

TITLE IX POLICY

2024-2025

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## 1. INTRODUCTION

Tulsa Community College (TCC) is committed to establishing an environment for its students and employees that embraces and respects the dignity of people and provides equal educational and employment opportunities. In compliance with all applicable federal and state laws and regulations, the College does not discriminate based on race, color, national origin, sex, age, religion, qualified disability, status as a veteran, sexual orientation, gender identity, genetic information, or any other basis protected by applicable discrimination law in its policies, practices, or procedures. This includes but is not limited to, admissions, employment, financial aid, educational programs, activities, or services. The Compliance Officer & Title IX Coordinator has been designated to handle inquiries regarding non-discrimination policies and complaints of sex discrimination, including sexual harassment, sexual assault, pregnancy, domestic violence, and stalking.

Title IX Coordinator  
Address: 909 S. Boston Ave, Room 505, Tulsa, Oklahoma  
Phone: (918) 595-7842  
Email: [TCCTitleIX@tulsacc.edu](mailto:TCCTitleIX@tulsacc.edu)

Any person may file a discrimination or harassment report anytime, including during non-business hours, at <https://www.tulsacc.edu/reportit>.

## 2. DEFINITIONS

- a) **Actual Knowledge:** a notice of sexual harassment or allegations of sexual harassment to the College's Title IX Coordinator or any official of the College who has the authority to institute corrective measures on behalf of the College.
- b) **Advisor:** a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process and to conduct cross-examination for the party at the hearing, if any.
- c) **Business Day:** Monday through Friday, except federal or state holidays and any other days Tulsa Community College is closed. Deadlines may be extended during breaks and College holidays.
- d) **College:** Tulsa Community College
- e) **College Premises:** The buildings or grounds owned, leased, operated, or substantially controlled by the College.
- f) **Complainant:** An individual alleged to be the victim of conduct that could constitute sexual harassment. When filing a formal complaint, a complainant must be participating in or attempting to participate in the recipient's educational program or activity.
- g) **Confidential Resource:** A person designated as an individual to whom a student might disclose sexual harassment without automatically triggering a report to the Title IX Coordinator. A Confidential Resource will maintain confidentiality except in extreme cases of immediate threat, danger, or a minor's suspected abuse. Confidential Reporters will submit timely, anonymous, aggregate statistical information for Clery Act purposes unless they believe it would harm a specific employee or student.
- h) **Confidentiality:** exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. Non-identifiable information may be shared for statistical tracking purposes as required by the federal Clery Act. Other information may be shared as required by law.

- i) **Dean's Hold:** Restriction to enroll and may restrict transcript release.
- j) **Education program or activity:** includes locations, events, or circumstances over which the recipient exercised 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 a postsecondary institution.
- k) **Family Educational Rights and Privacy Act (FERPA):** The federal law originally passed in 1974 defines student educational records and regulates who may access those records and under what circumstances. The purpose of FERPA is to protect the privacy of student education records.
- l) **Formal Complaint:** A document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the College investigate the allegation of sexual harassment. At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of the College with which the formal complaint is filed.
- m) **Formal Grievance Process:** A method of formal resolution designated by the College to address conduct that falls within the policies included below and which complies with the requirements of Title IX regulations.
- n) **Grievance Process Pool:** A pool of individuals trained to investigate, serve as a hearing officer or appeals officer, or as an Advisor, who may perform any or all of these roles (though not at the same time or concerning the same case). This would include the Hearing Decision-makers or Hearing Officers with decision-making and sanctioning authority within the College's Formal Grievance process.
- o) **Investigation Report<sup>1</sup>:** The report of an investigation prepared by the Investigator after a report or complaint is filed, processed, and investigated.
- p) **Investigator:** The person or persons charged by the College with gathering facts about an alleged violation of this policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
- q) **Mandatory Reporter:** An employee of the College who is obligated by policy to share knowledge, notice, or reports of harassment, discrimination, or retaliation with the Title IX Coordinator. All employees must report all acts of dating violence, domestic violence, harassment, threats, and bullying based on sex, retaliation, sexual harassment, sexual misconduct, and stalking to the Title IX Coordinator unless they fall under the "Confidential Reporting" section of this policy. <sup>2</sup>
- r) **Mutual No Contact Order:** A prohibition of direct or indirect physical, verbal, or written contact between two parties. A Mutual No Contact Order is provided by the College, not by law enforcement.
- s) **Parties:** The Complainant(s) and Respondent(s), collectively.
- t) **Privacy:** Information related to a complaint will be shared with a limited number of College employees who "need to know" in order to assist in the assessment, investigation, and resolution of the report. All employees who are involved in the College's response to notice under this policy receive specific training and guidance about sharing and safeguarding

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<sup>1</sup> There will be a Preliminary and Final Investigation Report. The Preliminary Investigation Report will be when the parties will review to provide their comments, and the Final Investigation Report is the document submitted to the Hearing Panel for a decision.

<sup>2</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.

private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act "FERPA." The privacy of employee records will be protected in accordance with the Records policy within the TCC Employee Handbook.

- u) **Report:** For this policy, a report is information about an allegation of Sexual Harassment communicated to the Title IX Coordinator. A report will prompt the Title IX Coordinator to notify a Complainant about supportive measures and the process to file a formal complaint, but it does not prompt a Title IX investigation or hearing process. A report is not required to be in writing and can be filed by a third party. A report can include an oral report, written report, personal observation, a newspaper article, an anonymous report, or other various means.
- v) **Remedies:** Post-finding actions directed to the Complainant or the community as mechanisms to address safety, prevent a recurrence, and restore access to the College's educational program.
- w) **Respondent:** An individual alleged to have exhibited conduct that could constitute sexual harassment.
- x) **Sanction:** A disciplinary action imposed for students or employees found responsible for violating this policy. Sanctions are designed to include educational measures that hold students and employees accountable for their behavior, providing the opportunity for behavior change. Sanctions can range from a written warning to expulsion and termination.
- y) **Student:** A person who has been admitted or enrolled for the current or future term at Tulsa Community College, including all modes of instruction. Students who leave the College before a complaint is resolved may be prohibited from future enrollment until the matter is resolved.
- z) **Student Code of Conduct:** The code of standards and expectations consistent with its purpose as an educational institution. The Student Code of Conduct conveys these standards and expectations.
- aa) **Supportive Measures:** 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 the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment or deter sexual harassment.
- bb) **Title IX:** A comprehensive federal law that protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that no person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.
- cc) **Title IX Coordinator:** The official designated employee by the College to ensure compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education programs and activities. The designated employee has the primary responsibility for coordinating the College's efforts related to the intake, investigation, resolution, and implementation of supportive measures under this policy.
- dd) **Written Notice of Allegation:** upon receipt of a formal complaint, provide written notice to the complainant and the respondent, informing the parties of the recipient's grievance process and providing sufficient details of the sexual harassment allegations being investigated.

### 3. RATIONALE FOR POLICY

In compliance with the amendments made by the Secretary of Education to the regulations implementing Title IX of the Education Amendments of 1972 (Title IX), this policy describes how Tulsa Community College is required to respond to allegations of sexual harassment consistent with Title IX's prohibition against sex discrimination.

TCC is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, free from sexual harassment and retaliation. To ensure compliance with federal and state civil rights laws and regulations and to affirm its commitment to promoting fairness in all aspects of the educational program or activity, the College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of sexual harassment or allegations of retaliation. The College values and upholds the equal dignity of all members of its community and strives to balance the parties' rights in the grievance process during difficult times for all those involved.

### 4. ADMINISTRATIVE CONTACT INFORMATION

Complaints or notice of alleged policy violations, or inquiries about or concerns regarding this policy and procedures, may be made internally to:

Heather Hancock  
Title IX Coordinator  
Office of Civil Rights Compliance  
909 S. Boston Tulsa, Oklahoma (918) 595-7842  
Email: [heather.hancock@tulsacc.edu](mailto:heather.hancock@tulsacc.edu)  
<https://www.tulsacc.edu/titleix>

The College has determined that the following administrative positions are Officials with the Authority to institute corrective measures regarding Sexual Harassment allegations. These Officials with the Authority listed below may also accept notice or complaints on behalf of the College:

Title IX Coordinator  
Deputy Title IX Coordinator  
Chief of Human Resources  
Assistant Chief of Human Resources  
Dean of Student Affairs, Judicial Affairs  
Student Conduct Manager  
Director of Human Resources  
Civil Rights Investigator

If a complaint is not resolved at Tulsa Community College, then an individual may choose to file a complaint externally with the Office for Civil Rights:

Kansas City Office  
Office for Civil Rights  
U.S. Department of Education  
One Petticoat Lane

1010 Walnut Street, 3rd floor, Suite 320  
Kansas City, MO 64106  
Telephone: 816-268-0550  
FAX: 816-268-0599; TDD: 800-877-8339  
Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)  
<http://www.ed.gov/ocr/>

## 5. SEXUAL HARASSMENT

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, or gender identity of those involved. Sexual Harassment, as an umbrella category, includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking and is defined as:

Conduct based on sex that satisfies one or more of the following:

- a) **Sexual Harassment:** 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 College's education program or activity; or
- b) **Quid Pro Quo:** An employee of the College conditioning the provision of aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct.

### EXAMPLES

#### Quid Pro Quo

1. Bobby's supervisor stated he would no longer allow overtime if they did not adhere to his requests to kiss them.
2. A professor tells a student who is struggling in their class that the professor will give them a better grade if the student agrees to go on a date with them.
- c) **Sexual assault:** Sexual Assault is any sexual act directed against another person, without the person's consent, including instances where the person is incapable of giving consent.
  - a. Rape- 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;
  - b. Sodomy - Oral or anal intercourse with another person without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent disability;
  - c. Sexual assault with an object - To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity;
  - d. Fondling - the touching of the private body parts of another person for sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity;
  - e. Incest - sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law;

- f. Statutory rape – sexual intercourse with a person under the statutory age of consent.

