



Policy Title	Anti-Harassment and Non-Discrimination Policy
Responsible AIU Office (Higher Management/Directorate)	Office of the General Counsel [Following the request of the Policy Owner, the Responsible AIU Office within the corresponding Higher Management or Directorate will develop and administer a particular policy and procedures and will be accountable for the accuracy of its subject matter, its compliance with the pertinent legal and regulatory frameworks, its issuance, regular review and timely updating.]
Policy Owner (Executive Department/Office)	General Counsel/CCO [The Office, Department, or Unit responsible for carrying out or oversight of said policy. The owner is accountable for and charged with triggering the creation of, implementing, enforcing, and updating the subject University policy, and developing/recommending relevant communication, education, and training and monitoring the effectiveness of a policy.]
Pertinent Dates	[Dates the policy was created, expired, revised, approved, and became effective.]

I. SCOPE OF POLICY

AlAlamein International university (“AIU” or “the University”) is committed to maintaining learning and working environments that are free from all forms of harassment and discrimination, and accordingly adopts this Anti-Harassment and Non-Discrimination Policy (the “Policy”). Discrimination and harassment based on sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, disability, religion, gender, or any other protected characteristic under Egyptian law are prohibited. The University will not tolerate discrimination, harassment, sexual harassment (including sexual assault) or retaliation in the workplace or educational environment whether committed by students, alumni, staff, faculty, vendors, or by visitors to AIU while they are on campus. Each member of the community is responsible for fostering civility, for being familiar with the Policy, and for refraining from conduct that violates the Policy.

The Policy applies to allegations of discrimination, harassment, and retaliation that take place on AIU property or at University-sponsored events, regardless of their location. The Policy may also apply to allegations of discrimination, harassment, and retaliation that occur off-campus or to actions online when the Title IX Coordinator determines that the off-campus or online conduct could have an on-campus impact or threatens the educational mission of the University. Such impact includes:

- a. Any situation where it appears that the Respondent (a person accused of misconduct under the Policy) may present a danger or threat to the health or safety of self (if an AIU student, faculty or staff) or others on AIU property;
- b. Any situation that significantly impinges upon the rights, property, or achievements of AIU students, faculty or staff or significantly breaches the peace and/or causes social disorder on AIU property;
- c. Any situation that is detrimental to the educational interests of the University; or
- d. Any situation that can impact the educational or work environment of a student, faculty, or staff.

II. JURISDICTION

As described above, the University may investigate any reported violations of the Policy that occur in the context of a University program or activity or that affects the University's working or learning environments, regardless of whether the reported conduct occurred on or off campus. If the Respondent is not a member of the University community or is no longer affiliated with the University at the time of the complaint (including when the Respondent has graduated or left the University), the University may be unable to conduct an investigation or take disciplinary action. However, for every report, the Title IX Coordinator will review the circumstances of the reported conduct to determine whether the University has jurisdiction over the parties involved and whether there are steps within the University's control that may be taken to address the reported conduct. The University will also assist in identifying external reporting options and/or provide appropriate resources to impacted individuals.

III. DEFINITIONS

For purposes of the Policy:

- A. "Discrimination" is defined as, but is not limited to, conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education because of their sex, gender, marital status, pregnancy, race, color, ethnicity, age, national origin, disability, religion, or any other protected characteristic under Egyptian law.
- B. "Harassment" is defined as, but is not limited to: a) any type of behavior that is based on sex, gender, marital status, pregnancy, race, color, ethnicity, age, national origin, disability, religion, or any other protected characteristic under Egyptian law and that b) is so severe or pervasive that it interferes with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or academic environment. Harassment when directed at an individual because of sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, disability, religion, or any other protected characteristic under Egyptian law, may include, but is not limited to: unwanted physical contact, bullying, or intimidation of any person(s); use of epithets, inappropriate jokes, comments or innuendos; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; and, any conduct that may create a hostile working or academic environment.
- C. "Sexual harassment" whether between people of different sexes or the same sex, is defined to include, but is not limited to, obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; unwelcome sexual advances; requests for sexual favors; sexual violence; and other behavior of a sexual nature when: a) submission to such conduct is made implicitly or explicitly a term or condition of an individual's employment or participation in an education program; b) submission to or rejection of such conduct by an individual is used as the basis for personnel decisions or for academic evaluation or advancement; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creates an intimidating, hostile, or offensive working or educational environment.
- D. "Sexual Assault" is defined to include, but is not limited to the following:
 1. **Sexual penetration without consent:** Any penetration of the sex organs or anus of another person when consent is not present or revoked, or cannot be knowingly given as a result of intoxication or other incapacitation; any penetration of the mouth of another person with a sex organ when consent is not present, is revoked, or cannot be knowingly given as a result of



intoxication or other incapacitation; or performing oral sex on another person when consent is not present, or cannot be knowingly given as a result of intoxication or other incapacitation. This includes penetration or intrusion, however slight, of the sex organs or anus of another person by an object or any part of the body.

