



MCDANIEL

COLLEGE

McDaniel College Gender/Sex Based Anti-Harassment/Non-Discrimination Policy

In accordance with Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681 *et seq.* and its implementing regulations, 34 C.F.R. Part 106, McDaniel College (“McDaniel College” or “the College”) does not discriminate on the basis of sex in any of the College’s educational programming and activities. The College is committed to preserving an educational and employment environment that is free from gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, and relationship violence and stalking in accordance with Title IX, the United States Department of Education and the 2013 Reauthorized Violence Against Women Act. Accordingly, the College maintains comprehensive policies and procedures to ensure that all students, faculty and staff are afforded all of the rights available under Title IX. Inquiries concerning the application of Title IX may be referred to the College’s Title IX Coordinator at 410-857-2205 or to the Office of Civil Rights of the United States Department of Education at: <http://www2.ed.gov/about/offices/list/ocr/index.html>.

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I. McDaniel College Contacts and Resources**A. On Campus Title IX Contacts**

Title IX Coordinator: Jennifer Glennon, 410-857-2205, jglennon@mcdaniel.edu,
McDaniel College, 2 College Hill, Westminster, MD 21157

Department of Campus Safety: 410-857-2202

McDaniel College, 152 Pennsylvania Avenue, Westminster, MD 21157

B. On Campus Confidential Resource for Full Time Students

McDaniel College Wellness Center (located in Winslow Center): 410-857-2243

C. Confidential Resource for Employees

Employee Assistance Program (EAP) Business Health Services (BHS): 1-800-327-2251 (24 hours a day/7 days a week)

D. Confidential Resources External to the College For Any Individual

Carroll Hospital Center: 410-848-3000 for medical and SAFE exams (Please note that Carroll Hospital Center procedures require that all incidents of sexual assault be reported to the Westminster Police, unless an individual wishes to have a SAFE Exam anonymously as “Jane/John Doe”)

Family and Children’s Services of Central Maryland: 443-865-8031 www.fcsmd.org
This is a free and confidential hotline available 24 hours a day/7 days a week for assistance with domestic violence.

Love Is Respect: 1-866-331-9474 www.loveisrespect.org This is a free and confidential hotline available 24 hours a day/7 days a week.

Maryland Coalition Against Sexual Assault (MCASA) www.mcasa.org (The website provides a detailed list of rape crisis centers located in Maryland.)

National Domestic Violence Hotline: 1-800-799-7233, 1-800-787-3224 (TTY) <http://www.thehotline.org> This is a free and confidential hotline available 24 hours a day/7 days a week.

National Sexual Assault Hotline: 1-800-656-HOPE This is a free and confidential hotline for incidents occurring outside of Maryland available 24 hours a day/7 days a week.

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Rape Crisis Intervention Service of Carroll County: 410-857-7322
www.rapecrisiscc.org This is a free and confidential hotline available 24 hours a day/7 days a week for assistance with sexual assault and violence.

II. Policy Statements and Definitions

A. Policy Against Gender-Based Discrimination, Gender-Based Harassment, Sexual Harassment, Sexual Violence, Relationship Violence and Stalking

McDaniel College strives to assist in the development of liberally educated persons who have a commitment to responsible moral, social, and political action. To instill the desire for truth and to provide the tools by which truth may be pursued, students, faculty, and staff must maintain a relationship of mutual respect and integrity. Any conduct which violates this trust compromises the goals of the College. Gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and stalking are reprehensible wrongs that violate another person's rights and constitute unacceptable behavior. Such conduct destroys the academic climate by distorting the interpersonal and professional relationships among students, faculty, and staff. Any individual who believes that s/he has been the object of any of these prohibited acts, including retaliation, or has witnessed such acts may use these procedures to make a report or file a grievance. McDaniel will use these procedures to investigate any reported incidents, regardless of the sex of the complainant or respondent, including when the complainant and respondent are members of the same sex.

McDaniel College is committed to maintaining a safe and secure campus environment that is free from acts of violence, intimidation and fear. Sexual violence, whether committed by a stranger or by an acquaintance, threatens the personal safety, educational experience, and the well-being of members of the McDaniel College community. McDaniel College will not tolerate violence or assault of any kind, including sexual assault.

If the College becomes aware of incidents of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, and relationship violence or stalking, the College will take immediate action to eliminate the discrimination, harassment, or violence, prevent its recurrence, and address its effects.

During new student orientation, sexual assault awareness month, and throughout the academic year, the Division of Student Affairs and student organizations sponsor a variety of educational programs focusing on gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence or

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stalking and prevention and awareness of such acts. Similarly, new employees will receive training and education on gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence or stalking and prevention and awareness of such acts. Continuing education of students and employees will be provided by the Office of the Title IX Coordinator. Additionally, the Title IX Response Team will conduct an biennial climate survey in accordance with state and federal regulations.

B. Policy Against Retaliation

McDaniel College strictly prohibits retaliation of any kind against an individual who in good faith reports a possible violation, participates in an investigation, engages in bystander intervention or participates in the resolution of a grievance.

- Reported incidents of retaliation will be investigated and addressed in accordance with the relevant disciplinary procedures.
- For students, retaliation is a violation of the Code of Student Conduct and possible sanctions include suspension or expulsion from the College.
- For employees, retaliation violates College policy and possible sanctions include probation, suspension or dismissal from the College.

C. Definitions

Gender-Based Discrimination refers to the unfair treatment of one person with respect to others in the same work or academic role, in terms of, including but not limited to, hiring, promotion, compensation practices, retention, grading, *etc.* because of that person's gender, including, but not limited to, pregnancy, gender identity or failure to conform to stereotypical notions of masculinity or femininity.

Gender-Based Harassment includes, but is not limited to, acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Sexual Harassment is unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment includes, but is not limited to, sexual remarks or behavior directed at an individual, inappropriate and offensive sexual advances, solicitation of sexual activity or other sex-linked behavior by promise of rewards or threats of punishment, unwanted or impermissible physical contact of a sexual nature, jokes, insinuating remarks, or references to

physical characteristics, posters, pictures, or calendars with sexual overtones or content displayed in the work or academic environment, and sexual violence.

Sexual Violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (see Definition of "Consent" below) due to the complainant's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including, but not limited to, rape, sexual assault, sexual battery, sexual abuse and sexual coercion.

Sexual coercion refers to compelling someone to act by applying pressure, harassment, threats, intimidation, or other actions a reasonable person would consider to be coercive.

Sexual Assault refers to an offense that meets the definition of rape, fondling, incest, or statutory rape. Rape is defined as the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the complainant. Fondling is defined as the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Incest is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Statutory rape is defined as sexual intercourse with a person who is under the statutory age of consent.