## EXAMPLES

### Sexual Assault - Non-Consensual Sexual Contact

1. Jordan and Harper are both at a party. Harper agrees to dance with Jordan. While dancing, Jordan slips a hand in Harper's shorts without their consent and begins to grope under their shorts.
  2. A student reported that their professor touched their bottom while they were at the professor's desk asking for assistance on an assignment. The professor also nudged the student's breast with their elbow while helping them and touched their bottom again as the student left the class.
  3. An employee reported that a peer in their department sent them several unsolicited pictures of their body parts with no clothing on.
- d) **Dating Violence**, defined as: A person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such a relationship shall be determined based on consideration of the following factors:
- a. The length of relationship;
  - b. The type of relationship;
  - c. The frequency of interaction between the persons involved in the relationship.

## EXAMPLE

### Sexual Harassment: Dating Violence

Morgan and Peyton have been dating for a few months. They routinely meet on campus at 12:00p.m. for lunch. When Morgan was late for lunch one day, Peyton became angry and hit Morgan which started a physical altercation between the two.

- e) **Domestic Violence**, defined as: A felony or misdemeanor crime of violence committed by
- a. current or former spouse or intimate partner of the victim;
  - b. person with whom the victim shares a child in common;
  - c. person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner;
  - d. person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma;
  - e. 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 Oklahoma.

To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

## EXAMPLE

### Sexual Harassment: Domestic Violence

Parker and Ryan live together in an on-campus apartment. When Ryan arrives at their apartment late after school, Parker shouts at Ryan accusing Ryan of not being faithful, and shoves Ryan into the wall. Ryan sustains injuries and drives himself to the hospital to be treated. The hospital admits him, and he misses class for one week.



- f) **Stalking**, defined as: One who engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for their 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.
  - b. A reasonable person is a person under similar circumstances and with similar identities to the victim.
  - c. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

#### EXAMPLE

##### Sexual Harassment: Stalking

Londyn broke up with Taylor weeks ago. However, Taylor calls Londyn 20-30 times a day. Taylor continues to show up in various places on campus where Londyn is and begins to frequent Londyn's gym and place of employment to shop although Taylor rarely visited these places before the break-up. Leaving class one day, Londyn found a threatening note from Taylor threatening them.

As used in the offenses above, the following definitions and understandings apply:

**Force:** Force is using physical violence or intimidation to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want.").

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. The lack of resistance does not demonstrate consent. While resistance is not required or necessary, it clearly shows non-consent.

**Coercion:** Coercion is the use of pressure to compel another individual to initiate or continue sexual activity against an individual's will. When someone makes clear that they do not want to engage in a specific sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Coercion can include psychological or emotional pressure, physical or emotional threats, intimidation, manipulation, or blackmail that causes the person to engage in unwelcome sexual activity.

**Effective Consent:** is informed, freely, and actively given, using mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Initiators of sexual activity are responsible for obtaining effective consent. Silence or passivity is not effective consent. Intimidation, coercion, threats, force, or violence negates any consent obtained. Consent is ineffective if obtained from an individual incapable of giving consent due to lack of consciousness, age, mental disability, or incapacitation due to ingestion of drugs or alcohol. Consent can be revoked at any time.

Consent cannot be given by an individual who is asleep or mentally or physically incapacitated either through drugs or alcohol, for any other reason, or under duress, threat, coercion, or force.

**Incapacitation** is the inability, temporarily or permanently, to give consent because the individual is mentally or physically helpless, either voluntarily or involuntarily, or unconscious, asleep, or otherwise unaware that the sexual activity is occurring. An individual may be incapacitated if they are unaware at the time of the incident of where they are, how they got there, or why or how they became engaged in a sexual interaction.

## 6. REPORTING OPTIONS

A Complainant has many options when deciding where and to whom to file a Title IX report or formal complaint.<sup>3</sup>

- a) **Title IX Coordinator:** File a formal complaint with the Title IX Coordinator during business hours at 909 S. Boston Ave, Room 505, Tulsa, Oklahoma.
- b) **ReportIt:** File a Title IX report to discuss supportive measures and the process of filing a Title IX formal complaint online using the reporting form posted at [www.tulsacc.edu/reportit](http://www.tulsacc.edu/reportit). The Complainant is largely in control and should not fear a loss of privacy by making a report that allows the College to discuss the option to file a formal complaint and provide supportive measures. Anonymous reports are accepted, and the College seeks to provide supportive measures to all Complainants complicated by anonymous reports. Because reporting carries no obligation to initiate a formal response, and the College respects the Complainant's requests to dismiss complaints unless there is a compelling threat to health or safety, the
- c) **Mandatory Reporters:** Although not Officials with Authority, the College has classified all employees as Mandatory Reporters. All employees, including part-time and full-time, must report all acts of dating violence, domestic violence, harassment, threats, and bullying based on sex, retaliation, sexual harassment, sexual assault, and stalking in writing to the Office of Civil Rights Compliance. A mandatory reporter must, without delay, submit a report through the College's online reporting system, [TulsaCC.edu/titleix](http://TulsaCC.edu/titleix), and must include their name. Due to the fact employees are mandatory reporters, Complainants may want to consider whether they share personally identifiable details with College employees as they must be reported. Employees must share all components, including the name(s) of the parties if known, even if the person requests information not to be reported. As soon as a mandatory reporter has been notified of an incident, without delay, they should report it to the Office of Civil Rights Compliance to ensure supportive measures can be provided as quickly as possible.

Supervisors of mandatory reporters shall not create additional processes within a department nor investigate a complaint before reporting. Student employees are Mandatory Reporters when functioning within the scope of their employment role. Students and employees can access confidential counselors through the College's

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<sup>3</sup>A Complainant can choose to report any crimes in this policy directly to TCC Police by contacting 918-595-8888 or visiting the TCC Police office on any campus.

Employment Assistance Program for employees and Wellness Services for students. These counselors would have confidential privileges if information shared with them about sex discrimination were shared during a counseling session. They will, however, provide the Complainant with the Title IX Coordinator’s contact information and offer resources without any obligation to inform an outside agency or the College official unless a Complainant has requested the information be shared. If these employees are provided information about sex discrimination when they are not operating in their privileged role, they are a Mandatory Reporter. Failure of a Mandatory Reporter, as described above in this section, to report an incident of discrimination, harassment, or retaliation of which they become aware is a violation of this Policy and can be subject to disciplinary action for failure to comply and failure to report. This also includes situations when a harasser is a Mandated Reporter. Such individuals are obligated to report their own misconduct, and failure to do so is a chargeable offense under this Policy. A Mandatory Reporter who is themselves a target of discrimination, harassment, or other misconduct under this Policy is not required to report their own experience, though they are, of course, encouraged to do so.

- d) **Confidential Reporting:** If a Complainant would like the details of an incident to be kept confidential, the Complainant may contact these confidential resources:

DVIS Outreach Counselor	918-805-4794 (text/voice)
DVIS 24-hour Hotline	918-743-5763
Employee Assistance Program	1-800-327-2251 (employees only)

Options for confidential reporting allow a person to report to someone who will maintain confidentiality except in extreme cases of immediate threat, danger, or suspected abuse of a minor. For purposes of the Clery Act, a confidential resource may be asked to submit timely, anonymous, aggregate statistical information unless they believe it would harm a specific employee or student.

## 7. REPORT VERSUS FORMAL COMPLAINT

For this policy, a report is information about an alleged Sexual Harassment violation communicated to the Title IX Coordinator. A report will prompt the Title IX Coordinator to notify a Complainant about supportive measures and discuss the process to file a formal complaint, but it does not prompt a Title IX investigation or hearing process. A report is not required to be in writing and can be filed by any individual. A report can include an oral report, written report, personal observation, a newspaper article, an anonymous report, or other various means.

The Title IX Coordinator can sign a formal complaint if they believe an investigation is required to comply with the Title IX Final Rule and the Complainant does not wish to participate. Suppose a report includes information of violence, use of weapons, or pattern of alleged misconduct by a respondent. In that case, the Title IX Coordinator will consider signing a formal complaint to proceed with an investigation if the Complainant does not wish to participate.

Upon receipt of a report or formal complaint to the Title IX Coordinator of an alleged violation of this policy, the College initiates a prompt initial assessment to determine the next steps the College needs to take.

The College will initiate at least one of three responses:

- a) Offering supportive measures because the Complainant does not want to proceed formally; or
- b) An informal resolution; or
- c) A Formal Grievance Process including an investigation and a hearing.

The investigation and grievance process will determine whether or not there is a policy violation. If so, the College will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

## **8. ESTABLISHING JURISDICTION OF THE COLLEGE**

This policy applies to the education program and activities of the College, to conduct that takes place on the campus or property owned or controlled by the College, at college-sponsored events, or in buildings owned or controlled by College's recognized student organizations. The Respondent must be a college community member for its policies to apply.

This policy can also apply to the effects of off-campus or online misconduct that effectively deprive someone of access to the College's educational program. Regardless of where the conduct occurred, the College will address reports or formal complaints to determine whether it happened in the context of its employment or educational program or activity or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial College 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 or causes social disorder; or
- d) Any situation that is detrimental to the educational interests or mission of the College.

If the Respondent is unknown or is not a member of the College community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options, 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 College's community, supportive measures and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

In addition, the College may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from College property or events.

All vendors serving the College through third-party contracts are subject to the policies and procedures of their employers.

When the Respondent is enrolled in or employed by another institution of higher education, the Title IX Coordinator 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 Title IX Coordinator may be able to advocate for a student or employee Complainant who experiences discrimination in an externship, study abroad program, or another environment external to the College where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give recourse to the Complainant.

## 9. ASSESSMENT OF REPORT

Following receipt of a report or a formal complaint of an alleged violation of the Title IX Policy, the Title IX Coordinator<sup>4</sup> conducts an initial assessment, typically one to five business days. The steps in an assessment of a report can include:

- The Title IX Coordinator seeks to determine if the person impacted wishes to make a formal complaint and will assist them if desired.
  - If they do not wish to do so, the Title IX Coordinator determines whether to initiate a formal complaint because a violence risk assessment indicates a compelling threat to health or safety.
- The Title IX Coordinator assesses its sufficiency if a formal complaint is received.
- The Title IX Coordinator will offer supportive measures to the Complainant. The Title IX Coordinator works with the Complainant to ensure they know the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
  - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes and then seeks to facilitate implementation. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later if desired.
  - If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for an informal resolution and, if so, will seek to determine if the Respondent is willing to engage in an informal resolution.
  - If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:
- The Title IX Coordinator will initiate the formal investigation and grievance process if it does.
- If it does not, the Title IX Coordinator determines that Title IX does not apply and will refer the matter for resolution under the Discrimination and Harassment Policy. Please note that dismissing a complaint under this Title IX is procedural and does not limit the College's authority to address a complaint with appropriate processes and remedies.

