



## **LA SALLE UNIVERSITY POLICY FOR ADDRESSING FORMAL COMPLAINTS OF SEXUAL HARASSMENT UNDER THE TITLE IX REGULATIONS<sup>1</sup>**

### **A. PURPOSE/POLICY STATEMENT**

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of "sexual harassment" (including forms of sex-based violence)
- Addresses how this institution **must** respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that this institution **must** follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.

*See*, 85 Fed. Reg. 30026 (May 19, 2020). The full text of the Final Rule and its extensive Preamble are available here: <http://bit.ly/TitleIXReg>

Based on the Final Rule, La Salle University will implement the following Title IX Policy, effective August 14, 2020.

### **B. APPLICABILITY**

The procedures set forth herein do not apply to faculty and staff. Any faculty and/or staff accused of violating the standards set forth in the Title IX Policy shall be subject to the procedures set forth here (link). If a student worker is accused of violating the Title IX Policy, the University will determine whether the alleged conduct occurred primarily in the student's capacity as a student or as a staff member and proceed under the appropriate policy at La Salle University's sole discretion. If an individual's status with the University (i.e., student, staff, faculty member, non-community member) has changed from the time of the alleged policy violation to the time of complaint, the University will determine which policies will apply.

<sup>1</sup> This Policy is adapted from the **Model Grievance Policy for Addressing Formal Complaints of Sexual Harassment Under the Title IX Regulations** published by the SUNY Conduct Institute on July 1, 2020.

In recent years, “Title IX” cases have become a short-hand for any campus disciplinary process involving sex discrimination, including those arising from sexual harassment and sexual assault. But under the Final Rule, La Salle University must narrow both the geographic scope of its authority to act under Title IX and the types of “sexual harassment” that it must subject to its Title IX investigation and adjudication process. *Only* incidents falling within the Final Rule’s definition of sexual harassment will be investigated and, if appropriate, brought to a live hearing through the Title IX Policy defined below.

La Salle University remains committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the Title IX Final Rule.

Specifically, La Salle University has:

- A [Student Code of Conduct](#) that defines certain behavior as a violation of campus policy, and
- A **Sexual Misconduct and Interpersonal Violence Policy** that addresses the types of sex-based offenses constituting a violation of campus policy, and the procedures for investigating and adjudicating those sex-based offenses.

To the extent that alleged misconduct falls outside the Title IX Policy, or misconduct falling outside the Title IX Policy is discovered in the course of investigating covered Title IX misconduct, the institution retains authority to investigate and adjudicate the allegations under the policies and procedures defined within the [Student Code of Conduct](#) and/or the Sexual Misconduct and Interpersonal Violence Policy through a separate conduct proceeding. More information on these policies and procedures can be found in the [Student Guide to Rights, Resources, and Responsibilities](#).

The elements established in the Title IX Policy under the Final Rule have no effect and are not transferable to any other policy of the University for any violation of the [Student Code of Conduct](#), employment policies, or any civil rights violation except as narrowly defined in this Policy. This Policy does not set a precedent for other policies or processes of the University and may not be cited for or against any right or aspect of any other policy or process.

The University’s commitment to addressing and preventing instances of sexual harassment remains the same, what has changed is the way the University Staff will handle different types of reports arising from sexual misconduct, as detailed herein.

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## **D. GENERAL RULES OF APPLICATION**

### **Effective Date**

This Title IX Policy will become effective on August 14, 2020, and will only apply to formal complaints of sexual harassment brought on or after August 14, 2020. Complaints brought prior to August 14, 2020 will be investigated and adjudicated according to the Title IX Policy if a case is not complete by that date.<sup>2</sup>

### **Revocation by Operation of Law**

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 to not require the elements of this policy, this policy, or the invalidated elements 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 Policy be revoked in this manner, any conduct covered under the Title IX Policy shall be investigated and adjudicated under the existing [Student Code of Conduct](#) and/or Sexual Misconduct and Interpersonal Violence Policy.

### **Non-Discrimination in Application**

The requirements and protections of this policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, or other protected classes covered by federal, state, or local law. All requirements and protections are equitably provided to individuals regardless of such status or status as a Complainant, Respondent, or Witness. Individuals who wish to file a complaint about the institution's policy or process may contact the Department of Education's Office for Civil Rights using contact information available at <https://ocrcas.ed.gov/contact-ocr>.

## **E. DEFINITIONS**

### **Covered Sexual Harassment**

For the purposes of this Title IX Policy, "covered sexual harassment" includes any conduct on the basis of sex that satisfies one or more of the following:

1. An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity;
3. Sexual assault (as defined in the Clery Act), which includes any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent;

<sup>2</sup> This specific provision may be subject to additional guidance from OCR (which will be shared, if issued).

4. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.
5. Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under Pennsylvania domestic or family violence laws or by 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 Pennsylvania.
6. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to-- (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

Note that conduct that does not meet one or more of these criteria may still be prohibited under the [Student Code of Conduct](#) and/or the Sexual Misconduct and Interpersonal Violence Policy.

### **Consent**

For the purposes of this Title IX Policy, “consent” means Consent means words or actions, freely and actively given by each party, which a reasonable person would interpret as a willingness to participate in agreed-upon sexual conduct. Consent is not present or valid when:

1. A person is incapable of giving consent because they are incapacitated by drugs and/or alcohol;
2. when intimidation, threats, physical force, or other actions that a reasonable person in that person’s circumstances would consider coercive are applied;
3. when that person is placed in fear that any person will suffer imminent bodily injury;
4. when a physical or mental condition is present such that the person cannot knowingly or voluntarily give consent; or
5. when a person is under the age of 16 consent, which in the Commonwealth of Pennsylvania is 16 years old.

Silence, non-communication, or a lack of resistance does not necessarily imply consent. Previous relationships or consent do not imply consent to future sexual conduct. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent can be rescinded at any time.

The use of alcohol and/or drugs does not minimize or excuse a person's responsibility for committing sexual misconduct, or that person's responsibility for determining whether another is capable of giving consent.

An objective standard will be used in determining whether a person is incapable of giving consent due to the person's incapacitation by the use or consumption of drugs and/or alcohol, or if a physical or mental condition as described above is present. That is, consent is not present or valid when:

- i. The person was, in fact, incapable of giving consent because the person was incapacitated by the person's use or consumption of drugs and/or alcohol such that the person could not understand the fact, nature, or extent of the sexual situation, or the person was incapable of providing knowing or voluntary consent due to a physical or mental condition, and
- ii. From the standpoint of a reasonable person, the respondent knew, or reasonably should have known, that the person was incapable of giving consent because the person was incapacitated by the person's use or consumption of drugs and/or alcohol such that the person could not understand the fact, nature, or extent of the sexual situation, or that the person's physical or mental condition would prevent knowing and voluntary consent.

### **Education Program or Activity**

For the purposes of this Title IX Policy, La Salle University's "education program or activity" includes:

- Any on-campus premises
- Any off-campus premises that La Salle University has substantial control over. This includes buildings or property owned or controlled by a recognized student organization.
- Activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of La Salle University's programs and activities over which the La Salle University has substantial control.

### **Formal Complaint**

For the purposes of this Title IX Policy, "formal complaint" means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within La Salle University's education program or activity and requesting initiation of the procedures consistent with the Title IX Policy to investigate the allegation of sexual harassment.

### **Complainant**

For the purposes of this Title IX Policy, Complainant means any individual who has reported being or is alleged to be the victim of conduct that could constitute covered sexual harassment as defined under this policy.

### **Relevant evidence and questions**

“Relevant” evidence and questions refer to any questions and evidence that tends to make an allegation of sexual harassment more or less likely to be true.

“Relevant” evidence and questions do not include the following types of evidence and questions, which are deemed “irrelevant” at all stages of the Title IX Process:

- Evidence and questions about the complainant’s sexual predisposition or prior sexual behavior unless:
  - They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
  - They concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent. 34 C.F.R. § 106.45(6)(i).
- Evidence and questions that constitute, or seek disclosure of, information protected under a recognized legal privilege in accordance with Pennsylvania law.
- Any party’s medical, psychological, and similar records unless the party has given voluntary, written consent. 85 Fed. Reg. 30026, 30294 (May 19, 2020).

### **Respondent**

For the purposes of this Title IX Policy, Respondent means any individual who has been reported to be the perpetrator of conduct that could constitute covered sexual harassment as defined under this policy.

### **Privacy vs. Confidentiality**

Consistent with the [Student Code of Conduct](#), references made to *confidentiality* refer to the ability of identified confidential resources to not report crimes and violations to law enforcement or college officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse. References made to *privacy* mean La Salle University offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible for tracking patterns and spotting systemic issues. La Salle University will limit the disclosure as much as practicable, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

### **Disability Accommodations**

This Policy does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during the Title IX Process that do not fundamentally alter the Process. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other institutional programs and activities.



## **School Days**

For the purposes of this Policy, school days will refer to weekdays in which classes are in session. It will not include University Holidays or emergency closures, but may include extended University breaks, such as summer break, at the discretion of the Title IX Coordinator. The decision to continue this process over extended University breaks will be based primarily on the availability of the involved parties and witnesses; both parties will receive written notice of this decision.

