

Section IV.F.4: Prohibited Unlawful Discrimination and Harassment Policy.
Section VI.F.1: Sexual Harassment, Assault, Violence, and Discrimination.

These procedures supplement and clarify Sections IV.F.4 and VI.F.1 of the Lone Star College System District Policy Manual (Policy Manual) last revised by the Board of Trustees on December 3, 2015—setting out the College’s policies regarding sexual harassment, sexual assault, sexual violence, and sexual discrimination of employees (IV.F.4) and students (VI.F.1). It is uncommon for one set of procedures to supplement two sections. Nevertheless, the Board of Trustees has amended the Policy Manual to provide procedural uniformity for both student and employee complainants. Section IV details human resources policies for employees, while Section VI covers student policies. The Board of Trustees has amended the Policy Manual so that student and employee sexual harassment and sexual violence complaints will be uniformly administered and investigated regardless of the complainant’s status.

The Policy Manual controls when a conflict arises between it and the procedures below. These procedures were last updated on **April 14, 2016**. The Board of Trustees has specifically delegated the creation and adoption of these procedures to the Office of the General Counsel, subject to the Chancellor’s approval. The notice and comment period was open to the public online from **March 8, 2016 to April 7, 2016**.

1. Scope of Procedures. The procedures below are intended to cover only complaints arising from sexual harassment, sexual assault, sexual violence, and sexual discrimination. Other types of harassment, assault, violence, and discrimination are covered under different procedures. The Board of Trustees has expressly divided the two sets of complaints in the Policy Manual, and the College follows suit in these procedures. For purposes of these procedures, the individual reporting the complaint is the “complainant” and the individual named as the responsible party is the “respondent.” The complainant and respondent may be jointly referred to as the “parties.”

2. Coverage. These procedures apply as soon as a student or employee reports an incident of sexual violence or sexual harassment. The procedures for a sexual violence complaint are identical regardless of the complainant’s identity. The procedures for a sexual harassment (excluding sexual violence) complaint are identical regardless of the complainant’s identity.

3. The Distinction between Sexual Violence and other Sexual Harassment. Sexual harassment includes sexual violence, sexual assault, and sexual discrimination. The Policy Manual, however, creates one set of procedures for sexual violence allegations and a different set of procedures for all other types of sexual harassment. The Policy Manual defines sexual violence as follows:

Sexual violence means a physical sexual act perpetrated without the complainant’s consent. This includes situations where a person is incapable of giving consent because of drug or alcohol

impairment or a mental or physical disability. A number of different acts fall into the category of sexual violence, including, but not limited to, rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment prohibited by Title IX and this policy.

The first question in sexual harassment complaints should always be whether sexual violence occurred. At the complaint stage, the complainant's statement or written complaint controls which procedure the College follows.

4. Reporting Sexual Violence Complaints. Any student or employee who believes sexual violence occurred may promptly report the incident to one of the College's responsible employees. The College's responsible employees are (i) the College's Police Department, (ii) the Chief Student Services Officer, or (iii) the Title IX Coordinator. Nothing in the Policy Manual or in these procedures restricts a complainant's option to go directly to a law enforcement agency. A report of sexual violence can be made using the Report of Sexual Violence Complaint (Form 1A) included in these procedures' appendix and forms.

(i) Reporting to the College's Police Department. The College's Police Department may be contacted by dialing 5911 on any college phone or calling (281) 290-5911. Any individual employed by the College's Police Department that receives a complaint of sexual violence will report it immediately to the appropriate Title IX Coordinator and advise the complainant of the police department employee's duty to disclose the complaint to the Title IX Coordinator. The police department employee receiving the complaint must also inform the complainant about his or her confidentiality options; available confidential advocacy, counseling, and other support services; the right to file a Title IX complaint with the College; and the right to report a crime to the College or external law enforcement. The College's Police Department's procedure shall reflect this direct report requirement.