- Sexual assault is committed against a person's will, as evidenced by refusal, lack of consent or the use of force, threat or intimidation.
- A respondent's level of intoxication shall not diminish his/her responsibility for sexual assault.

Relationship Violence includes dating violence and domestic violence.

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant. The existence of such a relationship shall be determined based on the complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Domestic Violence means a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with, or has cohabitated with, the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth complainant who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress. Examples of stalking behaviors or activities include, but are not limited to: (1) non-consensual communication, including face-to-face communication, telephone calls, voice messages, e-mails, text messages, social media postings, written letters, gifts, or any other communications that are unwelcome; (2) inappropriate use of online, electronic or digital technologies, including but not limited to, posting of pictures or text in chat rooms or on websites, sending unwanted/unsolicited e-mail or talk requests, and posting private or public messages on Internet sites, social networks, and/or school bulletin boards; (3) pursuing, following, waiting, or showing up uninvited at or near a residence, workplace, classroom, or other places frequented by the person; (4) surveillance or other types of observation including staring or "peeping"; (5) gathering information about an individual from friends, family, or co-workers; and (6) accessing private information through unauthorized means.

Course of Conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable Person means a reasonable person under similar circumstances and with similar identities to the complainant.

Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Consent refers to an affirmative decision to engage in mutually acceptable sexual activity given by clear actions or words. It is an informed decision made freely and actively by all parties.

- Individuals should not make assumptions about another individual's willingness to participate in sexual activities.

- If confusion or ambiguity regarding consent arises at any time during the sexual interaction, it is essential that each participant stops and clarifies, verbally, willingness to continue.
- Consent may not be inferred from, for example, silence, passivity, or lack of active resistance.
- A current or previous dating, sexual or marital relationship is not sufficient to constitute consent.
- Consent must be given for each sexual act. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
- Conduct will be considered “without consent” if no consent, verbal or nonverbal, is given.
- **Impairment due to drugs or alcohol does not diminish each party’s responsibility to obtain consent.**

Incapacitation refers to an individual’s inability to freely consent to sexual activity. In some situations, an individual’s ability to freely consent is taken away by another person or circumstance. Incapacitation includes, but is not limited to, when an individual is incapacitated due to alcohol or other drugs, scared, physically forced, passed out, intimidated, coerced, mentally or physically impaired, beaten, threatened, isolated, or confined.

Retaliation is defined as any act or attempt to counterattack or seek retribution from any individual who in good faith reports a possible violation, participates in an investigation, engages in bystander intervention or participates in the resolution of a grievance. Acts of retaliation may include, but are not limited to, personal attacks, social media postings, or any other mode or method of hostile communication attempting to influence another person to treat any complainant, witness or respondent to a complaint of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence or stalking with hostility, negatively talking about any person involved or who witnessed the alleged acts, or causing physical or emotional harm to any person allegedly involved in the gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence or stalking.

Bystander Intervention refers to safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of gender-based discrimination, gender-based harassment, sexual harassment, sexual

violence, relationship violence or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options and taking action to intervene.

Responsible Person refers to all Divisional Vice Presidents, all Deans and Associate Deans, all employees in the Human Resources Department, and all employees in the Student Affairs Division, including but not limited to, administrators, and resident advisors (“RAs”). Faculty members and other staff members not set forth above are not included in the definition of responsible persons.

Hostile Environment refers to instances in which a violation creates an environment that would be intimidating, hostile, or offensive to a reasonable person.

Complainant refers to the person who allegedly experienced a violation of the McDaniel College Gender/Sex Based Anti-Harassment/Non-Discrimination Policy.

Respondent refers to the person who has allegedly committed a violation of the McDaniel College Gender/Sex Based, Anti-Harassment/Non-Discrimination Policy.

Student refers to a member of the McDaniel College student body who has deposited and is enrolled for classes within the McDaniel College course offerings. If a student also is employed by the College, their primary role will be considered during the use of this policy.

Employee refers to any individual who is actively employed by the College and receives W-2 taxable income. If an employee also is an enrolled student in any McDaniel course, their primary role will be considered during the use of this policy.

Third Party refers to any individual that is on campus and not defined as a student or employee. This includes but is not limited to volunteers, guests, visitors, third party vendors, etc.

III. Sexual Violence: Resources and Reporting to External Authorities

A. What To Do If You Experience an Act of Sexual Violence

Go to a safe place. Call someone you trust for support. Remember that being assaulted is not your fault.

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Seek medical attention immediately to provide options for the prevention of sexually transmitted infections, internal injuries, and the possibility of pregnancy. A medical examination, performed by a specially trained nurse, is available at Carroll Hospital Center (410-848-3000) or the Carroll County Rape Crisis Center (24 Hour Hotline: 410-857-7322).

Transportation can be arranged by the Department of Campus Safety (410-857-2202 or Ext. 2202), or by calling the ambulance at 911.

Have evidence collected as soon as possible. Evidence collection is necessary for the investigation of the crime. Even if you do not think you would like to pursue a criminal case now, you can have evidence collected so you can decide later whether filing a report with police is right for you.

Do NOT shower, bath, brush your teeth, and if at all possible, avoid using the restroom prior to having a medical exam. This can allow important evidence to be collected. Place all clothing worn at the time of the assault in a paper, not plastic, bag to preserve any evidence present on the items. Do not apply medication to any injuries unless absolutely necessary.

B. Helping a Person Who Has Experienced Sexual Violence

Remain calm and go to a safe place.

Help the individual seek medical treatment as soon as possible.

Help the individual preserve all physical evidence.

Contact someone you trust to get help and support.

Listen and let the individual talk.

Reassure her/him that the sexual assault is not his/her fault.

Assure her/him that there is help available.

C. How to Report Incidents of Sexual Violence to the Local Authorities

The College encourages full reporting of incidents of sexual violence as well as the full use of all available campus and off-campus resources. The College also recognizes that someone who believes that s/he has experienced sexual violence has the right in most circumstances to decide whether to report the incident to College authorities and/or law enforcement and to decide what campus or

community resources to use. The College cooperates with all investigative agencies. The College will do its best to comply with the wishes of someone who believes that s/he has experienced sexual violence.

Who do I talk with about reporting a sexual assault and/or incident of sexual violence to a local law enforcement agency?

- The Wellness Center (410-857-2243) counseling staff members are available for students and will provide information, discuss the process, and help assess which resource would be best for you. This is a confidential resource.
- The Department of Campus Safety (410-857-2202) can provide information on the process and link you to external agencies. It is important to note that this initial contact will start an internal investigation at the College.
- The Carroll County Rape Crisis Center (410-857-7322) is a valuable off campus resource to discuss the process involved in making a report. Rape Crisis Staff will provide support throughout the total process of reporting an incident of sexual violence to a local law enforcement agency.
- An individual can report directly to the Westminster Police Department (410-848-4646), Maryland State Police (410-386-3000), Carroll County Sheriff's Office (410-386-2900) or go to Carroll Hospital Center (410-848-3000). Carroll Hospital Center procedures require that all incidents of sexual violence be reported to the Westminster Police, unless an individual wishes to have a SAFE Exam anonymously as "Jane/John Doe".
- An individual can file a Peace Order with the Westminster District Court to prevent contact with the person alleged to have engaged in a crime. The Department of Campus Safety staff is available to assist in this process.