## **F. MAKING A REPORT**

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

Contact Information for the Title IX Coordinator:

Rose Lee Pauline  
Title IX Coordinator  
1900 West Olney Avenue  
Philadelphia, Pennsylvania PA 19141-1199  
215/951-1014  
[pauline@lasalle.edu](mailto:pauline@lasalle.edu)

Dr. Dawn Soufleris  
Deputy Title IX Coordinator for Students  
Vice President for Student Affairs and Enrollment Management  
1900 West Olney Avenue  
Philadelphia, Pennsylvania PA 19141-1199  
215/951-1018  
[soufleris@lasalle.edu](mailto:soufleris@lasalle.edu)

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator. Reports can also be made online [here](#) or by accessing the Incident Report page found on the MyLaSalle Portal in the Tool Menu.

### **Private and Confidential Reporting**

The following Officials will provide *privacy, but not confidentiality*, upon receiving a report of conduct prohibited under this policy:

- Title IX Coordinator or Deputy Title IX Coordinator as listed above
- Student Conduct Office, La Salle Union 303, 215/951-1916
- Office of Residence Life, La Salle Union 205, 215/951-1350
- La Salle Public Safety, Good Shepard, 215/951-1300 or 215/991/2111 for emergencies

The following Officials may provide *confidentiality*:

- Coordinator for Sexual Misconduct Advocacy and Education, Medical Office Building 112, 215/951-1387
- Respondent Advocate, College Hall 215/951-1470
- Student Counseling Center 215/951-1355
- Student Health Center 215/951-1565
- Ordained Priest in Ministry, Service and Support 215/951-1976

## **G. NON-INVESTIGATORY MEASURES**

### **Supportive Measures**

Complainants (as defined above), who report allegations that could constitute covered sexual harassment under this policy, have the right to receive supportive measures from the University regardless of whether they desire to file a complaint. Supportive measures are non-disciplinary and non-punitive. As appropriate, supportive measures may include, but not be limited to:

- Counseling
- extensions of deadlines or other course-related adjustments
- modifications of work or class schedules
- campus escort services
- restrictions on contact between the parties (No Contact Orders)
- changes in work or housing locations
- Leave of Absence
- increased security and monitoring of certain areas of the campus
- individualized safety planning with Public Safety

*See* 85 Fed. Reg. 30401.

### **Emergency Removal**

La Salle University retains the authority to remove a respondent from the University's program or activity on an emergency basis, where the University (1) undertakes an individualized safety and risk analysis and (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual harassment justifies a removal. This removal may include restrictions from housing facilities and/or academic or other campus facilities.

If La Salle University determines emergency removal is necessary, the Respondent will be provided notice and an opportunity to appeal the decision immediately following the removal. This notice will be in the form of an email from the Student Conduct Office to their University email account and instructions on how to appeal will be included in the email. An Assistant Vice President in Student Affairs and Enrollment Management, or designee will hear appeals to this decision. The contact information for the specific Assistant Vice President will be included in the removal email. It is the responsibility of all La Salle University students to maintain and regularly check their email accounts.

### **Role of Alcohol and Other Drug Use**

The University's wants to ensure that individuals feel comfortable reporting a complaint. The health and safety of every student at La Salle University is of the utmost importance. La Salle University recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that an alleged violation of this Policy occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct.

A complainant or witness acting in good faith that discloses any incident of an alleged violation of this Policy to a University employee or law enforcement will not be subject to La Salle University's [Student Code of Conduct](#) for violations of alcohol and/or drug policies (*see* Alcohol & Other Drugs Policy) occurring at or near the time of the commission of the alleged violation of this Policy.

The consumption of alcohol and/or use of other drugs, in and of itself, is not an excuse for a violation of this, but may be considered as a factor in the adjudication of matters under this Policy.

## **H. THE TITLE IX PROCESS**

### **Filing a Formal Complaint**

The timeframe for the Title IX Process begins with the filing of a Formal Complaint. The process will be concluded within a reasonably prompt manner, and no longer than one hundred and twenty (120) school days after the filing of the Formal Complaint, provided that the Process may be reasonably extended because the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; the need for language assistance or accommodation of disabilities, or other similar reasons. The procedure for applying for extensions is described below.

To file a Formal Complaint, a complainant must provide the Title IX Coordinator a written, signed complaint describing the facts alleged. Complainants are only able to file a Formal Complaint under this Policy if they are currently participating in, or attempting to participate in, the education programs or activities of La Salle University, including as an employee. For complainants who do not meet these criteria, the College will utilize existing policy in the [Student Code of Conduct](#) and/or the Sexual Misconduct and Interpersonal Violence Policy.

If a complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine a Formal Complaint is necessary. La Salle University will inform the complainant of this decision in writing, and the complainant need not participate in the process further but will receive all notices issued under this Policy and Process.

Nothing in this Policy, [Student Code of Conduct](#), or the Sexual Misconduct and Interpersonal Violence Policy prevents a complainant from seeking the assistance of state or local law enforcement alongside the appropriate on-campus process. Students who wish to make a police report may contact the Philadelphia Police directly, or may also contact La Salle University Public Safety or a designated University advocate to assist in making such a report.