(ii) Reporting to the Chief Student Services Officer. The Chief Student Services Officer at a particular college will typically be the Vice President of Student Success, Vice President of Student Services, or Vice President of Enrollment Management. While the Chief Student Services Officer might be referred to by one of these titles or by another title, each college must designate a Chief Student Services Officer for purposes of this policy and procedures and communicate it in writing to each student at least once a semester—email is acceptable. Any Chief Student Services Officer that receives a complaint of sexual violence will report it immediately to the appropriate Title IX Coordinator and advise the complainant of the Chief Student Services Officer's duty to disclose the complaint to the Title IX Coordinator. The Chief Student Services Officer receiving the complaint must also inform the complainant about his or her confidentiality options; available confidential advocacy, counseling, and other support services; the right to file a

Title IX complaint with the College; and the right to report a crime to College or external law enforcement.

- (iii) **Reporting to the Title IX Coordinator.** The College has two Title IX Coordinators. The College's Student Title IX Coordinator (if the respondent is a student) can be contacted at Student-Compliance@lonestar.edu or (832) 813-6841. The College's Employee Title IX Coordinator (if the respondent is an employee) can be contacted at HR-Compliance@lonestar.edu or (832) 813-6520.

5. Reporting All Other Sexual Harassment Complaints. Any student or employee who believes that sexual harassment excluding sexual violence has occurred is encouraged to report it to the appropriate Title IX Coordinator as quickly as possible. A report of sexual harassment excluding sexual violence can be made using the Report of Sexual Harassment (Excluding Sexual Violence) Complaint (Form 2A) included in these procedures' appendix and forms. Reports of sexual harassment can also be made to any supervisor, academic dean, vice president, associate vice chancellor, vice chancellor, president, a chancellor's direct report, or the Chancellor. Any of the previously mentioned individuals receiving such a report shall forward said report to the Title IX Coordinator. Nothing in the Policy Manual or in these procedures restricts a complainant's option to go directly to a law enforcement agency.

6. Investigating Sexual Harassment (Including Sexual Violence) Complaints. The College may take interim steps to protect the complainant while respecting the respondent's due process rights. Those interim steps are detailed in Policy Manual Sections VI.F.1.03(c)(1) through VI.F.1.03(c)(4). The College may institute other appropriate interim steps not specifically listed in the Policy Manual.

Moreover, Sections VI.F.1.03(c)(1) through VI.F.1.03(c)(3) all contemplate scenarios in which a student-respondent or employee-respondent may be asked to stay away from the College's property so long as the appropriate official reasonably believes that (a) the alleged harassment or sexual violence occurred, and (b) the respondent would be in a position to harm the College's community members if the respondent continues to be present on the College's property. Any such finding *must* be submitted in writing to the Office of the Chancellor for approval before informing the respondent of the appropriate official's decision. While the appropriate official may ask an employee or student to leave for the day, the leaves contemplated by Sections VI.F.1.03(c)(1) through VI.F.1.03(c)(3) must be approved by the Chancellor in writing *before* the student or employee is informed.

7. Confidentiality of Sexual Harassment (Including Sexual Violence) Complaints. The Board of Trustees have made specific policy detailing the confidentiality of these types of complaints in Section VI.F.1.03(d) (Confidentiality). Those policies are incorporated here by reference. Additionally, the notice to the complainant required by the Board of Trustees

in that subsection will be made via email to the complainant's College designated email and United States Postal Service, Registered Mail, Return Receipt Requested to the complainant's last physical address on file with Student Services (in the case of a student), last physical address on file with Human Resources (in the case of an employee), or last physical address or location on file with any College department.

8. Effective Delivery of Notice of Sexual Harassment (Including Sexual Violence).

After the Title IX Coordinator receives a complaint, he or she delivers effective notice to the respondent by emailing the complaint, delivery receipt requested, to the respondent's College designated email address. Subsequently, the complaint will also be mailed to the respondent via United States Postal Service, Registered Mail, Return Receipt Requested to the respondent's last physical address on file with either Student Services (in the case of a student), or Human Resources (in the case of an employee).