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<sup>4</sup> If circumstances require, the Vice President of Student Success and Chief Student Affairs Officer will review and respond to any complaint filed against the Title IX Coordinator. If deemed necessary, the Deputy Title IX Coordinator may be asked to oversee the Title IX grievance process.

## 10. VIOLENCE RISK ASSESSMENT

In many cases, the Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted as part of the initial assessment. A VRA can aid in critical or required determinations, including:

- Emergency removal of a Respondent based on the immediate threat to physical health/safety;
- Whether the Title IX Coordinator should pursue/sign a formal complaint absent a willing/able Complainant;
- To help identify potential predatory conduct;
- To help assess/identify grooming behaviors;
- To help assess whether it is reasonable to try to resolve a complaint through informal resolution and what modality may be most successful;
- To assess whether to permit a voluntary withdrawal by the Respondent;
- To assess whether to impose transcript notation or communicate with a transfer school about a Respondent; or
- To assess whether a Clery Act Timely Warning is needed.

Threat assessment is evaluating the actionability of violence by an individual against another person or group following the issuance of a direct or conditional threat. A VRA is a broader term to assess any potential violence or danger, regardless of a vague, dependent, or immediate threat.

VRAs require specific training and are typically conducted by psychologists, clinical counselors, social workers, case managers, law enforcement officers, or student conduct officers. A VRA authorized by the Title IX Coordinator should occur in collaboration with the Chief of TCC Police. Where the Title IX Coordinator requires a VRA, a Respondent refusing to cooperate may result in a charge of failure to comply with the appropriate student or employee conduct process.

A VRA is not an involuntary behavioral health hospitalization evaluation, nor is it a psychological or mental health assessment. A VRA assesses the risk of actionable violence, often focused on targeted/predatory escalations, and is supported by research from law enforcement, criminology, human resources, and psychology.

## 11. STUDENT EMERGENCY REMOVAL

The College 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 justifies removal.

An emergency removal is not limited to instances where the Complainant has reported an alleged sexual assault or rape but could also be justified to address alleged severe, pervasive, and objectively offensive verbal or online harassment. Even in the absence of a formal complaint being filed, a College has the authority to order the emergency removal of a Respondent where the situation arising from sexual harassment allegations presents a risk to any person's physical health or safety. Suppose the Respondent's actions pose an immediate and identified threat but do not arise from allegations of sexual harassment (for example, where a student has brought a weapon to school unrelated to any sexual harassment allegations). This policy does not apply in that case, and the College's Code of Conduct would be utilized to respond to the threat. The appropriateness of supportive measures will be considered instead of an emergency removal.

The College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from campus, restricting a student's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intramural sports.

In all cases where an emergency removal is imposed, students will receive notice of the emergency removal and an immediate opportunity to challenge the action. Students have the option to request to meet with the Title IX Coordinator as soon after that as reasonably possible to show the cause of why the removal should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s) but rather an administrative process intended to determine whether the emergency removal is appropriate. If this meeting is not requested within 48 hours, objections to the emergency removal will be waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal before the meeting to allow for adequate preparation.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on both parties.

## **12. EMPLOYEE ADMINISTRATIVE LEAVE**

An employee may be placed on Administrative Leave at any time during an investigative process when an allegation of misconduct is made against an employee. Depending on the severity of the allegation, the Administrative Leave may be with or without pay.

Administrative Leave with or without pay may be used when it is determined to be in the College's best interest that an employee is not on campus for a period of time. While on paid Administrative Leave, the employee must be responsive to requests by the College or pay may be suspended while a decision is made about employment.

## **13. DISMISSAL (MANDATORY AND DISCRETIONARY)<sup>5</sup>**

The College must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

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<sup>5</sup> These dismissal requirements are mandated by the 2020 Title IX Regulations, 34 CFR Part 106.45.

- a) The conduct alleged in the formal complaint would not constitute sexual harassment as defined in the Title IX Policy, even if proved; or
- b) The conduct did not occur in an educational program or activity controlled by the College, including buildings or property controlled by recognized student organizations, or the College does not have control of the Respondent; or
- c) The conduct did not occur against a person in the United States; or
- d) 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 College.

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

- a) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations therein; or
- b) The Respondent is no longer enrolled in or employed by the College; or
- c) Specific circumstances prevent the College from gathering sufficient evidence to determine the formal complaint or allegations therein.

Upon any dismissal, the College will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties. This dismissal decision is appealable by any party under the procedures for appeal below. The decision not to dismiss is also appealable by any party claiming a dismissal is required or appropriate. A Complainant who decides to withdraw a complaint may later request to reinstate it or refile it.

## 14. INFORMAL RESOLUTION

To initiate an Informal Resolution, a Complainant must submit a formal complaint, as defined above. If a Respondent wishes to initiate an Informal Resolution, they should contact the Title IX Coordinator to indicate.

It is unnecessary to pursue Informal Resolution first to pursue a Formal Grievance Process. Any party participating in Informal Resolution can stop the process and begin or resume the Formal Grievance Process.

Before implementing Informal Resolution, the College will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by the College.

Informal Resolution proceedings are private. All persons present at any time during the informal resolution process are expected to maintain the privacy of the proceedings per College policy. While there is an expectation of privacy around what Investigators share with parties during interviews, the parties have the discretion to share their knowledge and evidence with others if they choose. The College encourages parties to discuss this with their Advisors before doing so.

- a) Informal Resolution

Informal Resolution can include three different approaches:

- When the parties agree to resolve the matter through an alternate resolution mechanism; or



- When the Respondent accepts responsibility for violating policy and desires to accept a sanction and end the resolution process; or
- When the Title IX Coordinator<sup>6</sup> can resolve the matter informally by providing supportive measures to remedy the situation.

The College will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

#### b) Alternate Resolution

Alternate Resolution is an informal process by which a mutually agreed-upon resolution of an allegation is reached. All parties must consent to the use of the Alternate Resolution.

The Title IX Coordinator may look to the following factors to assess whether Alternate Resolution is appropriate or which form of Alternate Resolution may be most successful for the parties:

- The parties' amenability to Alternate Resolution;
- Likelihood of potential resolution, taking into account any power dynamics between the parties;
- The parties' motivation to participate;
- Civility of the parties;
- Cleared violence risk assessment/ongoing risk analysis;
- Disciplinary history;
- Whether an emergency removal is needed;
- Skill of the Alternate Resolution facilitator with this type of complaint;
- Complaint complexity;
- Emotional investment/intelligence of the parties;
- Rationality of the parties;
- Goals of the parties;
- Adequate resources to invest in Alternate Resolution (time, staff, etc.)

The ultimate determination of whether an Alternate Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator maintains records of any resolution reached, and failure to abide by the resolution agreement may result in appropriate disciplinary actions. The results of complaints resolved by Informal or Alternate Resolutions are not appealable.

#### c) Respondent Accepts Responsibility for Alleged Violations

The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. Suppose the Respondent intends to accept responsibility for all of the alleged misconduct. In that case, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria in that section above.

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<sup>6</sup> The Title IX Coordinator may designate the role to facilitate an informal resolution to a trained Student Conduct or Human Resources Title IX team member, depending on availability.

If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties and the College can agree on responsibility, sanctions, or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent violates the Discrimination and Harassment Policy and implements agreed-upon sanctions or remedies in coordination with another appropriate administrator (s), as necessary.

This result is not subject to appeal once all parties indicate their written consent to all agreed-upon terms of resolution. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point it was paused.

When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct on the Complainant and the community.

d) Negotiated Resolution

The Title IX Coordinator, with the parties' consent, may negotiate and implement an agreement to resolve the allegations that satisfies all parties and the College. Negotiated Resolutions are not appealable.

## 15. GRIEVANCE PROCESS POOL

The Formal Grievance Process is a method of formal resolution designated by the College to address conduct that falls within the policies included below and which complies with the requirements of Title IX regulations. This process relies on a pool of administrators (“the Pool”) to carry out the process. The list of Pool members and a description of the Pool can be found at <https://www.tulsacc.edu/titleix>.

a) Pool Member Roles

Members of the Pool are trained annually and can serve in the following roles at the direction of the Title IX Coordinator:

- To provide an appropriate intake of and initial guidance about complaints
- To perform or assist with the initial assessment
- To act as an Advisor to the parties
- To serve as a facilitator role in the informal resolution process
- To investigate complaints
- To serve as a hearing panelist
- To serve as an Appeal Decision-maker

b) Pool Member Appointment

The Title IX Coordinator appoints the Pool, which acts independently and impartially. While members of the Pool are typically trained in various skill sets and can rotate amongst the different roles listed above in various cases, the College can also designate permanent roles for individuals in the Pool, using others as substitutes or providing greater depth of experience when necessary.

This process of role assignment may result from particular skills, aptitudes, or talents identified in members of the Pool that make them best suited to specific roles.

c) Pool Member Training

The Pool Members receive annual training. This training includes, but is not limited to:

- The College's Title IX and Discrimination and Harassment Policies
- How to conduct investigations and hearings that protect the safety of Complainants and Respondents and promote accountability
- Implicit bias
- Disparate treatment and impact
- Reporting, confidentiality, and privacy requirements
- Applicable laws, regulations, and federal regulatory guidance
- How to implement appropriate and situation-specific remedies
- How to investigate in a thorough, reliable, and impartial manner
- How to weigh evidence
- How to conduct the questioning
- How to assess the credibility
- Impartiality and objectivity
- How to render findings and generate clear, concise, evidence-based rationales
- The definitions of all offenses
- How to apply definitions used by the College concerning consent consistently, impartially, and per policy
- How to conduct an investigation and grievance process, including hearings, appeals, and informal resolution processes
- How to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias
- Any technology to be used at a live hearing
- Issues of the relevance of questions and evidence
- Issues of relevance to creating an investigation report that fairly summarizes relevant evidence
- How to determine appropriate sanctions in reference to all forms of harassment, discrimination, and/or retaliation allegations.