2. Sexual contact without consent: Knowingly touching or fondling a person's genitals, breasts, or buttocks, or knowingly touching a person with one's own genitals or breasts, when consent is not present, is revoked, or cannot be knowingly given as a result of intoxication or other incapacitation. This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when consent is not present, is revoked, or cannot be knowingly given as a result of intoxication or other incapacitation, to similarly touch or fondle oneself or someone else.

3. Sexual relations with a minor: Sexual relations with a person under the age of 18 when one of the participants is 18 years of age or older.

E. Examples of prohibited conduct under the Policy include but are not limited to:

1. Making repeated, unwelcome comments about someone's appearance, even if the comments are intended to compliment;
2. Making obscene gestures or noises;
3. Repeatedly asking someone on a date after an initial invitation is declined;
4. Stalking (including cyber stalking);
5. "Flashing" or exposing intimate body parts;
6. Spreading malicious sexual rumors among other community members in a way that is likely to cause embarrassment or reputational damage;
7. Disseminating written materials rating community members with respect to appearance or sexual performance, including providing written answers to questions or questionnaires created by others;
8. Non-consensual observation, photographing, or recording of sexual activity or nudity;
9. Non-consensual distribution or dissemination of photographs or recordings of sexual activity or nudity, including distribution or dissemination of photographs or recordings that were made consensually;
10. Allowing a third party to observe sexual activity without the consent of all parties; and
11. Prostituting or trafficking another person.

F. "Retaliation" is defined as adverse action taken against an individual in response to, motivated by or in connection with an individual's complaint of discrimination or discriminatory harassment, participation in an investigation of such complaint and/or opposition to discrimination or discriminatory harassment in the educational or workplace setting.

IV. POLICY STATEMENT, INCLUDING THE POLICY AGAINST RETALIATION

The University is committed to providing its employees, alumni, and students the opportunity to pursue excellence in their academic and professional endeavors. This opportunity can exist only when each member of our community is assured an atmosphere of mutual respect. The University is committed to the enforcement of the Policy. Individuals who are found to have violated the Policy will be subject to the full range of sanctions, up to and including termination of their University affiliation.

Retaliation against an individual who reports conduct that violates, or they suspect violates, the Policy is strictly prohibited. Deliberately false and/or malicious accusations of discrimination, harassment, sexual misconduct, or retaliation—but not complaints which, even if erroneous, are made in good faith—are serious offenses and will be subject to appropriate disciplinary action.

V. REPORTING VIOLATIONS OR SUSPECTED VIOLATIONS OF THE POLICY

A. Students, faculty, staff, vendors and/or other visitors (including alumni) to the campus who believe that they have been subject to discrimination, harassment, sexual misconduct, or retaliation in violation of this Policy are encouraged to report, as soon as possible, their concerns.

AIU provides several reporting channels:

- ❖ Advocate (to report an incident where the respondent is a student)
- ❖ AIU **Ethics HelpLine** (to report an incident where the respondent is not a student - **Ethics Helpline** also allows anonymous reporting). For more information about AIU **Ethics Helpline**, click here.
- ❖ Contact **Reem El-Mograby, director and Title IX coordinator, Office of Institutional Equity** ◦ Email: **equity@AIUegypt.edu**
◦ + 20.2.2615.2218

B. Individuals who witness what they believe may be discrimination, harassment, sexual misconduct, or retaliation against another individual in violation of this Policy are encouraged to report their concerns as soon as possible as described in paragraph A above.

C. Complaints and reports should be made as soon as possible after an incident.

D. If a manager, supervisor, or faculty member who is not a confidential resource (as defined below) receives a report of discrimination, harassment, sexual misconduct, or retaliation prohibited by this Policy, they may not promise the reporter confidentiality and must contact the **Title IX Coordinator** or report the conduct through one of the reporting channel in paragraph A above.