9. Procedures for Sexual Violence Proceedings. The Board of Trustees has tasked the College with investigating sexual violence claims differently from all other forms of sexual harassment. This section applies solely to proceedings initiated after the College receives a sexual violence complaint. The College will investigate all sexual violence complaints regardless of the complainant's desire for anonymity or inaction.

9(a) Sexual Violence Interim Steps. Nothing in these procedures conflicts with the interim steps provided for in Section VI.F.1.03(c) or any other appropriate interim steps the College is permitted to take to protect the complainant and the College's community members pending the investigation and hearing of the sexual violence complaint.

9(b) Sexual Violence Notice. Within five working days (excluding the date of receipt) of the date the Title IX Coordinator receives the sexual violence complaint, the Title IX Coordinator shall deliver notice to the respondent. The Notice of Sexual Violence Complaint (Form 1B) is included in these procedures' appendix and forms. The notice shall include a copy of the complaint and a copy of the applicable policy and procedures for sexual violence hearings. The complainant shall also receive Notice of Sexual Violence Complaint Hearing (Form 1C).

9(c) Sexual Violence Investigation. Upon receipt of the sexual violence complaint, the Title IX Coordinator shall forward the complaint to the Chief Human Resources Officer, also known as the Associate Vice Chancellor of Human Resources (in the case of an employee-respondent) or the Associate Vice Chancellor for Student Success (in the case of a student-respondent). The Board of Trustees requires the College, through the Associate Vice Chancellor of Human Resources or the Associate Vice Chancellor for Student Success, as applicable, to conduct an investigation separate

from the Parties or the hearing officer. That investigation must yield a summary report that must be submitted to the hearing officer at the hearing.

9(d) Sexual Violence Hearing. The College will hold a hearing within 30 working days after receiving a sexual violence complaint. To postpone that 30-working-day deadline, the complainant, the respondent, and the College must all agree in writing.

The hearing will be held in the College's Training and Development Center Board Room, located at 5000 Research Forest Drive, The Woodlands, Texas, 77381-4356 during normal business hours. The hearing shall take no longer than three working days within the same workweek. The Chancellor will select an independent arbiter or mediator to serve as the hearing officer. The Office of the General Counsel shall send a copy of the complaint, policy, procedures, and any other relevant documents to the hearing officer prior to the hearing.

The complainant may personally appear, but if the complainant elects not to appear, he or she must appear through a representative who may be a lawyer. The respondent may personally appear, but if the respondent elects not to appear, he or she must appear through a representative who may be a lawyer. The College will appear through a lawyer from the Office of the General Counsel or a designee. Failure to appear, either personally or through a representative, will not foreclose the hearing officer from convening the hearing.

Both the complainant and the respondent (the Parties) may present witnesses or evidence during the hearing. The Texas and Federal Rules of Evidence will not apply to the hearing, and neither party may interrogate the other. The parties may, however, submit desired examination questions to the hearing officer on the date of the hearing. The hearing officer has sole discretion as to whether or not he or she shall ask the submitted examination questions during the hearing.

9(e) Sexual Violence Investigation Conclusion. The hearing officer must employ a preponderance of the evidence standard, which means that the complaint is found to be true if it is more likely to be true than not true. Within 15 working days of the conclusion of the hearing, the hearing officer must submit the hearing result, along with any recommendation for corrective or disciplinary action to the parties and the Chancellor. The Sexual Violence Hearing Result (Form 1D) is included in these procedures' appendix and forms. Within ten working days of receiving the hearing result, the Chancellor shall send the parties his or her final determination confirming or modifying the hearing officer's result. The Chancellor's decision will be final.