### **Multi-Party Situations**

The institution may consolidate Formal Complaints alleging covered sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of covered sexual harassment arise out of the same facts or circumstances.

### **Determining Jurisdiction**

The Title IX Coordinator, or appropriate designee, will determine if the Title IX Grievance Process should apply to a Formal Complaint. The Process will apply when all of the following elements are met, in the reasonable determination of the Title IX Coordinator:

1. The conduct is alleged to have occurred on or after August 14, 2020;
2. The conduct is alleged to have occurred in the United States;
3. The conduct is alleged to have occurred in La Salle University's education program or activity; and
4. The alleged conduct, if true, would constitute covered sexual harassment as defined in this policy.

If all of the elements are met, La Salle University will investigate the allegations according to the Process.

### **Allegations Potentially Falling Under Two Policies:**

If the alleged conduct, if true, includes conduct that would constitute covered sexual harassment and conduct that would not constitute covered sexual harassment, the Title IX Process will be applied in the investigation and adjudication of all of the allegations.

### **Mandatory Dismissal**

If any one of these elements are not met, The Title IX Coordinator, or appropriate designee, will notify the parties that the Formal Complaint is being dismissed for the purposes of the Title IX Policy. Each party may appeal this dismissal using the procedure outlined in "Appeals," below.

### **Discretionary Dismissal**

The Title IX Coordinator, or appropriate designee, may dismiss a Formal Complaint brought under the Title IX Policy, or any specific allegations raised within that Formal Complaint, at any time during the investigation or hearing, if:

- A complainant notifies the Title IX Coordinator or Deputy Title IX Coordinator in writing that they would like to withdraw the Formal Complaint, or any allegations raised in the Formal Complaint;
- The respondent is no longer enrolled or employed by the University; or,
- If specific circumstances prevent the University from gathering evidence sufficient to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.

Any party may appeal a dismissal determination using the process set forth in "Appeals," below.

### **Notice of Dismissal**

Upon reaching a decision that the Formal Complaint will be dismissed, the institution will promptly send written notice of the dismissal of the Formal Complaint or any specific allegation within the Formal Complaint, and the reason for the dismissal, simultaneously to the parties through their institutional email accounts. It is the responsibility of parties to maintain and regularly check their email accounts.

### **Notice of Removal**

Upon dismissal for the purposes of Title IX, La Salle University retains discretion to utilize the [Student Code of Conduct](#) and/or Sexual Misconduct and Interpersonal Violence Policy to determine if a violation of either of those policies has occurred. If so, La Salle University will promptly send written notice of the dismissal of the Formal Complaint under the Title IX Process and removal of the allegations to the conduct process.

## **I. NOTICE OF ALLEGATIONS**

The Title IX Coordinator, or appropriate designee, will draft and provide the Notice of Allegations to any party to the allegations of sexual harassment. Such notice will occur as soon as practicable, after the institution receives a Formal Complaint of the allegations, if there are no extenuating circumstances.

The parties will be notified by their institutional email accounts if they are a student or employee, and by other reasonable means if they are neither.

The institution will provide sufficient time for the parties to review the Notice of Allegations and prepare a response before any initial interview.

The Title IX Coordinator, or appropriate designee, may determine that the Formal Complaint must be dismissed on the mandatory grounds identified above, and will issue a Notice of Dismissal. If such a determination is made, any party to the allegations of sexual harassment identified in the Formal Complaint will receive the Notice of Dismissal in conjunction with or in separate correspondence after, the Notice of Allegations.

### **Contents of Notice**

The Notice of Allegations will include the following:

- Notice of the institution is Title IX Process and a hyperlink to a copy of the process.
- Notice of the allegations potentially constituting covered sexual harassment, and sufficient details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the complainant; the conduct allegedly constituting covered sexual harassment; and the date and location of the alleged incident, if known.
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the process.
- A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, as required under 34 C.F.R. § 106.45(b)(5)(iv);

- A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source, as required under 34 C.F.R. § 106.45(b)(5)(vi);
- A statement that the [Student Code of Conduct](#) prohibits knowingly making false statements or knowingly submitting false information during the process.

### **Ongoing Notice**

If, in the course of an investigation, the institution decides to investigate allegations about the complainant or respondent that are not included in the Notice of Allegations and are otherwise covered "sexual harassment" falling within the Title IX Policy, the institution will notify the parties whose identities are known of the additional allegations by their institutional email accounts or other reasonable means.

The parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

### **J. ADVISOR OF CHOICE AND PARTICIPATION OF ADVISOR OF CHOICE**

La Salle University will provide the parties equal access to advisors and support persons; any restrictions on advisor participation will be applied equally.

The La Salle University has a long-standing practice of requiring students to participate in the process directly and not through an advocate or representative. An Advisor of Choice may accompany students participating as Complainant or Respondent in this process to any meeting or hearing to which they are required or are eligible to attend. The Advisor of Choice is not an advocate. Except where explicitly stated by this Policy, as consistent with the Final Rule, Advisors of Choice shall not participate directly in the process as per standard policy and practice of La Salle University.