Specific training is also provided for Appeal Decision-makers, Advisors, and Chairs. All Pool members are required to attend these training annually. The materials used to train all Pool members are publicly posted here: [www.tulsacc.edu/TitleIX](http://www.tulsacc.edu/TitleIX).

d) Pool Membership

The Pool includes:

- Two or more members of the Student Affairs administration
- Two or more members of the Office of Civil Rights Compliance
- Two representatives from Human Resources

## 16. NOTICE OF INVESTIGATION AND ALLEGATIONS

The Title IX Coordinator or designee will provide written notice of the investigation and allegations (the “NOIA”) to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who will be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:

- A meaningful summary of all of the allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that the College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made after the Formal Grievance Process and that the parties will be allowed to inspect and review all directly related or relevant evidence obtained during the review and comment period,
- A statement about the College’s policy on retaliation,
- Information about the privacy of the process,
- Information on the need for each party to have an Advisor of their choosing and suggestions for ways to identify an Advisor,
- A statement informing the parties that the College’s policy prohibits knowingly making false statements, including knowingly submitting incorrect information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

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

Notice will be made in writing and delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in official College records, or emailed to the parties’ College-issued email. Once mailed, emailed, or received in-person, notice will be presumptively delivered.

## 17. RESOLUTION TIMELINE

The College will make a good faith effort to complete the resolution process within 60-90 business days, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

## **18. APPOINTMENT OF INVESTIGATORS**

Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints a Pool member to conduct the investigation, usually within two (2) business days of determining that an investigation should proceed.

## **19. ENSURING IMPARTIALITY**

Any individual materially involved in the administration of the resolution process, including the Title IX Coordinator, Investigator, hearing panelist, Decision-maker, and Appeal Decision-maker, may neither have nor demonstrate a conflict of interest or bias for a party generally or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator to ensure impartiality by ensuring no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest. The Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the Vice President of Student Success and Chief Student Affairs Officer.

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence that supports that the Respondent engaged in a policy violation and evidence that supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

The College operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the preponderance of the evidence.

## **20. INVESTIGATION TIMELINE**

Investigations are completed expeditiously, generally within 180 business days, depending on the allegations' nature, extent, complexity, witnesses' availability, police involvement, etc.

The College will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

## **21. STEPS IN THE INVESTIGATION PROCESS**

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses, obtaining relevant evidence, and identifying sources of expert information as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to thoroughly review and respond to all evidence on the record.

The Investigator(s) typically take(s) the following steps, if not already completed (not necessarily in this order):

- Determine the identity and contact information of the Complainant
- In coordination with campus partners (e.g., the Title IX Coordinator), initiate or assist with any necessary supportive measures
- Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all of the specific policies implicated
- Assist the Title IX Coordinator with conducting a prompt initial assessment to determine if the allegations indicate a potential policy violation
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties
- Meet with the Complainant to finalize their interview/statement, if necessary
- Prepare the initial Notice of Investigation and Allegation (NOIA). The NOIA may be amended with any additional or dismissed allegations
- Notice should inform the parties of their right to have the assistance of an Advisor, who could be a member of the Pool or an Advisor of their choosing, present for all meetings attended by the party
- Make good faith efforts to notify the parties of any meeting or interview involving the other party in advance when possible
- When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
- Interview all available relevant witnesses and conduct follow-up interviews as necessary
- Allow each party the opportunity to suggest witnesses and questions they wish the Investigator to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions
- Complete the investigation promptly and without unreasonable deviation from the intended timeline
- Provide regular status updates to the parties throughout the investigation
- Before the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding
- Write a comprehensive investigation report fully summarizing the investigation, all witness interviews, and addressing all relevant evidence. Appendices, including relevant physical or documentary evidence, will be included
- Gather, assess, and synthesize evidence, but make no conclusions, engage in no policy analysis, and render no recommendations as part of their report]
- Before the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including the evidence upon which the College does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. Each copy of the materials shared will be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Advisor, Respondent's Advisor).
- The Investigator may elect to respond in writing in the investigation report to the parties' submitted responses or to share the responses between the parties for additional responses

- The Investigator will incorporate relevant elements of the parties' written responses into the final investigation report, including any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator should document all rationales for any changes made after the review and comment period
- The Investigator shares the report with the Title IX Coordinator for their review and feedback
- The Investigator will incorporate any relevant feedback. The final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days before a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report

## **22. ROLE AND PARTICIPATION OF WITNESSES IN THE INVESTIGATION**

Witnesses (as distinguished from the parties) who are employees of the College are expected to cooperate with and participate in the College's investigation and resolution process. Failure of such witnesses to cooperate with or participate in the investigation or resolution process constitutes a policy violation and may warrant discipline.

Although in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., summer break) may require individuals to be interviewed remotely. Zoom or similar technologies may be used for interviews if the Investigator determines that timeliness or efficiency dictates a need for remote interviewing. The Recipient will take appropriate steps to reasonably ensure the security and privacy of remote interviews.

## **23. DELAYS IN THE INVESTIGATION PROCESS AND INTERACTIONS WITH LAW ENFORCEMENT**

The College may delay its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties or witnesses, or accommodations for disabilities or health conditions.

The College will communicate in writing the anticipated duration of the delay and the reason to the parties and provide the parties with status updates if necessary. The College will promptly resume its investigation and resolution process as soon as feasible. During such a delay, College will implement supportive measures as deemed appropriate.

College action(s) or processes are not typically altered or precluded because civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

## **24. RECORDING OF INTERVIEWS**

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If the Investigator elects to audio or video record interviews, all involved parties will be made aware.

## **25. EVIDENTIARY CONSIDERATIONS IN THE INVESTIGATION**

The investigation does not consider: 1) incidents not directly related to the possible violation unless they evidence a pattern; 2) the character of the parties; or 3) questions and 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 concerning the Respondent and are offered to prove consent.

## **26. REFERRAL FOR HEARING**

Provided that the formal complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator will refer the matter for a hearing.

The hearing cannot be less than ten (10) business days from the conclusion of the investigation – when the final investigation report is transmitted to the parties and the Decision-maker–unless all parties and the Decision-maker agree to an expedited timeline.

## **27. HEARING DECISION-MAKER COMPOSITION**

The College will designate a three-member panel from the Pool at the discretion of the Title IX Coordinator. One of the three members will be appointed as the Decision-maker by the Title IX Coordinator.

Neither the decision maker nor the hearing panelist has had any previous involvement with the investigation. The Title IX Coordinator may elect to have an alternate from the Pool sit-in throughout the hearing process if a substitute is needed for any reason.

The Investigator will be a witness in the hearing and, therefore, may not serve as Decision-maker. Those who serve as Advisors for any party may not function as Decision-makers in that matter.

The Title IX Coordinator may not serve as a Decision-maker, advisor, or hearing panelist in the matter but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter does not create a conflict of interest. Otherwise, a designee may fulfill this role.

## **28. EVIDENTIARY CONSIDERATIONS IN THE HEARING**

Any evidence that the Decision-maker determines is relevant and credible may be considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) the character of the parties; or 3) questions and 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 concerning the Respondent and are offered to prove consent.

Previous disciplinary action involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information is only viewed at the sanction stage of the process and is not shared until then.



The parties may each submit a written impact statement before the hearing for the consideration of the Decision-maker and hearing panelist at the sanction stage of the process when a determination of responsibility is reached.

After post-hearing deliberation, the Decision-maker renders a determination based on [the preponderance of the evidence, whether it is more likely than not that the Respondent violated the Policy as alleged.

## 29. NOTICE OF HEARING

No less than ten (10) business days before the hearing, the Title IX Coordinator or the Decision-maker will send notice of the hearing to the parties. Once mailed or emailed, notice will be presumptively delivered.

The notice will contain the following:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
- The time, date, and location of the hearing.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the live hearing to occur with the parties located in separate rooms using technology that enables the Decision-maker and hearing panelist and parties to see and hear a party or witness answering questions. Such a request must be raised with the Title IX Coordinator at least five (5) business days before the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker based on demonstrated bias. This must be raised with the Title IX Coordinator at least two (2) business days before the hearing.
- Information on how the hearing will be recorded and accessible to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given before the hearing will not be considered by the Decision-maker and hearing panelist. For compelling reasons, the Decision-maker may reschedule the hearing.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing and will be required to have one present for any questions they may desire to ask.
- The party must notify the Title IX Coordinator if they do not have an Advisor, and the College will appoint one. Each party must have an Advisor present. There are no exceptions.
- A copy of all the materials provided to the Decision-maker and hearing panelist about the matter unless they have been provided already.<sup>7</sup>
- An invitation to each party to submit to the Decision-maker an impact statement pre-hearing that the Decision-maker will review during any sanction determination.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, or interpretation services that may be needed at the hearing at least seven (7) business days before the hearing.
- Parties need to turn off mobile phones/devices during the hearing.

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<sup>7</sup> The final investigation report may be shared using electronic means that preclude downloading, forwarding, or otherwise sharing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this policy) and are unable to be resolved before the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the College and remain within the 60-90 business day goal for resolution.

In these cases, if the Respondent is a graduating student, a hold may be placed on graduation and official transcripts until the matter is resolved (including any appeal). A student facing charges under this policy is not in good standing to graduate.

### **30. ALTERNATIVE HEARING PARTICIPATION OPTIONS**

Suppose a party or parties prefer not to attend or cannot participate in the hearing in person. In that case, the party should request alternative arrangements from the Title IX Coordinator or the Decision-maker at least five (5) business days before the hearing.

The Title IX Coordinator or the Decision-maker can arrange to use technology to allow remote testimony without compromising the fairness of the hearing. Remote options may also be needed for witnesses who cannot appear in person. Any witness who cannot attend in person should let the Title IX Coordinator or the Decision-maker know at least five (5) business days before the hearing so that appropriate arrangements can be made.

### **31. PRE-HEARING PREPARATION**

The Decision-maker or hearing facilitator, after any necessary consultation with the parties, Investigator(s), or Title IX Coordinator, will provide the names of persons who will be participating in the hearing, all pertinent documentary evidence, and the final investigation report to the parties at least ten (10) business days before the hearing.

The Investigator must have first interviewed witnesses scheduled to participate in the hearing. The same holds for any evidence that is first offered at the hearing. Suppose the parties and Decision-maker do not assent to the admission of evidence newly offered at the hearing. In that case, the Decision-maker may delay the hearing and instruct that the investigation needs to be re-opened to consider that evidence.