10. Procedures for All Other Sexual Harassment Proceedings (Excluding Sexual Violence). The Board of Trustees have tasked the College with investigating all other sexual

harassment complaints through a different policy than the policy used for sexual violence complaints. This section applies solely to proceedings initiated after the College receives a sexual harassment complaint exclusive of sexual violence. The College will investigate all sexual harassment complaints regardless of the complainant's desire for anonymity or inaction.

10(a) Sexual Harassment Interim Steps. Nothing in these procedures conflicts with the interim steps provided for in Section VI.F.1.03(c) or any other appropriate interim steps the College is permitted to take to protect the complainant and the College's community members pending the investigation of the sexual harassment complaint.

10(b) Notice to Respondent. Within five working days (excluding the date of receipt) of the date the Title IX Coordinator receives the sexual harassment excluding sexual violence complaint, the Title IX Coordinator shall deliver notice to the respondent via email and a mailed copy. The Notice of Sexual Harassment (Excluding Sexual Violence) Complaint (Form 2B) is included in these procedures' appendix and forms. The notice shall include a copy of the sexual harassment or sexual discrimination complaint and a copy of the policy and procedures for sexual harassment excluding sexual violence. For purposes of this procedure, working days end at 5:00 p.m. central time.

For example, if the Title IX Coordinator receives a complaint before 5:00 p.m. central time on February 2, 2016, the Title IX Coordinator must deliver that complaint via email to the respondent by no later than 5:00 p.m. central time on February 9, 2016.

10(c) Respondent's Response. The Title IX Coordinator must give the respondent at least five working days (excluding the date of receipt) to respond in writing to the Title IX Coordinator. For purposes of this procedure, working days end at 5:00 p.m. central time.

For example, if the Title IX Coordinator delivers the complaint via email to the respondent on February 9, 2016, before 5:00 p.m. central time, the respondent has until February 16, 2016, before 5:00 p.m. central time to submit a written response to the Title IX Coordinator.

The Title IX Coordinator's failure to make the 5:00 p.m. central time deadline tolls the commencement of the respondent's allotted time to respond by a working day.

For example, if the Title IX Coordinator delivers the complaint via email to the respondent on February 9, 2016, but does not do so until after 5:00 p.m.

central time (this includes 5:01 p.m. or later), the respondent will have until February 17, 2016, to submit a written response.

The respondent's failure to timely submit a response to the complaint may waive his or her opportunity to have the written response reviewed.

10(d) Delivering Complaint and Response. After the Title IX Coordinator has delivered notice and received the respondent's response or should have received the respondent's response, he or she shall forward the complaint, response, and all attached evidence and documentation to the hearing officer. The Chief of Human Resources Officer (in the case of an employee-respondent) or the Associate Vice Chancellor of Student Services (in the case of a student-respondent) shall serve as the hearing officer for complaints of sexual harassment excluding sexual violence depending on the respondent's status.

The hearing officer shall then appoint a designee to perform the investigation. Within 5 working days, the hearing officer's designee shall investigate and submit an investigative report.

10(e) Sexual Harassment Excluding Sexual Violence Hearing. For purposes of this subsection, "hearing officer" means the designated individual who is responsible for evaluating the complaint, response, investigation, and the investigative report submitted by the designee. The hearing officer for a complaint of sexual harassment excluding sexual violence shall employ a preponderance of the evidence standard, which means that the complaint is found to be true if it is more likely to be true than not true.

10(f) Sexual Harassment Investigation Conclusion. The hearing officer shall deliver his or her investigative result including any recommended corrective or disciplinary action to the parties and the Chancellor within ten working days of receiving the designee's investigative report. The Sexual Harassment (Excluding Sexual Violence) Complaint Investigative Result (Form 2C) is included in these procedures' appendix and forms. Within ten working days of receiving the hearing result, the Chancellor shall send the parties his or her final determination confirming or modifying the hearing officer's result. The Chancellor's decision will be final.