IV. Reporting Policy Violations to the College

A. How to Report Incidents of Gender-Based Discrimination, Gender-Based Harassment, Sexual Harassment, Sexual Violence, Relationship Violence or Stalking to the College

Anyone who believes that s/he has experienced an incident of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence or stalking may initiate an investigation by reporting the incident to as follows:

STUDENTS	EMPLOYEES OR THIRD PARTIES
Department of Campus Safety (410-857-2202)	Department of Campus Safety (410-857-2202)
Any member of the Division of Student Affairs (410-857-2244)	Any member of the Human Resources Department (410-857-2229)
Any Dean, Provost or Associate Dean	Any Dean, Provost or Associate Dean
Any Vice President	Any Vice President
Title IX Coordinator (410-857-2205)	Title IX Coordinator (410-857-2205)

Each individual listed above shall be informed about his/her responsibilities and the details of these grievance procedures by the Title IX Coordinator upon appointment to his/her position.

- **Please note that if a person makes a report to a responsible person, federal law requires that the information be reported to the Vice President of Student Affairs (410-857-2244) or the Title IX Coordinator (410-857-2205).** Reports include the name of the individual who allegedly experienced an incident of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence or stalking, the residence hall assignment of that individual (if applicable), and the date, time, and location of the incident.
- With limited exceptions, **professional counselors are exempt** from reporting regarding incidents of incident of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, and relationship violence or stalking. A professional counselor is defined as an individual whose official responsibilities include providing mental health counseling to members of the College's community and who is functioning within the scope of the counselor's license or certification. **Students** can access this type of professional counselor through the Wellness Center. The Wellness Center Counseling staff members will assist a student through the reporting process if the student so chooses. A student can make contact with a Wellness Center Counselor through the Department of Campus Safety if a report has been made or by contacting the Wellness Center directly and scheduling an appointment. **Employees** can access a professional counselor through the Employee Assistance Program (EAP) at 800-327-2251. The EAP Counselor can assist the employee through the reporting process should the employee choose to do so.
- Anyone who has experienced a violation may utilize Campus Safety to be escorted on and off campus if feeling unsafe.

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Anyone in the College community who is approached by someone claiming to have experienced an incident of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence or stalking is encouraged to direct or accompany the complainant to meet with one of the individuals listed above or to make a report themselves. Any reports of an incident of discrimination or harassment related to Title IX on or before August 21, 2017 will be adjudicated using the previous policy.

B. How to Report Incidents of Discrimination or Harassment that Are Not Based on Gender to the College

Allegations of discrimination or harassment that are believed to be on the basis of race, color, religion, national origin, age, disability or genetic information against a College employee will be investigated and resolved using the College's EEOC/Non-Discrimination Policy. Allegations of discrimination or harassment that are believed to be on the basis of race, color, religion, national origin, age, disability or genetic information against a student will be investigated and resolved using the Student Conduct Process. For students, employees and third parties, if allegations of discrimination or harassment include multiple grounds, at least one of which is based on gender or pregnancy, this policy will be used to resolve the grievance.

V. Interim Measures during an Investigation and Resolution of a Violation

Once an incident has been reported to the College, there will be consideration regarding the implementation of any interim and/or protective measures during the course of and resolution of any alleged violation of policy. Each incident will be considered based on the needs of the individual seeking remedial and/or protective measures, the severity or pervasiveness of the alleged violation of policy, any continuing effects on the complainant, the opportunities for continued interaction between the complainant and the respondent (sharing or crossing paths during use of residential, academic, dining, office or any other facilities on campus) and the needs of the individual reporting the incident.

For Students, the following interim measures may be implemented to the extent that they are deemed reasonable, feasible, and necessary, based on the circumstances:

- Request a change, when possible, to his/her campus housing assignment or the campus housing assignment of the respondent(s).
- Request a change, when possible, to his/her class schedule or the class schedule of the respondent(s).
- Request a no contact order with the respondent(s).

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- Request a restriction be placed on entrance into certain campus areas or buildings.
- Request escort services while on campus.
- Request academic support through the Academic Affairs Office.
- Request counseling services at the Wellness Center.
- Request a leave of absence through the Academic Affairs Office and Financial Aid Office (Note that a Leave of Absence may impact a student's eligibility to receive financial aid, to remain in the United States under a student visa, and/or to participate in intercollegiate athletics. Consult a member of the Academic Affairs Office and Financial Aid Office staff for additional information.)

To request an interim measure, a student may contact the Title IX Coordinator or the Vice President or Associate Dean of Student Affairs.

For Employees, the following interim measures may be implemented to the extent that they are deemed reasonable, feasible, and necessary, based on the circumstances:

- Request a change, when possible, to his/her office location or the office location of the respondent(s).
- Request a change, when possible, to the employee's supervisor.
- Request a no contact order with the respondent(s).
- Request escort services while on campus.
- Request a leave of absence from the College for the complainant or the respondent.

To request an interim measure, a staff employee may contact the Title IX Coordinator and faculty may contact the Provost.

VI. Evaluating Requests for Confidentiality

McDaniel College strives to respect the personal nature of incidents that may occur under this policy. If an individual, who allegedly experiences an incident

of gender discrimination, requests confidentiality, that no investigation into a particular incident be conducted or any disciplinary action taken, McDaniel College will evaluate the request against its responsibility to provide a safe, non-discriminatory environment for all students, faculty and staff, including the individual who reported the incident. Although rare, there are times when McDaniel may not be able to honor the individual's request. Further, if McDaniel honors the request for confidentiality, McDaniel's ability to appropriately investigate the incident and pursue disciplinary action against the respondent(s), if warranted, may be limited.

McDaniel has designated the Title IX Coordinator, or any vice president or provost to evaluate requests for confidentiality, as appropriate to the circumstances. In considering an individual's request for confidentiality, those individuals may consult with other college personnel, as appropriate.

