

THE PATH OF A REPORT

TITLE IX SEXUAL HARASSMENT PROCEDURES

Upon receiving a report of Prohibited Conduct, the College will:

- 1 **PROVIDE SUPPORT**
and assistance in obtaining College and community resources.
- 2 **PROVIDE INFORMATION**
about preserving evidence, obtaining medical treatment, and contacting police.
- 3 **EVALUATE SAFETY**
of individuals and the College community.

4 DETERMINE COMPLAINANT'S PREFERENCES:

- A Complainant may request that no further College Resolution be taken.
- B Complainant may file a Formal Complaint and seek one of two forms of College resolution.

- The College will seek to honor this request if it is possible to do so while also protecting the health and safety of individuals and the College community.
1. **Formal Resolution**, which involves an investigation, and hearing/sanction (if applicable).
 2. **Informal Resolution**, which (if available) includes a variety of informal options for resolving reports.

Next, the College will conduct a Threat Assessment to:

- 1 **DETERMINE COLLEGE ACTIONS**
 - **College Resolution:** if Complainant or Title IX Coordinator filed Formal Complaint
 - **No Action:** balance request with health and safety risk factors to determine whether request can be honored
- 2 **EVALUATE REPORTING DUTIES**
Health & Safety risks may require reporting to:
 1. The Police (if health/ safety threat is identified)
 - OR
 2. Child Protective Services (if under 18)

Process either concludes or moves on to Formal or Informal Resolution.

INITIAL ASSESSMENT OF REPORT

THREAT ASSESSMENT OF REPORT

CONCLUDE OR BEGIN RESOLUTION PROCESS

A REPORT TO LAW ENFORCEMENT MAY BE MADE AT ANY POINT THROUGHOUT THIS PROCESS
RESOURCES AND SUPPORT ARE AVAILABLE THROUGHOUT THIS PROCESS

Endicott College also offers access to confidential resources for students and employees who are unsure about whether to report Prohibited Conduct, or to any student or employee seeking counseling or other emotional support throughout this process.

FORMAL RESOLUTION - TITLE IX SEXUAL HARASSMENT

At the beginning of the resolution process:

1

WRITTEN NOTICE to the Complainant and the Respondent.

2

TRAINED INVESTIGATOR(S) will conduct a prompt, thorough, fair, impartial investigation with equal opportunity to be heard, submit evidence, & identify witnesses.

3

ADVISOR OF CHOICE may accompany, support, and advise each party.

INVESTIGATION

At the conclusion of an investigation:

Investigator will make available to the Complainant and Respondent all available evidence obtained during investigation.

Complainant and Respondent have 10 business days to submit a written response to the evidence.

Investigator will consider any additional response submitted prior to the conclusion of the investigation.

Investigator will prepare an **Investigation Report** which fairly summarizes the information and conducts an objective evaluation of all relevant evidence, both inculpatory and exculpatory



Title IX Coordinator will send the **Investigation Report** to the parties and provide each **10 business days** to review and respond to the **Investigation Report**.

HEARING

The Hearing :

Title IX Coordinator will appoint a trained, impartial **Decision Maker** who is provided the **Investigation Report** and evidence.

If a party does not have an **Advisor** at the Hearing, the College will appoint an advisor of his/her choice.

Hearing with cross examination of parties and witnesses by **Advisor**. The **Decision Maker** CAN consider information from individuals who do not participate in hearing.

WRITTEN DETERMINATION

After the hearing, The **Decision Maker** will prepare and submit a **Written Deliberation Statement** detailing the determination, rationale, evidence considered AND not relied upon in its determination, credibility assessments, and any recommended sanctions. A formal **Notice Of Outcome** will then be provided to both parties no later than **7 business days** after the Title IX Coordinator receives the original written deliberation.

The **Written Determination** may be appealed to an Appeal Officer and any sanctions issued will not take effect until the conclusion of the Appeal.

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Typically, the period from commencement of an investigation through resolution (finding and sanction, if any) will not exceed 90 business days. This time frame may be extended for good cause.