11. Sexual Harassment (Including Sexual Violence) Procedures When The Respondent Is A Third Party. These procedures apply for all sexual harassment cases when the respondent is a third party. For purposes of this section, a third-party respondent includes anyone who is not a College employee or student at the time of the complaint. Nothing in these procedures conflicts with the interim steps provided for in Section VI.F.1.03(c) or any other appropriate interim steps the College is permitted to take to protect

the complainant and the College's community members pending the investigation of a sexual harassment complaint.

A complaint of sexual harassment shall be sent to the Title IX Coordinator using Report of Third Party Sexual Harassment Complaint (Form 3A). Because the respondent is a third party, the complainant's status governs which Title IX Coordinator will receive the report. The Title IX Coordinator will provide notice of the complaint to the Office of the General Counsel and the Executive Vice Chancellor as soon as practicable. Within five working days (excluding the date of receipt) of the date the Title IX Coordinator receives the sexual harassment complaint, the Title IX Coordinator shall deliver, if possible, Notice of Third Party Sexual Harassment Complaint (Form 3B) to the third party respondent via email and a mailed copy to the respondent's last physical address on file or wherever the respondent may be located. The notice shall include a copy of the complaint and a copy of the applicable policy and procedures.

The third party respondent shall then have five working days to submit its response to the complaint to the Title IX Coordinator. Once the Title IX Coordinator receives or should have received the third party respondent's response, he or she shall forward the complaint, the response, and all attached evidence and documentation to the Executive Vice Chancellor who shall serve as the hearing officer.

The Office of the General Counsel shall investigate the complaint and submit an investigative report to the Executive Vice Chancellor. Once the Executive Vice Chancellor receives the investigative report, he or she, employing a preponderance of the evidence standard, shall deliver the Third Party Sexual Harassment Complaint Investigative Result (Form 3C) including any recommended corrective or disciplinary action to the parties and the Chancellor. The Chancellor shall then send the parties his or her final determination. The Chancellor's decision will be final.

12. Alternative Situations Involving Sexual Harassment Including Sexual Violence.

If the respondent is a College employee responsible for any part of the complaint proceedings, then the complainant should file his or her complaint with the Office of the Chancellor. The Chancellor will then designate the appropriate individuals to effectuate (i) Section VI.F.1 or Section IV.F.4 of the Policy Manual and (ii) these procedures.

Effective Date: April 14, 2016



Dr. Stephen C. Head, Chancellor
Lone Star College

APPENDIX & FORMS

Report of Sexual Violence Complaint (Form 1A):

This report must be forwarded to the Title IX Coordinator



Complainant: _____
Print Name

Respondent: _____
Print Name

Date of Incident(s): _____
(MM/DD/YEAR)

Date Report Made: _____
(MM/DD/YEAR)

Individual Receiving Report: _____
Print Name Signature

Report of Sexual Violence – Please explain the incident you are reporting. Attach additional pages or documents if needed and any evidence supporting the report. Please note that this shall be used by the College as the basis of a sexual violence investigation and hearing.

Notice of Sexual Violence Complaint (Form 1B):



Respondent: _____

Respondent College Email Address: _____

Respondent Physical Address: _____

Notice Sent By Title IX Coordinator: _____

Print Name

Title IX Coordinator Email Address

Title IX Coordinator Telephone Number

Date Email Notice Sent: _____

(MM/DD/YEAR)

Date CMRRR Notice Sent: _____

(MM/DD/YEAR)

CMRRR: _____

Certified Mail Return Receipt Request No.

Hearing Date & Time: _____ **at** _____

(MM/DD/YEAR)

(Central Time)

Location: Training and Development Center Board Room,
5000 Research Forest Drive
The Woodlands, Texas, 77381-4356

Please carefully review the attached policy, procedures, and complaint.