E. Anonymous Reporting. Individuals reporting through **AIU Ethics HelpLine** may do so anonymously, but are encouraged to provide as much detailed information as possible to allow the **Title IX Coordinator** to investigate and respond as appropriate. The University may be limited in its ability to investigate an anonymous or third-party report unless sufficient information is provided. No disciplinary action will be imposed based solely upon an anonymous complaint that cannot be substantiated by other evidence.

F. In addition to required campus reporting, reports may also be made to the Egyptian or other law enforcement officials, especially if a crime may be involved, and depending on where the conduct occurred. If someone is in immediate danger or is a victim of a crime, that person should call for the **AIU Safety and Security Office at +20 226154444**. Some acts of discrimination, harassment, sexual misconduct, and retaliation may also be crimes, such as sexual assault or stalking. Egyptian law enforcement may be able to assist with obtaining medical care, getting immediate law enforcement response and protection, connecting with victim advocate services and counseling support, initiating a criminal investigation as appropriate, and answering questions about the criminal process.

G. **Amnesty for drug or alcohol possession and consumption violations**. The University will not pursue disciplinary action for improper use of alcohol or other drugs against an alleged victim of discrimination or harassment, or against another student who shares information as either a witness or as a reporter of discrimination and harassment, as long as the report is made in good faith.

VI. CONFIDENTIALITY AND CONFIDENTIAL RESOURCES

A. Confidential Reporting. If a victim of conduct that violates the Policy would like the details of an incident to be kept confidential, that person may speak with the University's **Security and Safety Office**, Center for Student Wellbeing, or health service providers, who are considered confidential resources and are permitted by law to maintain confidentiality (except in cases of immediacy of threat or danger or abuse of a minor). If a victim is unsure of a resource's ability to maintain confidentiality, the victim is advised to ask them before talking to them. In all cases that a Complainant (individual who makes



allegations of misconduct under the Policy) requests confidentiality, even if from a resource that is not listed as an aforementioned confidential resource, the University will give consideration to the Complainant with respect to how the complaint is pursued but reserves the right, when necessary to protect the community, to investigate and pursue a resolution when an alleged victim chooses not to initiate or participate in a formal complaint.

B. Privacy. Complainants regardless of if anonymity or confidentiality is requested, are assured that reports will be treated in as a confidential manner as possible under the circumstances, within the bounds of the University's legal obligations to respond appropriately to any and all allegations of discrimination, harassment, sexual misconduct, and retaliation prohibited by the Policy. Complainants have the right to have complaints taken seriously by the University when formally reported, and to have those incidents investigated and properly resolved through these procedures. Formal reporting still affords reasonable privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigator(s), witnesses, and the Respondent. The number of people with this knowledge will be kept as low as reasonably possible to preserve a Complainant and Respondent's rights and privacy.

VII. ROLE OF THE TITLE IX COORDINATOR

The Title IX Coordinator is charged with coordinating the University's response to reports under the Policy. The Title IX Coordinator is a neutral party and does not serve as an advocate for either the Complainant or the Respondent. All complaints of violations of the Policy will be referred to the Title IX Coordinator. After receiving a complaint, the Title IX Coordinator will explain to both parties the informal and formal processes outlined below and the provisions for confidentiality. Where appropriate, the Title IX Coordinator will provide to both parties information on options for obtaining advocacy, medical and counseling services, and making criminal reports (where applicable), and will assist with providing information on other resources. The Title IX Coordinator will coordinate with other campus officials to take appropriate interim actions such as no contact orders, academic accommodations, and rearrangement of housing, academic, and work assignments. The Chief Compliance Officer or Title IX Coordinator may at times designate a trained staff member to take on this role as well.

VIII. COMPLAINT RESOLUTION PROCESS

The University will respond to any alleged violation of the Policy that is reported using one of the methods described in Section V above.

A. Informal Resolution. Informal resolution is a possible alternative to the formal complaint resolution process if both the Complainant and the Respondent consent. As part of the intake process, the Title IX Coordinator will determine if informal resolution is appropriate based on the nature of the alleged misconduct. Sanctions/corrective actions are generally not pursued as the result of an informal resolution process, though the parties may agree to appropriate remedies. The Title IX Coordinator will keep records of any resolution that is reached. The University reserves the right to cancel informal resolution if sufficient evidence suggests a formal investigation or other sanctions or remedies may be necessary and appropriate. It is not necessary to pursue informal resolution first in order to make a formal complaint, and anyone participating in informal resolution can stop that process at any time and request to continue through the formal process.