La Salle University will not intentionally schedule meetings or hearings on dates where the Advisors of Choice for all parties are not available, provided that the Advisors act reasonably in providing available dates and work collegially to find dates and times that meet all schedules.

La Salle University's obligations to investigate and adjudicate in a prompt timeframe under Title IX and other college policies apply to matters governed under this Policy, and La Salle University cannot agree to extensive delays solely to accommodate the schedule of an Advisor of Choice. The Title IX Coordinator or designee shall make the determination of what is reasonable. La Salle University will not be obligated to delay a meeting or hearing under this process more than five (5) school days due to the unavailability of an Advisor of Choice and may offer the party the opportunity to obtain a different Advisor of Choice or utilize one provided by the University.

### **Notice of Meetings and Interviews**

La Salle University will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.

### **Delays**

Each party may request a one-time delay in the Process of up to five (5) school days for good cause (granted or denied in the sole judgment of the Title IX Coordinator, Director of Student Conduct, or designee) provided that the requestor provides reasonable notice and the delay does not overly inconvenience other parties.

For example, a request to take a five day pause made an hour before a hearing for which multiple parties and their advisors have traveled to and prepared for shall generally not be granted, while a request for a five day pause in the middle of investigation interviews to allow a party to obtain certain documentary evidence shall generally be granted.

The Director of Student Conduct or designee shall have sole judgment to grant further pauses in the Process.

## **K. INVESTIGATION**

### **General Rules of Investigations**

An investigator designated by the Title IX Coordinator will perform an investigation under a reasonably prompt timeframe of the conduct alleged to constitute covered sexual harassment after issuing the Notice of Allegations.

La Salle University and not the parties, has the burden of proof and the burden of gathering evidence, i.e. the responsibility of showing a violation of this Policy has occurred. This burden does not rest with either party, and either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from La Salle University and does not indicate responsibility.

La Salle University cannot access, consider, or disclose medical records without a waiver from the party (or parent, if applicable) to whom the records belong or of whom the records include information. The University will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e. evidence that tends to prove and disprove the allegations) as described below.

### **Inspection and Review of Evidence**

Prior to the completion of the investigation, the parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation.

Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

1. Evidence that is relevant, even if that evidence does not end up being relied upon by the institution in making a determination regarding responsibility;
2. inculpatory or exculpatory evidence (i.e. evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a party or other source.

All parties must submit any evidence they would like the investigator to consider prior to when the parties' time to inspect and review evidence begins. See, 85 Fed. Reg. 30026, 30307 (May 19, 2020).

The institution will send the evidence made available for each party and each party's advisor, if any, to inspect and review through an electronic format. The Institution is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The parties will have ten (10) school days to inspect and review the evidence and submit a written response by email to the investigator. The investigator will consider the parties' written responses and will include the responses in the Final Investigative Report.

The institution may provide the parties five (5) school days after the initial inspection and review of evidence, and before the investigator completes their Investigative Report, to provide additional evidence in response to their inspection and review of the evidence, and then provide the parties five (5) school days to inspect, review, and respond to the party's additional evidence through a written response to the investigator. Those written responses may be disclosed to the parties. See, 85 Fed. Reg. 30026, 30307 (May 19, 2020).

Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.

The parties and their advisors agree not to photograph or otherwise copy the evidence. See, 85 Fed. Reg. 30026, 30435 (May 19, 2020). The parties and their advisors are not permitted to use, disclose, disseminate or share any evidence subject to inspection and review for any purpose other than the Title IX process.

**Inclusion of Evidence Not Directly Related to the Allegations:**

Evidence obtained in the investigation that is determined in the reasoned judgment of the investigator not to be directly related to the allegations in the Formal Complaint will be included in the appendices to the investigative report.

**L. INVESTIGATIVE REPORT**

The investigator designated by the Title IX Coordinator will create an Investigative Report that fairly summarizes relevant evidence, will and provide that Report to the parties at least ten (10)



school days prior the hearing in an electronic format for each party's review and written response.

The Investigative Report is not intended to catalog all evidence obtained by the investigator, but only to provide a fair summary of that evidence.

Only relevant evidence (including both inculpatory and exculpatory – i.e. tending to prove and disprove the allegations - relevant evidence) will be referenced in the Investigative Report.

The investigator may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant. See, 85 Fed. Reg. 30026, 30304 (May 19, 2020).

## **M. HEARING**

### **General Rules of Hearings**

La Salle University will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing.

Following completion of the Final Investigative Report, the Director of Student Conduct shall provide a Hearing Notification Letter to the parties referencing the specific provision of the [Student Code of Conduct](#) and the Title IX Policy alleged to have been violated and the possible sanctions, as well as the date, time, and location of the scheduled hearing. Equal consideration will be shown to the parties' academic commitments when scheduling the hearing. Except in extenuating circumstances, both parties will be given at least five school days' notice of the hearing.