This Notice of Sexual Violence is being sent to the above-named Respondent who has been accused of committing an act of sexual violence. I, the Title IX Coordinator, have tentatively scheduled the hearing for the place, date, and time specified above. If you are unable to make this hearing date and time, please let me know as soon as possible so we can convene with all parties involved to determine whether we can reschedule the hearing.

Notice of Sexual Violence Complaint Hearing (Form 1C):



Complainant: _____

Complainant's College Email Address: _____

Complainant's Physical Address: _____

Notice Sent By Title IX Coordinator: _____

Print Name

Title IX Coordinator Email Address

Title IX Coordinator Telephone Number

Date Email Notice Sent: _____
(MM/DD/YEAR)

Date CMRRR Notice Sent: _____
(MM/DD/YEAR)

CMRRR: _____
Certified Mail Return Receipt Request No.

Hearing Date & Time: _____ **at** _____
(MM/DD/YEAR) (Central Time)

Location: Training and Development Center Board Room,
5000 Research Forest Drive
The Woodlands, Texas, 77381-4356

Please carefully review the attached policy, procedures, and complaint.

This Notice of Sexual Violence Hearing is being sent to the above-named Complainant to provide him/her notice of the date, time and location of the sexual violence hearing. I, the Title IX Coordinator, have tentatively scheduled the Hearing Date for the place, date, and time specified above. If you are unable to make this hearing date and time, please let me know as soon as possible so we can convene with all parties involved to determine whether we can reschedule the hearing.

If you would like to request separate rooms for you and the respondent during the hearing, please let me know as soon as possible. I cannot guarantee separate rooms but every effort will be made to accommodate this request.

Sexual Violence Complaint Hearing Result (Form 1D):

To be completed by the Hearing Officer.



Complainant: _____

Respondent: _____

Title IX Coordinator: _____

Hearing Officer: _____

Hearing Date(s): _____

Complaint Summary:

I find that, by a preponderance of evidence, sexual violence:

DID OCCUR DID NOT OCCUR

I recommend the following:

Chancellor Stephen C. Head will receive a copy of this recommendation. His decision will be final.

Hearing Officer Printed Name / Title

Date

Hearing Officer Signature

Report of Sexual Harassment (Excluding Sexual Violence) Complaint (Form 2A):

This report must be forwarded to the Title IX Coordinator.

A copy of this complaint will be provided to the Respondent.

Does Complainant request anonymity: Yes No

*If yes, please review LSC Board Policy VI.F.1.03(d) – Confidentiality

Complainant: _____
Print Name (unless requesting anonymity)

Respondent: _____
Print Name

Date of Incident(s): _____
(MM/DD/YEAR)

Date Report Made: _____
(MM/DD/YEAR)

Individual Receiving Report: _____
Print Name

Signature



Report of Sexual Harassment – Please explain the incident you are reporting. Attach additional pages or documents if needed and any evidence supporting the report. Please note that this shall be used by the College as the basis for the investigation.

Notice of Sexual Harassment (Excluding Sexual Violence) Complaint (Form 2B):

Respondent (name): _____

Respondent College Email Address: _____

Respondent Phone Number: _____

Respondent Physical Address: _____

Date Complaint Reported: _____



Title IX Coordinator: Print Name: _____ Email Address: _____ Phone Number: _____
--

Title IX Coordinator designee (optional): Print Name: _____ Email Address: _____ Phone Number: _____
--

Date Email Notice Sent: _____
(MM/DD/YEAR)

Date CMRRR Notice Sent: _____
(MM/DD/YEAR)

CMRRR: _____
Certified Mail Return Receipt Request No.

