be started or re-started at any time)
- Either party can request formal process at any time
- Cannot be used for student complaints against employees
- Neutral facilitator engages parties in resolution

Parties agree on outcome

Title IX Coordinator assures outcomes are met and tracked

Parties disagree on outcome

Complaint moves to Formal Process