The live hearing may be conducted with all parties physically present in the same geographic location, or, at La Salle University's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through Zoom, or other similar live video conferencing service. This technology will enable participants simultaneously to see and hear each other. At its discretion, La Salle University may delay or adjourn a hearing based on technological errors not within a party's control.

All proceedings will be recorded through audio recording. That recording will be made available to the parties for inspection and review. The parties and their advisors are not permitted to use, disclose, disseminate or share any of the testimony heard or evidence obtained in the hearing for any purpose other than the Title IX process.

### **Continuances or Granting Extensions**

La Salle University may determine that multiple sessions or a continuance (i.e. a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, La Salle University will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

### **Newly-discovered Evidence**

As a rule, no new evidence or witnesses may be submitted during the live hearing.

If a party identifies new evidence or witnesses that were not reasonably available prior to the live hearing and could affect the outcome of the matter, the party may request that such evidence or witnesses be considered at the live hearing.

The Decision-maker, or designee, will consider this request and make a determination regarding (1) whether such evidence or witness testimony was actually unavailable by reasonable effort prior to the hearing, and (2) whether such evidence or witness testimony could affect the outcome of the matter. The party offering the newly discovered evidence or witness has the burden of establishing these questions by the preponderance of the evidence.

If the Decision-maker, or designee, answers in the affirmative to both questions, then the parties will be granted a reasonable pause in the hearing to review the evidence or prepare for questioning of the witness.

### **Participants in the live hearing**

Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

#### *Complainant and Respondent (The Parties)*

- The parties cannot waive the right to a live hearing.
- The institution may still proceed with the live hearing in the absence of a party, and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a “statement” by that party. 85 Fed. Reg. 30026, 30361 (May 19, 2020).
  - For example, A verbal or written statement constituting part or all of the sexual harassment itself is not a “prior statement” that must be excluded if the maker of the statement does not submit to cross-examination about that statement. In other words, a prior statement would not include a document, audio recording, audiovisual reading, and digital media, including but not limited to text messages, emails, and social media postings, that constitute the conduct alleged to have been the act of sexual harassment under the formal complaint. See, OCR Blog (May 22, 2020), available at <https://www2.ed.gov/about/offices/list/ocr/blog/20200522.html>
- La Salle University will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party’s participation. See 34 C.F.R. § 106.71; see also 85 Fed. Reg. 30026, 30216 (May 19, 2020).
- If a party does not submit to cross-examination, the decision-maker cannot rely on any prior statements made by that party in reaching a determination regarding responsibility, but may reach a determination regarding responsibility based on evidence that does not constitute a “statement” by that party.
- The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party’s absence from the live hearing or refusal to answer cross-examination or other questions. See 34 C.F.R. §106.45(b)(6)(i).

### *The Decision-maker*

- The hearing body will consist of the decision-maker, usually the Director of Student Conduct, and at least one, but no more than two co-hearer(s).
- No member of the hearing body will also have served as the Title IX Coordinator, Title IX investigator, or advisor to any party in the case, nor may any member of the hearing body serve on the appeals body in the case.
- No member of the hearing body will have a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The hearing body will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.
- The parties will have an opportunity to raise any objections regarding a decision-maker's actual or perceived conflicts of interest or bias at the commencement of the live hearing.

### *Advisor of choice*

- The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney.
- The advisor of choice may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party, except for the purpose of cross-examination. Advisors who do not follow this standard will be issued one warning by the decision-maker and will then be subject to removal from the hearing.
- The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the institution will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
- The advisor is not prohibited from having a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The advisor is not prohibited from being a witness in the matter.
- If a party does not attend the live hearing, the party's advisor may appear and conduct cross-examination on their behalf. 85 Fed. Reg. 30026, 30340 (May 19, 2020).
- If neither a party nor their advisor appear at the hearing, the University will provide an advisor to appear on behalf of the non-appearing party. See, 85 Fed. Reg. 30026, 30339-40 (May 19, 2020).
- Advisors shall be subject to La Salle University's Rules of Decorum, incorporated herein by reference, and may be removed in the event of a violation of those Rules.

### *Witnesses*

- Witnesses cannot be compelled to participate in the live hearing and have the right not to participate in the hearing free from retaliation. See, 85 Fed. Reg. 30026, 30360 (May 19, 2020).
- If a witness does not submit to cross-examination, as described below, the decision-maker cannot rely on any statements made by that witness in reaching a determination regarding responsibility, including any statement relayed by the absent witness to a witness or party who testifies at the live hearing. 85 Fed. Reg. 30026, 30347 (May 19, 2020).

- Witnesses shall be subject to La Salle University's Rules of Decorum, incorporated herein by reference.