I, the Title IX Coordinator, received a complaint regarding a possible Title IX violation that you may or may not have committed. Either myself or the above-named designee shall investigate the complaint. The complaint alleges that

Please carefully review the attached policy, procedures, and complaint. You are expected to cooperate fully with the investigation and be responsive to my or my designee’s inquiries. You have five working days to respond to me in writing to the complaint. You may do so by responding to the email sent to your College account. Please attach any relevant documents or evidence. The College takes these matters seriously, and we want to assure you that the College will address this complaint promptly. Please be advised that the College will not tolerate any form of retaliation toward the Complainant. If you believe you know who the possible Complainant is, you are advised to not have any contact with him or her. Throughout the investigation and resolution process, each party has the right to choose and consult with an advisor. The advisor may be any person, including an attorney, who is not otherwise a party or witness involved in the investigation. Your advisor may accompany you for your meeting with myself or my designee to provide support and advice. If you would like to bring an advisor, please do so. Please notify me if any of your contact information is incorrect and update your MyLoneStar accordingly.

Sexual Harassment (Excluding Sexual Violence) Complaint Investigative Result (Form 2C):



Complainant: _____

Respondent: _____

Title IX Coordinator: _____

Title IX Coordinator designee (optional): _____

Complaint Summary:

I find that, by a preponderance of evidence, sexual harassment (excluding sexual violence):

DID OCCUR DID NOT OCCUR

I recommend the following:

Chancellor Stephen C. Head will receive a copy of this recommendation. His decision will be final.

Hearing Officer Printed Name / Title

Date

Hearing Officer Signature

Report of Third Party Sexual Harassment Complaint (Form 3A):

*This report must be forwarded to the Title IX Coordinator.
A copy of this complaint will be provided to the respondent.*



Does Complainant request anonymity: Yes No

*If yes, please review LSC Board Policy VI.F.1.03(d) – Confidentiality

Complainant: _____
Print Name (unless requesting anonymity)

**Third Party
Respondent:** _____
Print Name

Date of Incident(s): _____
(MM/DD/YEAR)

Date Report Made: _____
(MM/DD/YEAR)

Individual Receiving Report: _____
Print Name Signature

Report of Third Party Sexual Harassment – Please explain the incident you are reporting. Attach additional pages or documents if needed and any evidence supporting the report. Please note that this shall be used by the College as the basis for the investigation.

Notice of Third Party Sexual Harassment Complaint (Form 3B):

Respondent (name): _____

Respondent Email Address: _____

Respondent Phone Number: _____

Respondent Physical Address: _____

Date Complaint Reported: _____

Date Email Notice Sent: _____
(MM/DD/YEAR)

Date Response Is Due: _____
(MM/DD/YEAR)

Date CMRRR Notice Sent: _____
(MM/DD/YEAR)

CMRRR: _____
Certified Mail Return Receipt Request No.



The College received a complaint regarding a possible Title IX violation that you may or may not have committed. The complaint and the College's policy and procedures are attached to this notice. If you are notified by the Office of the General Counsel that interim steps have been taken, you are to abide by those until resolution of the complaint or as otherwise stated.

Please carefully review the College's policy and procedures for third party sexual harassment complaints. You have five working days to respond to me in writing to the complaint. You may do so by responding to the email sent to your email account. Please attach any relevant documents or evidence. Once your response is received, or should have been received, the Office of the General Counsel will be conducting an investigation.

The College takes these matters seriously, and we want to assure you that the College will address this complaint promptly. Please be advised that the College will not tolerate any form of retaliation toward the Complainant. If you believe you know who the possible Complainant is, you are advised to not have any contact with him or her.

Third Party Sexual Harassment Complaint Investigative Result (Form 3C):

Complainant: _____

Third Party Respondent: _____

Date Complaint Reported: _____
(MM/DD/YEAR)

Date Response Submitted: _____
(MM/DD/YEAR)



Complaint Summary:

I find that, by a preponderance of evidence, sexual harassment:

DID OCCUR DID NOT OCCUR

I recommend the following:

Chancellor Stephen C. Head will receive a copy of this recommendation. His decision will be final.

Hearing Officer Printed Name / Title

Date

Hearing Officer Signature