The evaluation of requests will be at the discretion of the Title IX Coordinator, vice presidents or provosts to weigh all factors. Factors may be considered in determining whether confidentiality should be maintained and include but are not limited to:

- evidence, if any, of the increased risk that the respondent will commit gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence or stalking or other misconduct, such as:
 - whether there have been other reports or complaints of sexual misconduct about the same respondent
 - whether the respondent has a history of arrests or records indicating a history of engaging in gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence or stalking
 - whether the respondent threatened further misconduct against the Reporter or others
- whether the gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence or stalking was committed by multiple perpetrators
- whether the act was perpetrated with a weapon
- whether the victim is a minor (under the age of legal consent)
- whether the College possesses other means to obtain relevant evidence of the alleged gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence or stalking (e.g., security cameras or personnel, physical evidence)
- whether the report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group; and/or
- whether there is any other evidence suggesting predatory behavior by the respondent(s)

The presence of one or more of these factors may prompt an investigation and adjudication under McDaniel's policies and, if appropriate, result in disciplinary action.

If Confidentiality is Requested but Cannot be Maintained

If McDaniel determines that it cannot maintain an individual's confidentiality after it has been requested, McDaniel will inform the individual prior to conducting an investigation (unless extenuating circumstances are present) and will, to the extent possible, only share information with those individuals who are responsible for McDaniel's response to the incident. McDaniel will not require the individual to participate in any investigation or disciplinary proceeding. The College reserves the right, in its sole discretion, to pursue an incident of sexual violence to its conclusion in cases where not pursuing the incident would constitute a danger to the College community.

If when responding to reports of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence or stalking, or related retaliation, McDaniel determines it is obligated to take any action that would involve disclosing a reporting individual's identity to the respondent, or an action from which the reporting individual's identity may be easily determined by the respondent, the individual will be informed before the action is taken unless extenuating circumstances are present. If the reporting individual requests that the respondent be informed that they requested that there be no investigation or disciplinary action, McDaniel will endeavor to honor this request and inform the respondent that McDaniel made the decision to investigate the matter.

When requested, reasonably available and necessary, McDaniel will take supportive measures that are designed to prevent and address retaliation against individuals whose requests for confidentiality have not been honored (see Section II. B. Retaliation.) and respond to their needs for support, services and accommodations (See Section I. Contacts and Resources and Section V. Interim Measures During an Investigation and Resolution of a Violation).

When Confidentiality Can Be Maintained

If McDaniel determines that it can respect the individual's request for confidentiality, McDaniel will take steps to assist the individual, to the extent possible, including the measures identified in Section V. Interim Measures During an Investigation and Resolution of a Violation.

As noted above, individuals should be aware that if McDaniel honors their request for confidentiality the College's ability to meaningfully investigate the incident and pursue disciplinary action against the respondent may be severely compromised.

Actions by the police or criminal courts do not in any way prejudice the right of a person to bring a complaint using the College's disciplinary procedures described below.

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VII. Grievance Procedures for Alleged Violations of the Policy Against Sexual Misconduct and Sexual and Gender-Based Harassment and Discrimination

This Grievance Process provides complainants and respondents with the same fundamental fairness and parity of process as well as additional measures specifically tailored to the experience of both parties. The process will be prompt, fair and impartial from the investigation to the final result. Due to the sensitive nature of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and stalking and with guidance from the U.S. Department of Education and the 2013 Reauthorized Violence Against Women Act, a separate resolution process different from the Honor and Conduct Board Process described in another Student Handbook section is afforded to the complainant and respondent in cases involving sexual misconduct that are referred to the Student Conduct Process.

A. Overview

At the conclusion of the Initial Complaint Assessment (described below), the report will be referred for Remedies-based Resolution or further investigation to determine if there is sufficient information to proceed with Formal Resolution. Remedies-based Resolution is a remedies-based approach that does not involve disciplinary action against a respondent. Formal Resolution is a sanctions-based approach that may involve discipline up to and including expulsion for students and termination for employees.

Throughout the assessment and resolution processes, all parties will be kept informed of the status of the College's actions, as permissible based on the nature and circumstances of the report.

B. Initial Complaint Assessment

Upon receipt of a report, the College will conduct an initial complaint assessment. The first step of the assessment will usually be a preliminary meeting with the complainant and a member(s) of the Response Team. The purpose of the preliminary meeting is to gain a basic understanding of the nature and circumstances of the report; it is not intended to be an in-depth interview. At this meeting, the reporting party will be provided with information about resources, procedural options and interim measures.

For Students: The Response Team is comprised of the Title IX Coordinator, Vice President for Student Affairs, Associate Dean of Student Affairs, Director of Residence Life, and Director of Campus Safety.

For Employees: The Response Team is comprised of the Title IX Coordinator and designated Vice Presidents.

As part of the initial assessment of the report, the Response Team will:

- Assess the nature and circumstances of the allegation

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- Address immediate physical safety and emotional well-being needs
- Notify the reporting party of his/her right to contact law enforcement and seek medical treatment, including the importance of preservation of evidence, if appropriate
- Enter the report into the College's daily crime log, if appropriate
- Assess the reported conduct for the need for a timely warning under the Clery Act, if appropriate
- Provide the reporting party with information about:
 - On and off campus resources
 - The range of interim accommodations and remedies
 - An explanation of the procedural options, including Remedies-Based Resolution and Formal Resolution
- Assess for pattern evidence or other similar conduct by respondent
- Discuss the reporting party's expressed preference for manner of resolution and any barriers to proceeding
- Explain the College's policy prohibiting retaliation

This initial review will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made. Thereafter, an investigation may continue depending on a variety of factors, such as the reporting party's wish to pursue a formal resolution or a remedies based resolution that includes the respondent, the institution's responsibility to maintain an environment free from behavior that may be perceived as discriminatory and/or harassing, the risk posed to any individual or the campus community by not proceeding, and the nature of the allegation (i.e. use of a weapon, multiple respondents, and/or egregiousness of behavior).

At the conclusion of the initial complaint assessment, the Response Team will determine if a formal investigation is warranted, taking into account the complainant's preference and, if appropriate, authorize the start of the investigation phase.

The determination as to how to proceed will be communicated to the reporting party in writing. Depending on the circumstances and requested resolution, the respondent may or may not be notified of the initial complaint or resolution. A respondent will receive a notification letter when the College seeks action that impacts a respondent, such as interim measures that involve him/her directly, the initiation of an investigation, or the decision to involve the respondent in a remedies-based resolution or formal resolution.

If the respondent will not be notified of the initial complaint, interim measures that do not impact the respondent or any resolution, a full investigation may not be authorized by the Response Team.

C. Investigation Process

Overview

Following the initial complaint assessment, the Response Team may initiate a prompt, thorough, and impartial investigation. The Title IX Coordinator, in consultation with the Response Team, will oversee the investigation. At the conclusion of the investigation, if warranted, the Title IX Coordinator (for complaints involving graduate students and/or employees) or the Associate Dean of Student Affairs (for complaints involving students) will facilitate adjudication of the complaint. The Associate Dean of Student Affairs acts as the designee of the Title IX Coordinator for complaints involving student respondents.

