Procedures for Investigation of Gender-Based and Sexual Misconduct

Anyone wishing to report incidents of gender-based or sexual misconduct should do so through Safety and Security Services, Residential Staff (RAs or RDs), person’s supervisor, a CODAH Advocacy Officer, or directly with the Title IX Coordinator (Director of Human Resources). Investigations should take no longer than 60 days, according to the following procedure:

1. Once a report is received, information is shared with the Title IX Coordinator and/or Deputy Coordinator.
2. Preliminary information gathering will occur to determine whether or not a formal investigation is appropriate.
3. If an investigation is deemed appropriate, the Title IX Coordinator and/or Deputy Coordinator will appoint investigators to the case. If it is determined a formal investigation is not appropriate, the University will offer the reporting party and/or victim accommodations, which may also include “No Contact” orders if appropriate.
4. Investigators will conduct interviews with any individuals whom may be able to provide information pertaining to the potential violation, or other violations that may arise through the course of the investigation. They will also gather, examine and assess relevance of evidence, or other resources, brought forward throughout the course of the investigation.
5. After the investigation is complete, and based on the preponderance of the evidence standard (“more likely than not”), investigators will determine whether it is “more likely than not” the respondent(s) violated one or more policies and prepare the final report. Investigators will provide the final report to the Title IX Coordinator. This is the finding in the case. Final reports will include documented summary of interviews, evidence, credibility assessments and any other factual support for the investigators’ findings.
6. If the finding is that the responding party is responsible for one or more violations of these policies, the Title IX Coordinator and/or Deputy Coordinator will determine the appropriate sanctioning party dependent on whether the responding party is a faculty/staff member, or student.
7. Should a student be found responsible for a violation of policies outlined under the Gender-Based or Sexual Misconduct Policy, they are NOT subject to the same process and procedure outlined in the Code of Conduct under the “Judicial Process”. There is no hearing to determine responsibility, as that is the purpose of the investigation process. If there is a determination by the Title IX Coordinator and/or Deputy that the case should move forward for sanctioning, a Judicial Board will be called to determine sanctions.
8. If the responding party found responsible for a violation is a faculty or staff member, sanctions will be determined by that responding party’s appropriate executive officer, and follow the guidelines outlined in the University’s Discrimination and Harassment Policy found in the Governing Documents.