

REPORTING SEXUAL HARASSMENT

(including: sexual assault, dating violence, domestic violence and stalking when the incident occurs in a school's educational program or activity (on or off campus))

Title IX Officer:

Kylene Phipps
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Report to Title IX Coordinator (recommended: report harassment or sexual assault link located at www.milescc.edu/AboutUs/CampusSafety)

Title IX Officer will reach out to **Complainant** to discuss supportive measures, how to file a **FORMAL COMPLAINT**, grievance procedures and processes involved in investigation, hearing, and appeals

A formal complaint is filed by Complainant. The Title IX Officer May also file a complaint if determined there is a severe, pervasive, and objectively offensive unwelcomed sexual conduct

INVESTIGATION BY AN INVESTIGATING OFFICER

*a **Respondent** is presumed not responsible through process

- Information sent to both parties pertaining to allegations and required meeting responsibilities
- All parties may have an advisor of choice and may review and inspect materials
- Gathering of details of incident

INVESTIGATIVE REPORT FILED

A summation of evidence gathered will be shared with both parties who are allowed at least ten days to respond in writing regarding the evidence. Once the 10 day passes, the report will be updated with information from any responses and a final report will be shared with all parties

HEARING DECISION

A finding will be made and a written determination will be issued that includes the findings of fact, conclusions made and a determination of each allegation in the formal complaint. Additionally, any sanctions issued if the Respondent is found responsible will be included. Both parties have the right to an appeal if certain conditions are present.

HEARING BY HEARING OFFICER

- This is an opportunity for both parties to present their side of the situation in front of a decision maker in a recorded meeting.
- Each advisor of choice may cross examine the other party or witness(es) but the Complainant or Respondent MAY NOT directly cross examine.
- The college uses a preponderance of the evidence standard for all Title IX decisions

If a finding of "Responsible" or "No Responsibility" is found and there is no appeal by either party, then the case will close. Cases that are dismissed prior to a hearing may also be appealed.

APPEAL BY AN APPEALS OFFICER (if requested)

An appeal can be made for one of the following:

- Procedural irregularities that affected the outcome
- New evidence discovered
- Conflict of interest that affected the outcome

Both Parties can submit a written statement supporting or challenging the outcome. A written decision by the Appeals Officer will be submitted to both parties and after this, the decision becomes final.

For more information regarding Title IX policy go to the website at www.milescc.edu and the safety page. Click on Title IX. Or you may contact the Title IX officer. Additionally, students can review the student handbook for the range of disciplinary outcomes and possible sanctions.

Deputy Title IX Officers:

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