The investigation is designed to provide a fair and reliable gathering of the facts. All individuals in the investigation, including the parties, and any witnesses, will be treated with appropriate sensitivity and respect. Consistent with the need for a full assessment of the facts, the investigation will safeguard the privacy of the individuals involved as much as possible.

If it is necessary to investigate additional College policy violations that are a part of and related to the complaint, all possible policy violations are investigated through the process dictated by the policy.

McDaniel's investigation and formal resolution process does not permit the complainant and respondent to interact or communicate directly or indirectly with each other at any time.

Advisors and Attorneys

A reporting party and respondent have the right to be assisted by an advisor of their choice through the process. Advisors may not be a witness or other party in the proceeding. Advisors have no speaking role in the process and are not permitted to ask or answer questions. An advisor may only provide advice to the complainant or respondent in a non-disruptive manner. Individuals should select an advisor whose schedule allows attendance at any scheduled meetings. Delays will not normally be allowed due to the scheduling conflicts of an advisor. All communication regarding the process will be directed to the student or employee. An advisor will not be permitted to communicate on the student or employee's behalf. An investigator or other McDaniel representative may terminate meetings and proceed with the investigation or process if advisors refuse to comply with these guidelines. A reporting party and/or respondent who wish to consult with an attorney may do so at their own expense; an attorney may serve in the advisor role and will be permitted to accompany the student or employee to any preliminary and/or investigative meetings.

Preliminary Meeting with the Parties

The Title IX Coordinator or designee will contact the parties to schedule a meeting with each individual, if appropriate. At this meeting, the party will receive an explanation of the investigation and resolution process and have the opportunity to ask any questions. If the complainant/respondent have elected to have an advisor, s/he is encouraged to permit the advisor to accompany him/her to this initial meeting.

A No Contact Order, if appropriate, is normally issued to restrict contact and communication between the complainant and respondent for the duration of the investigation and formal resolution process. In particularly serious cases, temporary removal of the respondent from campus may be initiated by McDaniel College or any other interim measures outlined in V. Interim Measures During an Investigation and Resolution of Violations.

Investigation Protocol

The Response Team will designate an investigator who has specific training and experience investigating allegations of gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and stalking. Any investigator chosen to conduct the investigation must be impartial and free of any conflict of interest. Based on the circumstances of a complaint, the College may designate two investigators to gather information. The College reserves the right to appoint an investigator or investigators from outside the College community where warranted by special circumstances, as determined by the Title IX Coordinator in consultation with appropriate College officials.

The investigator(s) will coordinate the gathering of information from any other individuals who may have information relevant to the complaint. Formal rules of evidence do not apply in the process described herein.

The complainant and respondent will have the option of identifying all relevant evidence that they would like the investigator to review, as well as witnesses that they would like the investigator to interview. Both parties may provide, if they wish, a list of questions that they would like the investigator to ask of particular individuals. The investigator(s) will also gather any available physical or medical evidence, including documents, communications between the parties, and other electronic records as appropriate.

The investigation will usually be completed within thirty (30) business days. Given the availability of witnesses or complexity of the circumstances, this time frame may be extended as necessary to ensure the integrity and completeness of the

investigation. The College will keep all parties informed of the progress of the investigation.

The College reserves the right to discontinue an investigation at any time. The reporting party may request that an investigation be discontinued at any time. The College will attempt to honor the wishes of the reporting party. However, to address incidents where compelling evidence suggests significant individual or community safety concerns, the decision to discontinue an investigation is within the sole discretion of McDaniel. Please see Section IV for a review of the factors to be considered in pursuing an investigation.

In cases where the respondent is a **student**, if the investigator or Response Team becomes aware, at any point prior to or during the investigation and adjudication process, of additional allegations against the respondent that, if proven, could constitute violations of other College Policies, these allegations may be investigated and adjudicated in accordance with the procedures set forth herein. The decision to investigate and adjudicate other alleged policy violations is within the sole discretion of the Title IX Coordinator.

In all cases the parties will receive written notification if the investigator determines that additional possible policy violations will be investigated and adjudicated in accordance with the procedures set forth herein.

Cooperation with Investigation

All participants in the investigation are expected to cooperate fully by providing complete, accurate, and truthful information. They may also be expected to sign statements or other documents citing the information they provided, and may be asked to keep the substance of the interview confidential. Failure to cooperate fully with the investigator may subject the individual to the full range of disciplinary actions, as applicable.

Any witness who declines to participate in or cooperate with an investigation will not be permitted to offer evidence or testimony later in a decision panel meeting. Witnesses may be interviewed remotely by phone, Skype (or similar technology), if they cannot be interviewed in person. Any witness scheduled to participate in a panel meeting must have been interviewed first by investigators.

Should a respondent who has been notified of an investigation/adjudication fail to cooperate with the investigator, the investigation may proceed, a finding may be reached, and a sanction may be imposed based on the information available.

Cooperation with Law Enforcement Investigation

At the request of law enforcement, the College may agree to defer its fact gathering until after the initial stages of a criminal investigation. The College will nevertheless

communicate with the reporting party regarding rights, procedural options and the implementation of interim measures outlined in this policy to assure safety and well-being. The College will promptly resume its fact gathering as soon as law enforcement has completed its initial investigation (several days to weeks).

Investigative Report

At the conclusion of the investigation, the Title IX Coordinator or designee will review the investigative report, any witness statements, and any other documentary evidence to determine whether the information contained therein is relevant and material to the determination of a finding given the nature of the allegation. In general, the Title IX Coordinator or designee may redact information that is irrelevant, more prejudicial than probative, or immaterial. The Title IX Coordinator or designee may redact statements of personal opinion, rather than direct observations or reasonable inferences from the facts, and statements as to general reputation for any character trait, including honesty. The report and materials may be redacted when necessary to protect privileged or confidential information, to protect the safety or well-being of individuals involved in the investigation, or to comply with the provisions of the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Privacy Act (HIPAA) or any other applicable state and federal regulation. The investigation report may not be duplicated, photographed, scanned, or copied by any party.

The parties may then review the investigation report and information gathered, including witness statements and other relevant materials. Both will have an opportunity to respond in writing to this information within a determined five calendar day period of time. Documents will be made available for review to both parties in the Office of Human Resources or in a designated campus location.

If at any stage following the submission of the parties' investigation responses new relevant evidence is gathered, it will be shared with the parties, who will have an opportunity to submit an additional written response within a time frame determined by the Title IX Coordinator or designee.

The parties may request to review the other party's written investigative response statements once they have been submitted.

At the conclusion of the investigation, the Response Team will determine the appropriate manner of resolution, taking into account the complainant's preference and, if appropriate, authorize the start of the Formal Resolution or Remedies-based Resolution. The Title IX Coordinator or Designee will notify both parties of the resolution that will be pursued.