### **Hearing Procedures**

For all live hearings conducted under this Title IX Process, the procedure will be as follows:

- The Decision-maker will open and establish rules and expectations for the hearing;
- The Parties will each be given the opportunity to provide opening statements;
- The Decision-maker and co-hearer(s) will ask questions of the Parties and Witnesses;
- Parties will be given the opportunity for live cross-examination after Decision-maker conducts its initial round of questioning; During the Parties' cross-examination, the Decision-maker will have the authority to pause cross-examination at any time for the purposes of asking their own follow up questions; and any time necessary in order to enforce the established rules of decorum.
- Should a Party or the Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the Decision-maker. A Party's waiver of cross-examination does not eliminate the ability of the Decision-maker to use statements made by the Party.

### **Live Cross-Examination Procedure**

Each party's advisor will conduct live cross-examination of the other party or parties and witnesses. During this live-cross examination, the advisor will ask the other party or parties and witnesses relevant questions and follow-up questions, including those challenging credibility directly, orally, and in real time.

Before any cross-examination question is answered, the Decision-maker will determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including by the Decision-maker may be deemed irrelevant if they have been asked and answered.

### **Review of the Recording**

The recording of the hearing will be available for review by the parties within 2 school days, unless there are any extenuating circumstances. The recording of the hearing will not be provided to parties or advisors of choice.

## **N. DETERMINATION REGARDING RESPONSIBILITY**

### **Standard of Proof**

La Salle University uses the preponderance of the evidence for investigations and determinations regarding responsibility of formal complaints covered under this Policy. This means that the investigation and hearing determines whether it is more likely than not that a violation of the Policy occurred.

## **General Considerations for Evaluating Testimony and Evidence**

While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Decision-maker.

Decision-makers shall not draw inferences regarding a party or witness' credibility based on the party or witness' status as a complainant, respondent, or witness, nor shall it base its judgments in stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

Still, credibility judgments should not rest on whether a party or witness' testimony is non-linear or incomplete, or if the party or witness is displaying stress or anxiety.

Decision makers will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e. tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by the Title IX Final Rule, a witness' testimony regarding third-party knowledge of the facts at issue will be allowed but will generally be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

The Final Rule requires that La Salle University allow parties to call "expert witnesses" for direct and cross-examination. La Salle University does not provide for expert witnesses in other proceedings. While the expert witness will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all parties present experts as witnesses.

The Final Rule requires that La Salle University allow parties to call character witnesses to testify. La Salle University does not provide for character witnesses in other proceedings. While the character witnesses will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford very low weight to any non-factual character testimony of any witness.

The Final Rule requires that La Salle University admit and allow testimony regarding polygraph tests ("lie detector tests") and other procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.

Where a party or witness' conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the Decision-maker may draw an adverse inference as to that party or witness' credibility.

### **Components of the Determination Regarding Responsibility**

The written Determination Regarding Responsibility will be issued simultaneously to all parties through their institution email account, or other reasonable means as necessary. The Determination will include:

1. Identification of the allegations potentially constituting covered sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding which section of the [Student Code of Conduct](#) and the Title IX Policy if any, the respondent has or has not violated.
5. For each allegation:
  - a. A statement of, and rationale for, a determination regarding responsibility;
  - b. A statement of, and rationale for, any disciplinary sanctions the recipient imposes on the respondent; and
  - c. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
6. The recipient's procedures and the permitted reasons for the complainant and respondent to appeal (described below in "Appeal").

### **Components of the Determination Regarding Appropriate Sanctioning**

If a finding of responsibility is made, the Decision-maker and co-hearer(s) will consider, as part of their deliberations, whether a sanction will:

1. Bring an end to the violation in question;
2. Reasonably prevent a recurrence of a similar violation; and
3. Remedy the effects of the violation on the complainant and La Salle University Community.

In determining an appropriate sanction, the Decision-maker and co-hearer(s) may consider any record of past violations of the [Student Code of Conduct](#), this Policy, or any other University Policy, as well as the nature and severity of such past violation(s). Past violations are *not* to be considered when determining responsibility.

The range of sanctions that may be imposed for a violation of this Policy include a Warning, Conduct Probation, Deferred Suspension, Suspension, or Expulsion and/or additional educational sanctions deemed appropriate by the Decision-maker and co-hear(s). More information on sanctions can be found in the [Student Code of Conduct](#).

In cases where a respondent is found responsible for committing sexual non-consensual sexual intercourse, suspension or expulsion is the likely outcome.

If suspension is assigned, reinstatement or readmission criteria may include, but are not limited to, evidence of satisfactory progress by the respondent on relevant educational components to the sanction, such as counseling and training.

The conditions of reinstatement or readmission will be communicated to both parties. If the Respondent's return will coincide with the Complainant's presence at La Salle University, additional accommodations for the complainant and/or conditions on the respondent to preserve the right of the complainant to a safe environment may be assigned, including but not limited to room assignment consideration, class changes, No Contact Order adjustments, and/or building or extracurricular activity restrictions.