The parties will be given a list of the names of the Decision-maker at least five (5) business days before the hearing. All objections to any Decision-maker must be raised in writing, detailing the objection's rationale, and submitted to the Title IX Coordinator as soon as possible and no later than 24 hours prior to the hearing. Decision-makers will only be removed if the Title IX Coordinator concludes that their bias or conflict of interest precludes an impartial hearing of the allegation(s).

The Title IX Coordinator will give the Decision-maker and hearing panelist a list of all parties, witnesses, and Advisors at least five (5) business days before the hearing. Any Decision-maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the ten (10) business days before the hearing, the parties can continue to review and comment on the final investigation report and available evidence. That review and comment can be shared with the Decision-maker at the pre-hearing meeting or the hearing and will be exchanged between each party by the Decision-maker.

### **32. PRE-HEARING MEETINGS**

The Decision-maker may convene a pre-hearing meeting(s) with the parties and their Advisors to invite them to submit the questions or topics they (the parties or their Advisors) wish to ask or discuss at the hearing so that the Decision-maker can rule on their relevance ahead of time to avoid any improper evidentiary introduction in the hearing or provide recommendations for more appropriate phrasing. However, this advance review opportunity does not preclude the Advisors from asking a question for the first time at the hearing or asking for a reconsideration based on any new information or testimony offered. The Decision-maker must document and share their rationale for any exclusion or inclusion with each party at a pre-hearing meeting.

The Decision-maker, with the parties' agreement, may decide in advance of the hearing that certain witnesses do not need to be present if the Investigator can adequately summarize their testimony in the investigation report or during the hearing.

At each pre-hearing meeting with a party and their Advisor, the Decision-maker will consider arguments that evidence identified in the final investigation report as relevant is, in fact, not relevant. Similarly, evidence identified as directly related but not relevant by the Investigator may be argued to be relevant.

The Decision-maker may rule on these arguments pre-hearing and will exchange those rulings between the parties before the hearing to assist in preparation for the hearing. The Decision-maker may consult with legal counsel or the Title IX Coordinator or ask either or both to attend pre-hearing meetings.

The pre-hearing meetings will be recorded.

### **33. HEARING PROCEDURES**

At the hearing, the Decision-maker and hearing panelist has the authority to hear and make determinations on all allegations of sexual harassment or retaliation and may also attend and make determinations on any additional alleged policy violations that have occurred in concert with the sexual harassment or retaliation.

Participants at the hearing will include the Decision-maker, two hearing panelists, the Title IX Coordinator as the hearing facilitator, General Counsel, the Investigator who conducted the investigation, the parties, Advisors to the parties, any called witnesses, and anyone providing authorized to provide disability accommodations or assistive services.

The Decision-maker will answer all questions of procedure. Anyone appearing at the hearing to provide information will respond to questions on their behalf.

The Decision-maker will allow witnesses with relevant information to appear at a portion of the hearing to respond to specific questions from the Decision-maker and the parties and will then be excused.

### **34. JOINT HEARINGS**

In hearings involving more than one Respondent or two (2) or more Complainants have accused the same individual of substantially similar conduct, the default procedure will be to hear the allegations jointly.

However, the Title IX Coordinator may permit the investigation or hearings pertinent to each Respondent to be conducted separately if there is a compelling reason to do so. In joint hearings, separate responsibility determinations will be made for each Respondent to each alleged policy violation.

### **35. THE ORDER OF THE HEARING - INTRODUCTIONS AND EXPLANATION OF PROCEDURE**

The Decision-maker explains the procedures and introduces the participants. At the hearing, the Title IX Coordinator manages recording, witness logistics, party logistics, curation of documents, separation of the parties, and other administrative elements of the hearing process. The Title IX Coordinator may attend to logistics of rooms for various parties/witnesses as they wait; the flow of parties/witnesses in and out of the hearing space; ensuring recording or virtual conferencing technology is working as intended; copying and distributing materials to participants, as appropriate, etc.

### **36. INVESTIGATOR PRESENTS THE FINAL INVESTIGATION REPORT**

The Investigator will then present a summary of the final investigation report, including contested items and those that are not, and will be subject to questioning by the Decision-maker, hearing panelists, and the parties. The Investigator will be present during the entire hearing process but not during deliberations.

Neither the parties nor the Decision-maker should ask the Investigator their opinion on credibility, recommended findings, or determinations. The Investigators, Advisors, and parties will refrain from discussing or asking questions about these assessments. If such information is introduced, the Decision-maker will direct that it be disregarded.

### **37. TESTIMONY AND QUESTIONING**

Once the Investigator presents the report and is questioned, the parties and witnesses may provide relevant information in turn, beginning with the Complainant, and then in the order determined by the Decision-maker. The parties/witnesses will submit to questioning by the Decision-maker and hearing panelists and then by the parties through their Advisors (“cross-examination”).

All questions are subject to a relevance determination by the Decision-maker. The Advisor, who will remain seated during questioning, will pose the proposed question orally. The proceeding will pause to allow the Decision-maker to consider it and then determine whether the question will be permitted, disallowed, or rephrased.

The Decision-maker may invite explanations or persuasive statements regarding relevance with the Advisors. 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. The Chair will explain any decision to exclude a question as irrelevant or reframe it for relevance.

The Decision-maker will limit or disallow questions because they are irrelevant, unduly repetitious (and thus irrelevant), or abusive. The Decision-maker has the final say on all questions and determinations of relevance. The Decision-maker may consult with the General Counsel on any questions of admissibility. The Decision-maker may ask Advisors to frame why a question is or is not relevant from their perspective but will not entertain arguments from the Advisors on relevance once the Decision-maker has ruled on a question.

Suppose the parties raise an issue of bias or conflict of interest of an Investigator or Decision-maker at the hearing. In that case, the Decision-maker may elect to address those issues, consult with General Counsel, refer them to the Title IX Coordinator, or preserve them for appeal. If bias is not an issue at the hearing, the Decision-maker should not permit irrelevant questions that probe for bias.

### **38. REFUSAL TO SUBMIT TO CROSS-EXAMINATION AND INFERENCES**

Suppose a party or witness chooses not to submit to cross-examination at the hearing, either because they do not attend the meeting or they attend but refuse to participate in the questioning. In that case, the Decision-maker and hearing panelist 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 and hearing panelists must disregard that statement. Evidence provided that is something other than a statement by the party or witness may be considered.

Suppose the party or witness attends the hearing and answers some cross-examination questions. In that case, only statements related to the cross-examination questions they refuse to answer cannot be relied upon. However, suppose the statements of the party refusing to submit to cross-examination or refusing to attend the hearing are the subject of the allegation itself (e.g., the case is about verbal harassment or a quid pro quo offer). In that case, those statements are not precluded from admission.

The Decision-maker and hearing panelists 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.

Suppose charges of policy violations other than sexual harassment are considered at the same hearing. In that case, the Decision-maker and hearing panelists 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 College's established rules of decorum for the hearing, the College may require the party to use a different Advisor. Suppose a College provided Advisor refuses to comply with the rules of decorum. In that case, the College may provide that party with a separate Advisor to conduct cross-examination on behalf of that party.

### **39. RECORDING HEARINGS**

Hearings, but not deliberations, are recorded by the College for purposes of review in the event of an appeal. The parties may not record the proceedings, and no other unauthorized recordings are permitted.

The Decision-maker, hearing panelists, the parties, their Advisors, and appropriate administrators of the College will be permitted to listen to the recording in a controlled environment determined by the Title IX Coordinator. No person will be given or be allowed to make a copy of the recording without permission of the Title IX Coordinator.

### **40. DELIBERATION, DECISION-MAKING, AND STANDARD OF PROOF**

The Decision-maker and hearing panelists will deliberate in a closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. A simple majority vote is required to determine the finding if a panel is used. The preponderance of the evidence standard of proof is used. The Title IX Coordinator may be invited to attend the deliberation by the Decision-maker but is there only to facilitate procedurally, not to address the substance of the allegations.

When there is a finding of responsibility on one or more of the allegations, the Decision-maker and hearing panelists may then consider the previously submitted party impact statements in determining the appropriate sanction(s).

The Decision-maker will ensure that each party has an opportunity to review any impact statement submitted by the other party(ies). The Decision-maker and hearing panelists may – at their discretion – consider the statements, but they are not binding.

The Decision-maker and hearing panelist will review the statements and any pertinent conduct history the appropriate administrator provides and determine the appropriate sanction(s).

The Decision-maker will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence not relied upon in its determination, credibility assessments, and any sanction(s).

This deliberation statement must be submitted to the Title IX Coordinator within seven (7) business days of the end of deliberations unless the Title IX Coordinator grants an extension. The Title IX Coordinator will notify the parties if an extension is granted.

### **41. NOTICE OF OUTCOME**

Using the deliberation statement, the Title IX Coordinator will work with the Decision-maker to prepare a Notice of Outcome. The Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s), with the parties and their Advisors within seven business days of receiving the deliberation statement from the Decision-maker.

The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official College records, or emailed

to the parties' College-issued email or otherwise approved account. Once mailed, emailed, or received in person, notice will be presumptively delivered.

The Notice of Outcome will articulate the specific policy(ies) reported to have been violated. The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the Recipient is permitted to share such information under state or federal law; any sanctions issued which the College is allowed to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to the College's educational or employment program or activity, to the extent the College is permitted to share such information.

The Notice of Outcome will also include information on when the College considers the results to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

## 42. SANCTIONS

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- The need for sanctions/responsive actions to bring an end to the sexual harassment or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of sexual harassment or retaliation
- The need to remedy the effects of sexual harassment or retaliation on the Complainant and the community
- The impact on the parties
- Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of and maybe, in addition to, other actions taken or sanctions imposed by external authorities.

Any person found responsible for violating the Discrimination, Harassment, or Retaliation Policy and Procedures may be assigned one or more of the following sanctions:

- a) **Written Warning:** An official written notice of violation of college policies.
- b) **Conduct Probation:** A specified period during which the person is placed on formal notice that they are not in good standing with the College and further violations of college regulations will subject them to suspension, expulsion, or termination from the College.
- c) **Restitution:** Reimbursement for damages to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- d) **Discretionary Outcomes:** Work assignments, essays, and service to the College, program participation, or other related discretionary assignments, including a letter of apology, presentation of a workshop, performance improvement plan, training, preparation of a research

paper or project, community service, evaluation of any referral assessment, or counseling, as deemed appropriate.