D. Resolution Options

Remedies-Based Resolution

The remedies-based resolution option is designed to eliminate a hostile environment without taking disciplinary action against a respondent.

When the Response Team concludes that remedies-based resolution may be appropriate, the College will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the reporting party's access to the educational and co-curricular activities at the College and to eliminate a hostile environment.

Examples of interim measures are provided in Section V: Interim Measures During an Investigation and Resolution of a Violation. Other potential remedies include targeted or broad-based educational programming or training, direct confrontation of the respondent and/or indirect action by the Title IX Coordinator or the College. Depending on the form of remedies-based resolution used, it may be possible to maintain anonymity for the reporting party.

The College will not compel a reporting party to engage in mediation, to directly confront the respondent, or to participate in any particular form of remedies-based resolution. Mediation, even if voluntary, may not be used in cases involving sexual violence. The decision to pursue remedies-based resolution will be made when the College has sufficient information about the nature and scope of the conduct, which may occur at any time. Participation in remedies-based resolution is voluntary, and a reporting party can request to end remedies-based resolution at any time.

The Title IX Coordinator will maintain records of all reports and conduct referred for remedies-based resolution. Remedies-based resolution will typically be completed within thirty (30) business days of the initial report. The College will keep the reporting party informed of the progress of Remedies-based Resolution procedures.

Formal Resolution

The formal resolution option is hearing process designed to eliminate a hostile environment that may result in disciplinary action against a respondent where applicable. A Decision Panel is assigned by the Title IX Coordinator or designee to make a determination of a policy violation based on the relevant facts derived from the completed investigation report and the interviews conducted during the panel meetings. The Response Team will authorize the formal resolution process.

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Threshold Determination

Once the Response Team has authorized the formal resolution, the investigator(s) will submit the final investigative report to the Title IX Coordinator or designee, who will synthesize the facts for review by the Response Team. The report will include all investigation materials and the complainant and respondent responses. The investigator(s) and Associate Dean, Title IX Coordinator or designee are not charged with reaching a determination as to responsibility, which is a function reserved for the decision panel.

Upon receipt of the report, the Title IX Response Team will review the report and make a threshold determination as to whether there is sufficient information upon which the decision panel could find a violation of this policy. This threshold determination does not involve making a determination of responsibility, nor does it involve a credibility assessment.

- a. **Threshold Met:** If the threshold has been established, the Title IX Coordinator or designee will issue a Decision Panel Notification Letter to the parties and refer the report to the Decision Panel.
- b. **Threshold Not Met:** If the Response Team determines that this threshold has not been reached, the parties will be notified in writing that the process is concluded.

Decision Panel

Each decision panel consists of two members drawn from a pool of trained faculty and staff. The role of the respondent dictates which pool the panel members will be selected from.

If the respondent is a student, the Decision Panel members may be selected from those elected to serve on the Honor and Conduct Board or any of the individuals listed below.

If the respondent is a tenure or tenure track faculty member, the Decision Panel may be selected from the following group:

- Those faculty members who have been elected by their peers to serve on the Faculty Inclusion and Diversity Committee
- Academic Deans or Associate Deans with faculty and tenure status

If the respondent is a staff or non-tenure track faculty member, the Decision Panel may be selected from the following group:

- Academic Administrative Appointees (e.g. Deans, Associate Deans, Associate Provost, etc.) with, or without faculty status and with or without tenure

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- Associate Dean of Student Affairs
- Director of Residence Life
- Director of Student Engagement
- Chair of the Staff Advisory Board

All decision panel members must participate in annual training on non-discrimination; the dynamics of sexual harassment, sexual violence, stalking, and intimate partner violence; the factors relevant to a determination of credibility; the appropriate manner in which to receive and evaluate sensitive information; the manner of deliberation; evaluation of consent and incapacitation; the application of the preponderance of the evidence standard; sanctioning and the College's policies and procedures. The Title IX Coordinator and the Associate Dean of Student Affairs in conjunction with campus and external partners will coordinate the training.

Decision Panel Notifications and Meetings

The Decision Panel members will review the investigative report and invite the complainant and respondent to meet individually with the panel on the designated day and time. The parties will be notified of the time and place of the Decision Panel meeting at least 5 calendar days prior to the date. They will also be informed of the 2 chosen Decision Panel members.

The parties will be allowed to object to a particular member who has been assigned to serve on the panel. All objections must be made in writing and delivered to the Title IX Coordinator or designee within 24 hours of receiving notification of the names of the panel members. The complainant or respondent should explain the conflict of interest. The Title IX Coordinator or designee will respond to the objection in writing within 48 hours with a decision, and if necessary, include the name of the new panel member assigned to replace the removed member.

The Title IX Coordinator or designee will provide access to the Investigation Report for the Decision Panel and parties at least three business days prior to the Panel meetings.

Note: Complainants and/or Respondents are not permitted to review the Investigative Report with any individual(s) other than their advisor.

The complainant and respondent may not be present in the meeting room during any individual meetings except their own. However, they may listen to the other interviews from a different room at the time that they are occurring.

Both parties are encouraged to prepare written questions in advance for the decision panel to ask of the other parties (including investigator and/or witnesses). The decision panel will determine the appropriateness and relevance of the questions.

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In the event of technical difficulties, the Response Team will make appropriate accommodations to ensure a prompt, thorough, and equitable hearing.

It is expected that the Decision Panel will rely on the Investigation Report and the interviews conducted during the panel meetings for its determination of the relevant facts of the case.

The Title IX Coordinator or designee is present at Decision Panel meetings to serve as a resource for the members on issues of policy and procedure and to ensure that policy and procedure are appropriately followed throughout the process.

At the discretion of the Title IX Coordinator or designee anyone disrupting the process may be removed from a meeting.

Witnesses

At its discretion, the Decision Panel may choose to meet individually with the investigators and/or witnesses, and may review any statements or other evidence that is mentioned in the report. Both parties may request that the Decision Panel Members meet individually with any witness who was previously interviewed during the investigative process. Should a new witness that was not previously interviewed be discovered, the Decision Panel shall refer the new witness to the assigned investigator and re-open the investigation. Once the investigator has finalized the investigative report, both parties will have an opportunity to review the report and provide feedback as outlined in the investigation procedures. The updated report will be provided to the Decision Panel and the hearing will proceed as indicated below.

Deliberation

After all of the information has been reviewed; the panel members will deliberate in private and render a decision within two (2) business days of the final panel meeting. The Title IX Coordinator or designee will remain for deliberations, but may not participate in the deliberations and may not vote.