B. Formal Resolution.

1. Submitting a Complaint. Any individual who believes that the Policy has been violated should submit a complaint using the process described in section V above. Complaints that are not appropriate for informal resolution will be resolved using this formal complaint process.



2. Complaint Intake. Following receipt of notice or a complaint, the Title IX Coordinator will normally, within five (5) business days, make an initial determination as to whether there is sufficient information to suggest that a Policy violation (including a pattern of misconduct, and/or a perceived threat of further harm to the community or any of its members) may exist. If there is sufficient information to suggest that a Policy violation exists, and if informal resolution is not being pursued, an investigation will begin. During the intake process, personally identifiable information (name of Complainant, name of Respondent, etc.) may be initially withheld at the Complainant's request. As part of the intake process, the Title IX Coordinator will conduct an initial review for any sign of a pattern of predation, violence, or threat. In circumstances involving serious danger to members of the community, the Title IX Coordinator may request additional information in an effort to ensure campus safety.

3. Interim Action. The University may implement interim and/or protective actions upon notice of alleged discrimination, harassment, and/or retaliation.

Interim actions include but are not limited to: no contact orders, no trespass notices, providing counseling and/or medical services, academic support, living arrangement adjustments, providing a campus escort, academic or work schedule and assignment accommodations, safety planning, and referral to campus and community resources.

The University may suspend, on an interim basis, a student or student organization or place an employee on administrative leave pending the completion of the investigation and procedures. In cases in which an interim suspension or administrative leave is imposed, the student, student organization, or the employee will be given the opportunity to meet with an appropriate administrator prior to such action being imposed, or as soon thereafter as reasonably possible, to show cause why the action should not be implemented. Violation of interim provisions will be grounds for disciplinary action.

During an interim suspension or administrative leave, a student, alumni, or employee may be denied access to University housing and/or the University campus, facilities, or events, either entirely or with specific application. As determined by the appropriate administrative officer, this restriction includes classes and/or all other University activities or privileges for which the individual might otherwise be eligible. At the discretion of the appropriate administrative officer, alternative coursework options may be pursued to ensure as minimal an impact as possible on the Respondent student. At the discretion of the appropriate administrative officer, alternative employment/work options may be pursued to ensure as minimal an impact as possible on the Respondent employee.

4. Notice of Charges. The Title IX Coordinator or a trained designee will provide a written notice to the parties involved. If the Respondent is an employee (including faculty), the written notice may be communicated to the employee's department head/director, Dean, Vice President, and/or President. If the Respondent is a vendor or a visitor, the written notice will be communicated to the responsible community member for the vendor or visitor.

5. Investigation. After written notice of the allegations has been provided, the Title IX Coordinator or designee will gather information about the alleged violation. The gathering of information will be thorough, and will typically entail interviews with relevant parties and witnesses, and obtaining available evidence that can be physical, electronic, or documentary. Both the Complainant and the Respondent shall be permitted to submit documentary evidence for consideration, along with the names of witnesses they suggest be interviewed during the investigation. The Title IX Coordinator or designee will prepare a draft information packet upon completion of gathering information. The packet will not include any findings of responsibility/non-responsibility. The University aims to complete investigations within 60 days from incident report date, which can be extended as necessary for appropriate cause by the Title IX Coordinator, with notice to the parties. Investigation may take longer when initial complaints fail to provide direct first-hand information. The University may briefly delay its investigation when criminal charges are being investigated, but will ordinarily not do so for more than 10 days, except to comply with a reasonable request of law enforcement or a court order. Otherwise, University action will continue regardless of the status of civil or criminal charges involving the same incident.

6. Student Withdrawal/Absence While Charges Pending. Should a Respondent student decide to withdraw from the University and/or refuse to participate in the investigation and/or hearing, the process

Commented [AA1]: If the respondent is a student, will the written notice be communicated to his legal guardian (even if older than 18) and/or his academic advisor?



will nonetheless proceed in the student's absence to a resolution, and, if found to have committed a Policy violation, that student will not be considered for return to the University until any and all applicable sanctions have been satisfied. The Title IX Coordinator will continue to act to promptly and effectively remedy the effects of the conduct upon the victim and the community.