- e) **Class Removal:** A student may be removed from a course or moved to another section.
- f) **Demotion:** An employee may be promoted to a lower-grade position. Demotions may be within the same department, to another location at the college, or in another position in another department.
- g) **Job Reassignment:** An employee may be moved temporarily or permanently to a different position or location.
- h) **Mutual No Contact Order:** An absolute prohibition from contact with a specified person or persons in any form whatsoever, including contact in person, by phone, electronically, or through another person. A Mutual No Contact Order may be implemented as an interim measure. Interim measures can be put in place without a formal complaint, conduct process, or a finding of responsibility. A new investigation may occur if there is an allegation of violating a Mutual No Contact Order.
- i) **Restriction:** A limitation on a student's and employee's privileges for a period of time may include the denial of the use of facilities or access to locations on campus, denial of the right to represent the College, or denial of participation in extracurricular activities not directly associated with academics (e.g., intramural sports, organizations/clubs/associations, or leadership positions on campus, or other organizations). Individuals must apply to re-instate the privilege by submitting documentation of their significant proactive efforts and engaging in responsible, productive behavior.
- j) **Revocation of Admission or Degree:** Admission to TCC, a College program, or a degree awarded from the College may be revoked for fraud, misrepresentation, or other violation of College standards in obtaining the admission or degree or for other serious violations committed while a student at TCC.
- k) **Suspension:** Exclusion from all classes and other privileges or activities for a specific period as outlined in the notice of suspension. Suppose a transcript is requested during the period of suspension. In that case, a letter will be sent with the transcript to the requesting party/institution stating the student is under suspension for conduct reasons. Only unofficial transcripts will be released to the student directly. Any refund of tuition or fees will be subject to the college's normal withdrawal policy.
- l) **Expulsion:** Permanent termination of student status without the possibility of readmission to the College. A standard of clear and convincing evidence must be the burden to issue an outcome of expulsion. Notation on the transcript is not made; however, a permanent record of the action is maintained in the student's history in the Registrar's Office. If a transcript is requested during the expulsion period, a letter will be sent with the transcript to the requesting party/institution stating the student has been expelled for conduct reasons. Only unofficial transcripts will be released to the student directly. Expulsion becomes a permanent part of a student's conduct record. Any refund of tuition or fees will be subject to the College's normal withdrawal policy.
- m) **Termination:** Removal of employment for a full or part-time employee, including work-study students.

All College community members are expected to comply with sanctions within the timeframe specified. Failure to follow through on sanctions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions according to the Code of Conduct for students and the Employee Handbook for employees.

Sanctions shall not be implemented until the time for appeal has expired, the entire appeal process is completed, or until the individual voluntarily waives the right to appeal in writing.



#### 43. WITHDRAWAL OR RESIGNATION WHILE ALLEGATIONS ARE PENDING

Suppose a student has an allegation pending for violation of the policy. In that case, the College may hold a hold on a student's ability to graduate or receive an official transcript/diploma.

Should a student decide not to participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the College, the resolution process ends, as the College no longer has disciplinary jurisdiction over the withdrawn student.

However, the College will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged sexual harassment or retaliation. The student who withdraws or leaves while the process is pending may not return to the College. Such exclusion applies to all campuses of the College. A hold will be placed on their ability to be readmitted. They may also be barred from College property or events.

Suppose the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term). In that case, the resolution process may continue remotely, and that student is not permitted to return to College unless and until all sanctions have been satisfied.

Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as the College no longer has disciplinary jurisdiction over the resigned employee.

However, the College will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or retaliation.

The employee who resigns with unresolved allegations pending is not eligible for rehire with the College or any campus of the College. The records retained by the Title IX Coordinator will reflect that status.

All College responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

#### 44. APPEALS

Any party may file a request for an appeal, but it must be submitted in writing to the Title IX Coordinator within seven business days of the delivery of the Notice of Outcome.

The Title IX Coordinator will designate an Appeals Decision-maker chosen from the Pool. No Pool member who was involved in the process previously, including any dismissal appeal that may have been heard earlier in the process.

The Request for Appeal will be forwarded to the Title IX Coordinator for consideration to determine if the request meets the grounds for appeal (a Review for Standing).

This review is not a review of the merits of the appeal but solely a determination as to whether the request meets the grounds and is timely filed.

a) Grounds for Appeal

Appeals are limited to the following grounds:

- a. A procedural irregularity that affected the outcome of the matter;
- b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made could affect the outcome of the matter; and
- c. The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

Suppose any of the grounds in the Request for Appeal do not meet the grounds in this policy. In that case, that request will be denied by the Appeals Decision-maker, and the parties and their Advisors will be notified in writing of the denial and the rationale.

Suppose any of the grounds in the Request for Appeal meet the grounds in this policy. In that case, the Appeals Decision-maker will notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators or the original Decision-maker and hearing panelists.

The other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators or the original Decision-maker and hearing panelists will be mailed, emailed, or provided a hard copy of the request with the approved grounds and then be given seven business days to submit a response to the portion of the appeal that was approved and involves them. The Appeals Decision-maker will forward all responses to all parties for review and comment.

The non-appealing party (if any) may also choose to raise a new ground for appeal at this time. If so, that will be reviewed to determine if it meets the grounds in this policy by the Appeals Decision-maker and is either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator(s) or original Decision-maker and hearing panelists, as necessary, who will submit their responses in seven business days, which will be circulated for review and comment by all parties.

Neither party may submit any new requests for appeal after this period. The Appeals Decision-maker will collect any additional information and all documentation regarding the approved grounds and subsequent responses. The Appeals Decision-maker will render a decision in no more than seven business days, barring exigent circumstances.

A Notice of Appeal Outcome will be sent to all parties, including the decision on each approved ground and the rationale for each decision. The Notice of Appeal Outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which the College is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the College is allowed to share under state or federal law.

Notification will be made in writing and delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' College-issued email or otherwise approved account. Once mailed, emailed, or received in person, notice will be presumptively delivered.

## b) Sanctions Status During the Appeal

Any sanctions imposed due to the hearing stay during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented post-hearing immediately but pre-appeal, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation.

The College may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

## c) Appeal Considerations

- Appeal decisions are to be deferential to the original decision, making changes to the finding only when there is a clear error and to the sanction(s)/ responsive action(s) only if there is a compelling justification to do so.
- Appeals are not intended to provide a full re-hearing (*de novo*) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- An appeal is not an opportunity for an Appeals Decision-maker to substitute their judgment for that of the original Decision-maker and hearing panelists merely because they disagree with the finding or sanction(s).
- The Appeals Decision-maker(s) may consult with the Title IX Coordinator on questions of procedure or rationale for clarification if needed. Documentation of all such consultations will be maintained.
- Appeals granted based on new evidence should typically be remanded to the original Investigator or Decision-maker and hearing panelists for reconsideration.
- Once an appeal is decided, the outcome is further final requests are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).
- When appeals result in no change to the finding or sanction, that decision is final. When an appeal results in a new finding or sanction, that finding or sanction can be appealed one last time on the grounds listed above and in accordance with these procedures.
- In rare cases where a procedural or substantive error cannot be cured by the original Decision-maker and hearing panelists (as in cases of bias), the appeal may order a new hearing with a new Decision-maker or hearing panelists.
- The results of a remand to a Decision-maker cannot be appealed. The results of a new hearing can be appealed once on any of the three available appeal grounds.
- In cases where the appeal results in reinstatement to the Recipient or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

## 45. LONG-TERM REMEDIES/OTHER ACTIONS

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions concerning the parties or the campus community intended to stop the sexual harassment or retaliation, remedy the effects, and prevent reoccurrence.

At the discretion of the Title IX Coordinator, specific long-term support or measures may also be provided to the parties, even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies the College owes to the Respondent to ensure no practical denial of educational access.

The College will maintain the privacy of any long-term remedies, actions, or supportive measures, provided privacy does not impair the College's ability to provide these services.

#### **46. FAILURE TO COMPLY WITH SANCTIONS AND LONG-TERM REMEDIES**

All Respondents are expected to comply with the assigned sanctions, responsive actions, or corrective actions within the timeframe specified by the final Decision-maker(s), including the Appeal Decision-maker.

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, or termination from the College and may be noted on a student's official transcript. A break will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

#### **47. RECORDKEEPING**

The College will maintain for seven years records of:

- a) Each sexual harassment investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
- b) Any disciplinary sanctions imposed on the Respondent;
- c) Any remedies provided to the Complainant designed to restore or preserve equal access to the College's education program or activity;
- d) Any appeal and the result, therefore;
- e) Any Informal Resolution and the result hence;
- f) All materials used to train Title IX Coordinator, Investigators, Decision-makers, hearing panelists, and any person who facilitates an Informal Resolution process. The College will make these training materials publicly available on College's website; and
- g) 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 is that the response was not deliberately indifferent;
  - b. Any measures designed to restore or preserve equal access to the College'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 unreasonable in light of the known circumstances.

The College will also maintain records per state and federal laws.

#### **48. DISABILITIES ACCOMMODATIONS IN THE RESOLUTION PROCESS**

The College is committed to providing qualified students and employees with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs, facilities, and activities of the College.

Employees needing accommodations or support during a Title IX investigation and resolution process should contact the Human Resources Office to request accommodations. Students needing accommodations or support during a Title IX investigation and resolution process should contact the Director of Accessibility Resources. For participants requesting interpreters throughout the investigation process, please notify [ar@tulsacc.edu](mailto:ar@tulsacc.edu). Advance notice is requested.

The Title IX Coordinator will work with the designated office to ensure the accommodations that have been approved are appropriately applied for full participation.

#### **49. WHEN A COMPLAINANT DOES NOT WISH TO PROCEED**

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether the College proceeds when the Complainant does not wish to do so. The Title IX Coordinator may sign a formal complaint to initiate a grievance upon completing an appropriate violence risk assessment.

The Title IX Coordinator's decision should be based on the violence risk assessment results that show a compelling risk to health or safety that requires the College to pursue formal action to protect the community.

A compelling risk to health or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, or violence. The College may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect of non-participation by the Complainant on the availability of evidence and the College's ability to pursue an investigation fairly and effectively.

When the 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 College 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 Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, ensuring and protecting the Complainant's rights.