The decision panel will determine a Respondent's responsibility by a preponderance of the evidence. This means that they will decide whether it is "more likely than not," based upon all of the relevant information, that the Respondent is responsible or not responsible for the alleged violation(s). Only the decision on responsibility will be shared with the parties, not the content of the deliberation discussion.

If the board finds the Respondent responsible, the board will then determine appropriate sanctions.

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a. Determination of Sanctions

The classification of the respondent will determine the procedure and type of sanctions available.

The decision panel will determine sanctions, based upon a full consideration of the following factors: (1) the Respondent's prior discipline history (including any previous violations of the College's Policy on Gender/Sex Based Anti-Harassment/Non-Discrimination Policy); (2) how the College has sanctioned similar incidents in the past; (3) the nature and violence of the conduct at issue; (4) the impact of the conduct on the Complainant; (5) the impact of the conduct on the community, its members, or its property; (6) whether the Respondent has accepted responsibility for his/her actions; and (7) any other mitigating or aggravating circumstances. Alcohol and drug use are not considered mitigating circumstances.

For Students: If a student is found responsible the Decision Panel will determine appropriate sanctions that may include those set forth below. Sanctions may be issued individually, or a combination of sanctions may be imposed.

In general:

- Any student who is determined to have committed non-consensual sexual intercourse may receive a sanction ranging from suspension to expulsion.
- Any student who is determined to have committed non-consensual sexual contact or any other prohibited form of conduct may receive a sanction ranging from disciplinary warning to expulsion.

Sanctions that may be imposed under this policy include, but are not limited to: a disciplinary warning, mandatory attendance at an educational program on sexual harassment or sexual assault, mandatory referral for psychological assessment and compliance with any resulting treatment plan, change in room assignment, restriction of activities and/or on access of campus facilities, disciplinary probation, removal from the residence halls and/or from nonacademic campus activities, modifications to future class scheduling that do not impact graduation date, suspension or expulsion from the college and revocation of a degree.

For staff and non-tenure track faculty: If a staff member or a non-tenure track faculty member, is found responsible, the Decision Panel will determine appropriate sanctions that may include those set forth below in conjunction with the direct supervisor and/or appropriate divisional vice president. Sanctions may be issued individually, or a combination of sanctions may be

imposed. The sanctions available include: a first written warning, a second warning, probation, suspension or dismissal, according to the seriousness of the offense. Sanctions may be incremental in nature (*i.e.*, a first offense generally would have the least severe sanction). Information regarding the respondent's employment record, including prior sanctions for violations, may be considered.

For tenured or tenure track faculty: If a tenured or tenure track faculty member is found responsible, the Grievance Committee will consult with the Provost before determining the recommended sanction(s). If the respondent is a faculty member, his/her tenure status is not a protection, since gender-based discrimination, gender-based harassment, sexual harassment, sexual violence, relationship violence and stalking violate basic human rights guaranteed by law, and tenure is not a guarantee against sanction due to either established academic principles or civil or criminal laws. The sanctions available include: a first written warning, a second written warning, probation, suspension or dismissal, according to the seriousness of the offense. Sanctions may be incremental in nature (*i.e.*, a first offense generally would have the least severe sanction). Information regarding the respondent's employment record, including prior sanctions for violations of sexual misconduct, may be considered.

If the respondent is a tenured or a tenure track faculty member and the sanction recommended for the respondent is dismissal, the dismissal proceedings set forth in the American Association of University Professors (AAUP) 1958 Statement on Procedural Standards in Faculty Dismissal Proceedings will be followed after the Appeals process in the previous section is satisfied. The first step of the AAUP process will be considered satisfied through the completion of the Formal Resolution Process.

Upon receipt of the sanction recommendation, the President will initiate the second step of the AAUP process by drafting a statement with reasonable particularity of the grounds proposed for dismissal and provide the statement to the elected faculty committee charged with review of personnel actions pertaining to tenured or tenure track faculty members (hereafter "the Hearing Committee").

The Hearing Committee will be charged by the President with reviewing the record of the formal hearing, and issuing a finding that supports a sanction of dismissal or offers an alternative of sanction. If the Hearing Committee requires additional information in order to render its findings, it will conduct

proceedings in accordance with AAUP Guidelines, subject to and consistent with the requirements of Title IX. Specifically, the Committee may not request additional testimony from the complainant and witnesses who testified before the Grievance Committee. The complainant and witnesses' statements shall not be disclosed to the respondent in cases of discrimination, harassment and sexual assault and/or sexual violence. The Committee's deliberations will not be recorded.

At the conclusion of its review, the Committee will submit a written notice to the President regarding whether the faculty respondent should be dismissed. A copy will be provided to the Title IX Coordinator who will provide the written notice to the faculty respondent within three business of receipt of notice.

The President will transmit the Committee's written notice to the Board of Trustees Executive Compensation Committee ("BTECC"). The BTECC, in its sole discretion, may review the record of the hearings before the Grievance Committee, review the details and recommendations of the Committee's review, or grant the faculty member an opportunity for argument, oral or written. The BTECC shall make the final decision as to whether to dismiss the faculty member or to recommend an alternative course of action. The BTECC will charge the President with carrying out its recommended action(s), which shall not be subject to further review or appeal.

For Divisional Vice President, the Director of Human Resources, or Title IX Coordinator: If a Divisional Vice President, the Director of Human Resources, or the Title IX Coordinator is found responsible, the Grievance Committee will consult with the President before determining the recommended sanction(s). The sanctions available include: a verbal warning, written warning, probation, suspension or dismissal, according to the seriousness of the offense. Sanctions may be incremental in nature (*i.e.*, a first offense generally would have the least severe sanction). Information regarding the respondent's employment record, including prior sanctions for violations, may be considered.

For Board of Trustee Members: If a Member of the Board of Trustees is found responsible, the Grievance Committee will consult with the Chair of the Board of Trustees before determining the recommended sanction.

For the President: If the President is found responsible, the Grievance Committee will consult with the Chair of the Board of Trustees before determining the recommended sanction(s).

b. Outcome Letter

The findings of the decision panel will be reduced to writing. The findings will detail the findings of fact and the basis/rationale for the decision of the panel, making reference to the evidence that led to the finding.

The decision panel findings will be final and communicated to the parties in writing within two business days from the date the panel concluded the individual meetings. The notification of each party should occur at or near the same time.

Both parties have the right to be informed of the outcome, the appeals procedures, any change to the outcome that occurs as a result of the appeals process, and when the outcome becomes final. In addition, the Respondent will be fully informed of any sanctions. For reports involving sexual violence, the reporting party will be fully informed of any sanctions. For all other reports under this policy, the reporting party will be informed of only those sanctions that directly relate to him/her, consistent with FERPA and other applicable law.