Long-term remedies may also be offered or provided to the complainant following sanctioning, which may include: providing an escort on campus; assistance with academics including rescheduling exams and assignments; facilitating a classroom change; housing assignment relocation; restriction of campus access for the respondent (restricted from specific buildings, areas, etc.); No Contact Orders; campus employment reassignment; and counseling referrals.

#### **Timeline of Determination Regarding Responsibility**

If there are no extenuating circumstances, the determination regarding responsibility will be issued by La Salle University within ten (10) school days of the completion of the hearing.

#### **Finality**

The determination regarding responsibility becomes final either on the date that the institution provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in "Appeals" below, or if an appeal is not filed, the date on which the opportunity to appeal expires.

### **O. APPEALS**

Each party may appeal (1) the dismissal of a formal complaint or any included allegations and/or (2) a determination regarding responsibility. To appeal, a party must submit their written appeal within five (5) school days of being notified of the decision, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:

- Procedural irregularity that affected the outcome of the matter (i.e. a failure to follow the institution's own procedures);
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.

The submission of appeal stays any sanctions for the pendency of an appeal. Supportive measures and remote learning opportunities remain available during the pendency of the appeal.

If a party appeals, the institution will as soon as practicable notify the other party in writing of the appeal, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.

Appeals should be submitted in a Microsoft Word document or Portable Document Format (PDF) using CAMBRIA or TIMES NEW ROMAN, 12-point font, and single-spaced, and shall not exceed 5 pages. Appeals should use footnotes, not endnotes. Appeals that do not meet these standards may be returned to the party for correction, but the time for appeal will not be extended unless there is evidence that technical malfunction caused the appeal document not to meet these standards.

Appeals will be decided by the University Appeals Board, who will be free of conflict of interest and bias, and will not include anyone who served as investigator, Title IX Coordinator, or hearing decision-maker in the same matter.

Outcome of appeal will be provided in writing simultaneously to both parties, and include rationale for the decision.

## **P. RETALIATION**

La Salle University will keep the identity of any individual who has made a report or complaint of sex discrimination confidential, including the identity of any individual who has made a report or filed a Formal Complaint of sexual harassment under this Title IX Policy, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding under this Title IX Policy.

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations.

No person may intimidate, threaten, coerce, or discriminate against any individual 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 Title IX Policy.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any charges filed against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment.

Complaints alleging retaliation may be filed according to This Policy.



## **Q. OFF-CAMPUS RESOURCES**

### **Medical Concerns/Treatments**

PA Sexual Assault Response Center: SVU  
300 E. Hunting Park Ave., Philadelphia, PA  
Call *Public Safety (215.951.1300)* for free transport. 215-685-3251

Abington Hospital  
1200 Old York Road  
Abington, PA 19001  
215-481-2000

### **24 Hour Hotlines**

Women Organized Against Rape (WOAR): 215-985-3333

Philadelphia Domestic Violence Hotline (Women Against Abuse): 1-866-723-3014  
AIDS Hotline: 215-985-AIDS

Rape, Abuse & Incest National Network (RAINN): 1-800-656-4673

### **Spanish/Bilingual Services:**

Congreso de Latinos Unidos: 1-866-723-3014

Bilingual Domestic Violence Project: 215-763-8870 x1300

### **Services for Lesbian and Bisexual Women**

Women in Transition Hotline: 215-751-1111

### **State Resources for Sexual Assault**

Pennsylvania Commission on Human Relations: 215-560-2496

### **Criminal Prosecution**

Philadelphia Special Victims Unit: 215-685-3251

### **Resources for Respondents (Male or Female):**

Men's Resource Center: 215-564-0488

Menergy: 215-242-2235

John J. Peter's Institute: 215-701-1560

## **R. OFFICIAL COMMUNICATION**

All written notices to the parties may be delivered at the University's discretion to any email or mailing address on file with the University. All written notices will be deemed received when sent.

**S. DESIGNATIONS**

Whenever an official University title or office is named throughout this Policy, the official's or office's designee may act in the official's or office's role.

**T. INQUIRIES CONCERNING THIS POLICY**

Inquiries concerning the application of Title IX may be referred to the applicable Deputy Title IX Coordinator(s), the Title IX Coordinator, or to the United States Department of Education Office for Civil Rights, Philadelphia Office, U.S. Department of Education, The Wanamaker Building, 100 Penn Square East, Suite 515, Philadelphia, PA 19107-3323, Telephone (215) 656-8541, Fax (215) 656-8605, Email [OCR.Philadelphia@ed.gov](mailto:OCR.Philadelphia@ed.gov).

**U. RESPONSIBLE OFFICE/DEPARTMENT**

The Division of Student Affairs and Enrollment Management

**V. EFFECTIVE DATE**

August 14, 2020