7. Employee Resignation While Charges Pending. Should a Respondent employee resign while charges are pending, the records of the Title IX Coordinator will reflect that status, and that information may also be disclosed in response to any future inquiries regarding employment references for that individual. Should an employee decide to leave and not participate in the investigation and/or hearing, the process will nonetheless proceed in the employee's absence to a resolution, and, if found to have committed a Policy violation, that employee will not be considered for return to the University unless any and all sanctions have been satisfied. The Title IX Coordinator will continue to act to promptly and effectively remedy the effects of the conduct upon the victim and the community.

C. Determination of Policy Violations and Sanctions.

1. For Complaints Against A Student. Once the investigation packet is completed, the Title IX Coordinator will make it available for review by both the Complainant and Respondent, the Title IX Coordinator will decide whether a Policy violation occurred, applying a *preponderance of the evidence* standard. A finding of a Policy violation by a preponderance of the evidence means that it is more likely than not that the Policy violation occurred. If, following a hearing, the decision is that no Policy violation has occurred the process will end. Regardless of the outcome, both parties will be notified of the finding in writing. If the student is found to have violated the Policy, appropriate disciplinary sanctions will be determined by the Title IX Coordinator in consultation with other responsible entities on campus. The Title IX Coordinator will notify both parties in writing of the decision, including what sanctions are to be imposed in the event that a Policy violation was found.

2. For Complaints Against Employees (Staff and Faculty). Upon receipt of the investigation packet, the Title IX Coordinator will make it available for review by both the Complainant and Respondent. After receiving any written responses, the Title IX Coordinator, in consultation with the University's Chief Compliance Officer, will determine if the Policy has been violated by using a preponderance of the evidence standard. A finding of a Policy violation by a preponderance of the evidence means that it is more likely than not that the policy violation occurred. If the Title IX Coordinator decides that no policy violation has occurred, then the process will end. The Respondent's department head/director, Dean, Vice President, and/or the President will also be notified of the decision that the Policy was not violated. In the event that the employee is found to have violated the Policy, the Vice President of the Respondent's department or the Provost, in the case of faculty, will determine appropriate disciplinary sanctions based on a recommendation from the Title IX Coordinator in consultation with the Chief Compliance Officer. Regardless of the outcome, the Complainant and the Respondent will be notified in writing of the outcome within fifteen (15) business days of the date of the receipt of any written responses. The Respondent's department head/director, Dean, Vice President, and/or the President may also be notified of the outcome. If the Vice President or the Provost served as a party or witness in the investigation, the Title IX Coordinator's recommendation will be sent to the President for determination of disciplinary sanctions.

3. For Complaints Against Alumni/Vendor/Visitor. Upon receipt of the investigation packet, the Title IX Coordinator will make it available for review by both the Complainant and Respondent. Both parties shall be permitted to respond to the investigation packet in writing within 15 days after reviewing the report, prior to a decision being rendered. After receiving any written responses, the Title IX Coordinator, in consultation with the University's Chief Compliance Officer, will determine if the Policy has been violated by using a preponderance of the evidence standard. If the Title IX Coordinator decides that no policy violation has occurred, then the process will end. The Respondent and Complainant will notified of the outcome.

In the event that the alumni/Vendor is found to have violated the Policy, the Title IX Coordinator in consultation with the Chief Compliance Officer will determine appropriate disciplinary sanctions.

Commented [AA2]: And given the chance to respond in writing within 15 days as with alumni, vendors and visitors?

Commented [AA3]: No hearing in this case (contrary to student respondents?)

IX. SANCTIONS

Sanctions will be recommended by the Title IX Coordinator and forwarded to the decision-making authority as noted above. Factors considered when determining a sanction may include:

1. The nature of, severity of, and circumstances surrounding the violation;
2. The Respondent's disciplinary history;
3. Previously founded complaints or allegations against the Respondent involving similar conduct;
4. Any other information deemed relevant by the Title IX Coordinator;
5. The need to bring an end to the discrimination, harassment, and/or retaliation;
6. The need to prevent future recurrence of discrimination, harassment, and/or retaliation;
7. The need to remedy the effects of the discrimination, harassment, and/or retaliation on the victim and the community; and/or
8. Any mitigating factors

A. Student Sanctions. One or more of the following sanctions may be imposed upon a student who has been found responsible for a violation of the Policy. Sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the Respondent. Sanctions may include, but are not limited to, warnings, no-contact orders, restriction of privileges (such as holding office in student organization, representing the university at an official function or event), behavioral requirements (counseling, substance abuse screening, etc.), parental notification, course load reduction, probation, suspension, and/or expulsion.