Audio Recording

A single audio recording shall be made of the meetings. The recording shall be the property of the College. No other recordings shall be made by any person during the meetings. Deliberations will not be recorded. The recordings are for use of decision panel and appeal panel members to aid in the decision making process. Recordings of meetings that result in suspension, termination of employment, expulsion, or loss of campus housing shall be kept indefinitely. All other recordings will be destroyed following the end of the appeal period.

Appeals

Both parties may appeal the final outcome. The appeal will be conducted in an impartial manner by a two-person panel comprised of two Vice Presidents or designee appointed by the Title IX Coordinator.

The appeal must be submitted via email to the Title IX Coordinator or designee within three business days of receiving the written outcome. The appeal shall consist of a concise and complete written statement stating the grounds for appeal (see below) and all relevant information to substantiate the basis for the appeal.

Appeals must state whether the individual is appealing the sanction, or both the sanction and the decision. Dissatisfaction with the outcome of the decision panel is not grounds for appeal. The only grounds for appeal are:

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- The College significantly deviated from its stated procedures in such a way that materially affected the fairness of the hearing. Minor deviations from designated procedures will not form the basis for sustaining an appeal.
- The sanction(s) imposed is substantially disproportionate to the severity of the violation.
- Substantive new information that was not reasonably available at the time of the investigation has now become available and could considerably affect the outcome.

The receipt of the appeal will be acknowledged in writing (which can include email). If either party submits an appeal, the other party will be notified, given a copy of the appeal filed and afforded three business days to respond to the appeal in writing to the Title IX Coordinator or designee. The appeals documents from each party will be considered together in one appeal review process.

In any request for an appeal, the burden of proof lies with the party requesting the appeal, as the original determination and sanction are presumed to have been decided reasonably and appropriately.

The Appeal Panel shall first consider whether the appeal is timely filed and if so, whether the appeal is properly framed based on one or more of the three grounds. If the Appeals panel determines that the appeal is not properly framed, the appeal will be denied.

Appeals are not intended to be full rehearing of the complaint. In most cases, appeals are confined to a review of the written documentation and pertinent documentation regarding the grounds for appeal.

The Appeal Panel will then issue a written appeal decision that either:

- Accepts the decision of the decision panel,
- Amends the decision of the decision panel, or
- In the case of substantive new information, the Appeal Panel assesses the weight and impact of newly discovered information in light of the original decision and renders a decision.

If a Respondent is suspended on an interim basis, removed from campus housing on an interim basis or put on leave on an interim basis prior to the hearing and is suspended, terminated or expelled as a result of the hearing, the interim suspension will continue pending the outcome of any appeal.

The Appeals Panel will render a written decision on the appeal to the parties within five business days from the date of the submission of all appeal documents by both parties. Appeal decisions are final.

Prior Sexual History

If applicable, generally, reporting party's prior sexual history is not relevant and will not be admitted as evidence in the resolution process. Where there is a current or ongoing relationship between the parties, and the respondent alleges consent, the prior sexual history between the parties may be relevant to assess the manner and nature of communications between the parties. As noted in other sections of this policy, however, the mere fact of a current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Any prior sexual history of the reporting party with other individuals is typically not relevant and will not be permitted.

Pattern Evidence by a Respondent

Where there is a prior finding of responsibility for an act of discrimination on the basis of gender or sex, stalking, domestic violence, sexual assault or harassment, there is a presumption of relevance and the finding will be considered in making a determination as to responsibility and/or assigning of a sanction.

Consolidated Cases

The Title IX Coordinator may consolidate multiple cases and/or incidents to resolve as a single case under the following circumstances:

- The respondent is alleged to have been involved in multiple incidents of sexual misconduct with the same reporting party;
- The respondent is alleged to have been involved in incident(s) of sexual misconduct with multiple reporting parties;
- More than one respondent is alleged to have been involved in incident(s) of sexual misconduct with the same reporting party.

Limited Student Conduct Immunity for Reporting Parties and Witnesses

Individuals with information about a sexual assault and/or incident of sexual violence may hesitate to come forward out of fear of revealing that their own conduct at the time of the sexual assault and/or incident of sexual violence violates the Code of Student Conduct.

Students are encouraged to report incidents of sexual assault and/or sexual violence and assist a person involved in a sexual assault and/or incident of sexual violence in times of crisis.

McDaniel College does not condone infractions of the Code of Student Conduct, but considers reporting incidents of sexual assault and/or sexual violence to be of paramount importance. Therefore, the College extends immunity for substance abuse violations to potential witnesses and complainants in order to facilitate the reporting and resolution of incidents of sexual assault and/or sexual violence.

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Immunity is extended to a student under the following circumstances:

- The College determines that the substance abuse violation occurred during or near the time of the alleged sexual assault and/or sexual violence;
- The student is determined to have made the report or is participating in an investigation as a witness in good faith; and
- The College determines that the violation was not an act that was reasonably likely to place the health or safety of another individual at risk.

Integrity of Proceedings

These procedures are entirely administrative in nature and are not considered legal proceedings. Neither party may audio nor video record the proceedings, nor is formal legal representation allowed.

Records

The Title IX Coordinator will retain records of all reports and complaints, regardless of whether the matter is resolved by means of assessment, remedies-based resolution, or formal resolution. Complaints resolved by means of assessment or remedies-based resolutions are not part of a student's conduct file or academic record.

Student conduct records will be retained in the Office of Student Affairs for seven years from when the student graduates or leaves the College due to death, withdrawal, or academic dismissal. Affirmative findings of responsibility in matters resolved through formal resolution are part of a student's conduct record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student's conduct record.

Students conduct records of cases resulting in suspension or expulsion, or may be retained for longer periods of time or indefinitely at the discretion of the Vice President of Student Affairs. Further questions about record retention should be directed to the Office of Student Affairs.

Employee records will be retained in the Office of Human Resources in a confidential file for a period of seven years post termination.

E. Misuse of Policy

The purpose of this policy is to promote and maintain an environment at McDaniel College that is free from sexual misconduct, relationship violence, and stalking. Any member of the college community who believes that he or she has been subjected to such behavior is encouraged to use the procedures provided in this policy, for the benefit and protection not only of that individual but ultimately of the entire college community. However, fabricated

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charges of sexual misconduct undermine the purpose and effectiveness of this policy. A good-faith complaint that results in a finding of not responsible is not considered a false or fabricated accusation of sexual misconduct. However, when a complainant or third party witness is found to have fabricated allegations or given false information with malicious intent or in bad faith, the individual may be subject to disciplinary action. It is a violation of the Code of Student Conduct, Faculty and Staff Handbook guidelines to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws. Such allegations may be reported to the Title IX Coordinator, who shall investigate the allegations and take any appropriate action.

VIII. To Request Accommodations

If accommodations are needed at any time to report or participate in any part of the policy/process described within, please contact the Title IX Coordinator at 410-857-2205.