Note that the College's ability to remedy and respond to notice may be limited if the Complainant does not want the College to proceed with an investigation or grievance process. The goal is to provide the Complainant with as much control over the process as possible while balancing the College's obligation to protect its community.

In cases in which the Complainant requests confidentiality but no formal action and the circumstances allow the College to honor that request, the College will offer informal resolution

options (see below), 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 later. Upon making a formal complaint, a Complainant has the right and can expect to have allegations taken seriously by College and to have the incidents investigated and properly resolved through these procedures.

## 50. SUPPORTIVE MEASURES

Non-disciplinary, non-punitive individualized services are offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after filing a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the College's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment or deter sexual harassment.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving a report or a Formal Complaint. When supportive measures are offered, the College will inform the Complainant, in writing, that they may file a formal complaint with the College either at that time or in the future if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are considered by the supportive measures that are planned and implemented.

The College will maintain the privacy of the supportive measures if confidentiality does not impair the College's ability to provide the supportive measures. The College will act to ensure as minimal an academic impact on the parties as possible. The College will implement measures that do not unreasonably burden the other party.

Supportive measures are available to a complainant, irrespective of whether the complainant files a formal complaint.

The College may take steps to provide supportive measures to limit the effects of the alleged discrimination and harassment. Supportive Measures may include, but are not limited to:

- a. Referral to TCC and local community counseling services
- b. Referral to Employee Assistance Program
- c. Visa and immigration assistance
- d. Student financial aid counseling
- e. Class Reassignment, withdrawals, or modifications
- f. Academic Accommodations
- g. Interim Leave from the College
- h. Limitation of College Activities
- i. Mutual No Contact Order
- j. Safety Escorts to class or employment location
- k. Increased security and monitoring of certain areas of campus
- l. Safety planning
- m. Parking Arrangements
- n. Employment Reassignment
- o. Administrative Leave with or without Pay

- p. Other reasonable requests as necessary

Supportive measures may be implemented at any time, even if the Complainant initially declined. A new investigation may occur if there is an allegation of violating a Mutual No Contact Order, in accordance with the Discrimination and Harassment Policy

## 51. RIGHT TO AN ADVISOR

The parties may each have an Advisor<sup>8</sup> of their choice present with them for all meetings and interviews within the resolution process if they so choose. The parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.<sup>9</sup>

Choosing an Advisor who is also a witness in the process creates the potential for bias and conflict of interest. A party that chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s).

### a) Who Can Serve as an Advisor

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the College community.

The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from the pool available from the College, the Advisor will be trained by the College and be familiar with the College's resolution process.

If the parties choose an Advisor from outside the pool of those identified by the College, the Advisor will not be trained by the College and may not be familiar with College policies and procedures.

Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process before a hearing.

### b) Advisors in Hearings/College-Appointed Advisor

Under U.S. Department of Education regulations applicable to Title IX, cross-examination is required during the hearing but must be conducted by the parties' Advisors. The parties are not permitted to cross-examine each other or any witnesses directly. If a party does not have an Advisor for a hearing, the College will appoint a trained Advisor for the limited purpose of conducting any cross-examination.

A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. Suppose the party's Advisor does not conduct a cross-examination. In that

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<sup>8</sup> This could include an attorney, advocate, or support person. The law permits one Advisor for each party (witnesses are not entitled to Advisors within the process, though they can be advised externally).

<sup>9</sup> "Available" means the party cannot insist on an Advisor who simply doesn't have inclination, time, or availability. Also, the Advisor cannot have institutionally conflicting roles, such as being an investigator, hearing officer, or appeal officer in the Title IX process.

case, the College will appoint an Advisor who will do so thoroughly, regardless of the participation or non-participation of the advised party in the hearing itself. Extensive questioning of the parties and witnesses will also be conducted by the Decision-maker(s) during the hearing.

c) Advisor's Role

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, honestly, and in good faith.

The College cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, the College is not obligated to provide an attorney.

d) Pre-Interview Meetings

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and College's policies and procedures.

e) Advisor Violations of College Policy

All Advisors are subject to the same College policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. Advisors should not address College officials in a meeting or interview unless invited to (e.g., by asking procedural questions). The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee to the Investigator(s) or other Decision-maker(s) except during a hearing proceeding, during cross-examination.

The parties are expected to ask and respond to questions on their behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with them privately as needed or by conferring or passing notes during any resolution process meeting or interview. For lengthier or more involved discussions, the parties and their Advisors should ask for breaks to allow for a private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures will be implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

f) Sharing Information with the Advisor

The College expects that the parties may wish to have the College share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor or other individuals if they wish. Doing so may help the parties participate more meaningfully in the resolution process.



The College also provides a consent form that authorizes the College to share such information directly with their Advisor. The parties must either complete and submit this form to the Title IX Coordinator or provide similar documentation demonstrating consent to a release of information to the Advisor before College can share records with an Advisor.

If a party requests that all communication be made through their attorney Advisor, the College **will not** comply with that request.

g) Privacy of Records Shared with Advisor

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by College. The College may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations.

h) Expectations of an Advisor

The College generally expects an Advisor to adjust their schedule to allow them to attend College meetings when planned. Still, it may change scheduled meetings to accommodate an Advisor's inability to participate if doing so does not cause an unreasonable delay.

The College may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as possible.

i) Expectations of the Parties concerning Advisors

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout the process. The parties are expected to inform the Investigator(s) of the identity of their Advisor at least two (2) business days before the date of their first meeting with the Investigators (or as soon as possible if a more expeditious meeting is necessary or desired).

The parties are expected to notify the Title IX Coordinator promptly if they change Advisors at any time. It is assumed that if a party changes Advisors, consent to share information with the previous Advisor is terminated, and a release for the new Advisor must be secured.

Parties are expected to inform the Title IX Coordinator of their hearing advisor's identity at least two (2) business days before the hearing.

## 52. COUNTERCLAIMS

The College must ensure that the grievance process is not abused for retaliatory purposes. The College permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by the Respondent may be made in good faith but are, on occasion, also made for retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance process. Investigation of such claims may occur after resolution of the underlying initial allegation, in which case a delay may occur.

Counterclaims may also be resolved through the same investigation as the underlying allegation at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may violate this policy.

### **53. PRIVACY**

The College makes every effort to preserve the privacy of reports. The College will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any Complainant, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

The College reserves the right to designate which College officials have a legitimate educational interest in being informed about incidents that fall within this policy, according to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint, including but not limited to investigators, hearing panelists, or appeal officers and supervisors, as deemed necessary. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

### **54. TIME LIMITS ON REPORTING**

There is no time limitation on providing notice or Formal Complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the College's jurisdiction or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice or formal complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures or remedies, or engage in informal or formal action, as appropriate.

### **55. RETALIATION**

The College or other person may not intimidate, threaten, coerce, or discriminate against any individual to interfere with any right or privilege secured by Title IX or this part 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 part.

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, to interfere with any right or privilege secured by Title IX or this part, constitutes retaliation.

Charging an individual with a violation 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. The exercise of rights protected under the First Amendment does not constitute retaliation.

## **56. INDEPENDENCE AND CONFLICT-OF-INTEREST**

The Title IX Coordinator is responsible for coordinating the College's responses to all complaints involving possible sex discrimination. This responsibility includes monitoring outcomes, identifying and addressing any patterns, and assessing effects on the campus climate, with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this policy and these procedures. Investigators and hearing panelists are vetted and trained to ensure they are not biased for or against any party in a specific case or for or against Complainants or Respondents.

To raise any concern involving bias or conflict of interest, or to report misconduct or discrimination by the Title IX Coordinator, contact the Vice President of Student Success and Chief Student Affairs Officer.

Concerns of bias, a potential conflict of interest, or reports of misconduct or discrimination committed by any other college official participating in a Title IX investigation should be raised with the Title IX Coordinator.

## **57. FEDERAL TIMELY WARNING OBLIGATIONS**

Parties reporting sexual assault, domestic violence, dating violence, or stalking should be aware that under the Clery Act, the College must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

The College will ensure that a Complainant's name and other identifying information are not disclosed while still providing enough information for community members to make safety decisions in light of the potential danger.

## **58. FALSE ALLEGATIONS AND EVIDENCE**

Deliberately false or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence after being directed to preserve such evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under this policy.

## 59. AMNESTY

The college may offer amnesty for minor conduct violations to (1) a student who may have committed a minor violation at the time of a more serious incident or (2) a student who offers help to those who need medical assistance. If amnesty is offered, educational options may be explored, but no conduct actions or records will result.

## 60. FEDERAL STATISTICAL REPORTING OBLIGATIONS

Certain campus officials – those deemed Campus Security Authorities – must report the following for federal statistical reporting purposes (Clery Act):

- a. All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- b. Hate crimes, which include any bias-motivated primary crime as well as any bias-motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- c. VAWA<sup>10</sup>-based crimes, which include sexual assault, domestic violence, dating violence, stalking, and
- d. Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be passed along to TCC Police regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

## 61. CONSENSUAL RELATIONSHIPS

There are inherent risks in any romantic or sexual relationship between individuals in unequal positions (such as faculty and student, supervisor, and employee). These relationships may be less consensual than perceived by the individual whose position confers power. The relationship also may be viewed differently by each of the parties, particularly in retrospect. Circumstances may change, and previously welcome conduct may become unwelcome. Even when both parties have consented to a romantic or sexual involvement at the outset, this past consent may not remove grounds for a later charge of a violation of applicable sections of this policy. The College does not wish to interfere with private choices regarding personal relationships when these relationships do not interfere with the goals and policies of the College. For the personal protection of members of this community, relationships in which power differentials are inherent (faculty-student, staff-student, administrator-student) are generally discouraged.

Consensual romantic or sexual relationships in which one party maintains a direct supervisory or evaluative role over the other party may be unethical. Therefore, persons with direct supervisory or evaluative responsibilities who are involved in such relationships must bring those relationships to the timely attention of their supervisor, which will likely result in the necessity to remove the employee from the supervisory or evaluative responsibilities or transition a party out of being supervised or evaluated by someone with whom they have established a

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<sup>10</sup> VAWA is the Violence Against Women Act, enacted in 1994 codified in part at 42 U.S.C. sections 13701 through 14040.

consensual relationship. While this policy does not prohibit relationships, failure to self-report such relationships to a supervisor as required can result in disciplinary action for an employee. (For additional information regarding the College Employment of Relatives policy, see the Employee Handbook.)

## **62. REVOCATION**

Should any portion of the Title IX Final Rule, 85 Fed. Reg. 30026 (May 19, 2020), be stayed or held invalid by a court of law, or should the Title IX Final Rule be withdrawn or modified not to require the elements of this policy, this policy, or the invalidated aspects of this policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should the Title IX Grievance Policy be revoked in this manner, any conduct covered under the Title IX Grievance Policy shall be investigated and adjudicated under the existing Code of Conduct or Employee Handbook.

## **63. REVISION OF THIS POLICY AND PROCEDURES**

This Policy and procedures supersede any previous policy(ies) addressing harassment, sexual misconduct, or retaliation under Title IX Coordinator and will be reviewed and updated annually by the Title IX Coordinator. The College reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect.

During the resolution process, the Title IX Coordinator may make minor modifications to procedures that do not materially jeopardize the fairness owed to any party, such as to accommodate summer schedules. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate, effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

This policy is effective September 10, 2024.

## OKLAHOMA DEFINITIONS

State of Oklahoma statutory definitions of criminal offenses classified pursuant to the Clery Act signed in 1990, codified at [20 U.S.C. § 1092\(f\)](#), with implementing regulations in the [U.S. Code of Federal Regulations](#) at [34 C.F.R. 668.46](#)

The following are Oklahoma definitions, which is applicable to criminal prosecutions for sex offenses. Oklahoma definitions may differ from the definition used on campus to address policy violations. These state definitions are included for Clery/VAWA Sec. 304 compliance purposes.

- A. **Consent:** (21 Okla. Stat. § 113) The term “consent” means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time. Consent cannot be:
1. Given by an individual who:
    - a. is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or
    - b. is under duress, threat, coercion or force; or
  2. Inferred under circumstances in which consent is not clear including, but not limited to:
    - a. the absence of an individual saying “no” or “stop”, or
    - b. the existence of a prior or current relationship or sexual activity.
- B. **Dating violence:** (22 Okla. Stat. § 60.1.) The term dating violence is not defined by the state of Oklahoma; however, violence against a person with whom the perpetrator is in a dating relationship is considered domestic violence, defined below. A *dating relationship* is defined as: an intimate association, primarily characterized by affectionate or sexual involvement. For purposes of this act, a casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.
- C. **Domestic violence:** (22 Okla. Stat. § 60.1.) Domestic Violence is not defined in Oklahoma law. However, the criminal definition of *domestic abuse* is defined as: Any act of physical harm, or the threat of imminent physical harm which is committed by an adult, emancipated minor, or minor child thirteen (13) years of age or older against another adult, emancipated minor or minor child who is currently or was previously an intimate partner or family or household member. “Family or household members” means: (a) parents, including grandparents, stepparents, adoptive parents and foster parents, (b) children, including grandchildren, stepchildren, adopted children and foster children, and (c) persons otherwise related by blood or marriage living in the same household. “Intimate partner” means: (a) current or former spouses, (b) persons who are or were in a dating relationship, (c) persons who are the biological parents of the same child, regardless of their marital status or whether they have lived together at any time, and (d) persons who currently or formerly lived together in an intimate way, primarily characterized by affectionate or sexual involvement. A sexual relationship may be an indicator that a person is an intimate partner, but is never a necessary condition.

- D. **Sexual assault:** rape, or rape by instrumentation, as defined in Sections 1111, 1111.1 and 1114 of [Title 21], or forcible sodomy, as defined in Section 888 of [Title 21].
- a. 21 Okla. Stat. § 142.20.

**Rape:** (21 Okla. Stat. § 1111) Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:

1. Where the victim is under sixteen (16) years of age;
2. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
3. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
4. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
5. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
6. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
7. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim; or the subcontractor or employee of a subcontractor of the state or federal government, a county, a municipality or a political subdivision that exercises authority over the victim;
8. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system;
9. Where the victim is nineteen (19) years of age or younger and is in the legal custody of a state agency, federal agency or tribal court and engages in sexual intercourse with a foster parent or foster parent applicant; or
10. Rape is an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.

**Rape by instrumentation:** (21 Okla. Stat. § 1111.1.) Rape by instrumentation is an act within or without the bonds of matrimony in which any inanimate object or any part of the human body, not amounting to sexual intercourse is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person. Provided, further, that at least one of the circumstances specified in Section 1111 of this title has been met; further, where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or

secondary school, junior high or high school, or public vocational school, and engages in conduct prohibited by this section of law with a person who is eighteen (18) years of age or older and is an employee of the same school system, or where the victim is under the legal custody or supervision of a state or federal agency, county, municipal or a political subdivision and engages in conduct prohibited by this section of law with a federal, state, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, consent shall not be an element of the crime. Provided, further, that at least one of the circumstances described in Section 1111 of this title has been met; further, where the victim is nineteen (19) years of age or younger and in the legal custody of a state agency, federal agency or tribal court and engages in conduct prohibited by this section of law with a foster parent or foster parent applicant. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this section shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment.

**Forcible sodomy:** (21 Okla. Stat. § 888 (effective June 6, 2016).

- A. Any person who forces another person to engage in the detestable and abominable crime against nature, pursuant to Section 886 of this title, upon conviction, is guilty of a felony punishable by imprisonment in the custody of the Department of Corrections for a period of not more than twenty (20) years. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this subsection shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment. Any person convicted of a second violation of this section, where the victim of the second offense is a person under sixteen (16) years of age, shall not be eligible for probation, suspended or deferred sentence. Any person convicted of a third or subsequent violation of this section, where the victim of the third or subsequent offense is a person under sixteen (16) years of age, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole, in the discretion of the jury, or in case the jury fails or refuses to fix punishment then the same shall be pronounced by the court. Any person convicted of a violation of this subsection after having been twice convicted of a violation of subsection A of Section 1114 of this title, a violation of Section 1123 of this title or sexual abuse of a child pursuant to Section 843.5 of this title, or of any attempt to commit any of these offenses or any combination of the offenses, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole.
- B. The crime of forcible sodomy shall include:
  - 1. Sodomy committed by a person over eighteen (18) years of age upon a person under sixteen (16) years of age;
  - 2. Sodomy committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime;



3. Sodomy accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the victim or the person committing the crime;
  4. Sodomy committed by a state, county, municipal or political subdivision employee or a contractor or an employee of a contractor of the state, a county, a municipality or political subdivision of this state upon a person who is under the legal custody, supervision or authority of a state agency, a county, a municipality or a political subdivision of this state; or the subcontractor or employee of a subcontractor of the contractor of the state or federal government, a county, a municipality or a political subdivision of this state;
  5. Sodomy committed upon a person who is at least sixteen (16) years of age but less than twenty (20) years of age and is a student of any public or private secondary school, junior high or high school, or public vocational school, with a person who is eighteen (18) years of age or older and is employed by the same school system;
  6. Sodomy committed upon a person who is at the time unconscious of the nature of the act, and this fact should be known to the accused; or
  7. Sodomy committed upon a person where the person is intoxicated by a narcotic or anesthetic agent administered by or with the privity of the accused as a means of forcing the person to submit.
  8. Sodomy committed upon a person who is at least sixteen (16) years of age but less than eighteen (18) years of age by a person responsible for the child's health, safety or welfare. "person responsible for a child's health, safety or welfare" shall include, but not be limited to: (a) a parent, (b) a legal guardian, (c) a custodian, (d) a foster parent, (e) a person eighteen (18) years of age or older with whom the child's parent cohabitates, (f) any other adult residing in the hold of the child, (g) an agent or employee of a public or private residential home, institution, facility or day treatment program as defined in Section 175.2 of Title 10 of the Oklahoma Statutes, or (h) an owner, operator or employee of a child care facility, as defined by Section 402 of Title 10 of the Oklahoma Statutes.
- E. **Stalking:** (21 Okla. Stat. § 1173.) Any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that:
1. Would cause a reasonable person or a member of the immediate family of that person as defined in subsection F of this section to feel frightened, intimidated, threatened, harassed, or molested; and
  2. Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested, shall, upon conviction, be guilty of the crime of stalking, which is a misdemeanor punishable by imprisonment in a county jail for not more than one (1) year or by a fine of not more than One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment

**For purposes of this section:**

1. "Harasses" means a pattern or course of conduct directed toward another individual that includes, but is not limited to, repeated or continuing unconsented contact, that would cause a reasonable person to suffer emotional distress, and that actually causes emotional distress to the victim. Harassment shall include harassing or obscene phone calls as prohibited by Section 1172 of this title and conduct prohibited by Section 850 of this title. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose;

2. "Course of conduct" means a pattern of conduct composed of a series of two or more separate acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct";
3. "Emotional distress" means significant mental suffering or distress that may, but does not necessarily require, medical or other professional treatment or counseling;
4. "Unconsented contact" means any contact with another individual that is initiated or continued without the consent of the individual, or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Constitutionally protected activity is not included within the meaning of unconsented contact. Unconsented contact includes but is not limited to any of the following:
  - a. following or appearing within the sight of that individual,
  - b. approaching or confronting that individual in a public place or on private property,
  - c. appearing at the workplace or residence of that individual,
  - d. entering onto or remaining on property owned, leased, or occupied by that individual,
  - e. contacting that individual by telephone,
  - f. sending mail or electronic communications to that individual, and
  - g. placing an object on, or delivering an object to, property owned, leased, or occupied by that individual.
5. "Member of the immediate family", for the purposes of this section, means any spouse, parent, child, person related within the third degree of consanguinity or affinity or any other person who regularly resides in the household or who regularly resided in the household within the prior six (6) months.
6. "Following" shall include the tracking of the movement or location of an individual through the use of a Global Positioning System (GPS) device or other monitoring device by a person, or person who acts on behalf of another, without the consent of the individual whose movement or location is being tracked; provided, this shall not apply to the lawful use of a GPS device or other monitoring device or to the use by a new or used motor vehicle dealer or other motor vehicle creditor of a GPS device or other monitoring technology, including a device containing technology used to remotely disable the ignition of a motor vehicle, in connection with lawful action after default of the terms of a motor vehicle credit sale, loan or lease, and with the express written consent of the owner or lessee of the motor vehicle.