B. Employee Sanctions. One or more of the following sanctions may be imposed upon an employee who has been found responsible for a violation of the Policy. Sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the Respondent. Sanctions for an employee who has violated this policy may include, but are not limited to, verbal or written warning, required counseling, training, demotion, reassignment, suspension with or without pay, and/or termination.

C. Managers and supervisors, including faculty, are required to implement sanctions where, after completing the investigation, it is determined that sanctions are indicated. The University administration is responsible for ensuring the consistent application of the Policy.

D. Alumni/Vendor/Visitor Sanctions. One or more of the following sanctions may be imposed upon an alumni/vendor/visitor who has been found responsible for a violation of the Policy. Sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the Respondent. Sanctions for an alumni/vendor/visitor who has violated this policy may include, but are not limited to, verbal or written warning, or suspension of access to the campus temporarily or permanently.

E. Failure to Complete Sanctions. All Respondents are expected to comply with conduct sanctions within the time frame specified in their written notice. Failure to follow through on sanctions by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanctions.

F. Remedial Actions. Sanctions imposed for violations of this Policy may also include remedial action such as referral to counseling and health services, education to the community at large, altering the housing situation of a Respondent student or resident employee (or the Complainant, if desired), altering work arrangements, providing campus escorts, implementing contact limitations between the parties, or offering adjustments to academic deadlines and/or course schedules.

X. APPEALS

A. Appeals of a decision that the Policy was violated may be filed by the Complainant or the Respondent, or both. All requests for appeal considerations must be submitted in writing to the Title IX Coordinator



within ten (10) business days of the date of the written notice informing the parties as to whether or not a Policy violation has been found. Appeals are limited to allegations of the following:

1. A procedural error or omission that significantly impacted the outcome; or
2. New evidence, unknown or unavailable during the investigation, that could substantially impact the finding or sanction. A summary of this new evidence and its potential impact upon the investigation must be included in the appeal; or
3. Severity of the sanction(s) imposed exceeds the nature of the Policy violation.

B. The original finding and sanction/corrective actions will stand if the appeal is not timely or is not based on the grounds listed above.

C. Timely student and employee (including faculty) appeals that comply with the foregoing rules will be reviewed by an Appeals Panel comprised of trained faculty and staff.

D. The principles governing appeals include the following:

1. Appeals are not intended to be full re-hearings of the complaint.
2. Appeals are confined to a review of the written documentation or record of the original hearing and properly submitted evidence that was not previously considered.
3. Imposition of sanctions on a student may be postponed by the Vice President for Student Life or person designated by the President, as applicable, in consultation with the Chief Compliance Officer and Title IX Coordinator, pending the outcome of the appeal, if postponement is appropriate in light of the basis of the appeal and the nature of the Policy violation.
4. Interim and/or protective actions may be imposed and/or continued as appropriate, during the pendency of the appeal.
5. Decision on the appeal will be rendered within fifteen (15) business days of submission, and forwarded to the Title IX Coordinator, who will provide written notice of the appeal to all parties within two to three business days from the date of the decision on the appeal. The time for deciding an appeal may be extended with good cause.
6. All parties should be informed of whether the grounds for an appeal are accepted and the results of the appeal decision in a timely manner.
7. Once an appeal is decided, the outcome is final; further appeals are not permitted.

XI. STATEMENT OF RIGHTS FOR COMPLAINANT AND RESPONDENT

Both Complainants and Respondents will be afforded the following rights under this policy:

1. To be treated with respect by University officials
 2. To take advantage of campus support resources (such as Counseling Services and University Health Services for students, or Employee Assistant Program services for employees)
 3. To experience a safe educational and work environment
 4. To have an advisor (students) or representative (employees), so long as the advisor or representative is not legal counsel, during this process
 5. To refuse to have an allegation resolved through informal procedures
 6. To be free from retaliation
 7. To have complaints heard in substantial accordance with these procedures
 8. To reasonable and necessary participation in the process
 9. To be informed in writing of the outcome of the complaint and, where applicable, sanctions, and the rationale for the outcome.
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XII. RECORDS

In implementing this policy, records of all complaints, resolutions, and hearings will be kept for seven (7) years after the complaints has been adjudicated and/or closed in the Office of the General Counsel. For complaints resulting in suspension/dismissal/termination from the University, records may be kept for a longer period in accordance with the University’s document retention policy.

XIII. REVISIONS

The Policy will be reviewed and updated regularly by the Title IX Coordinator. The Title IX Coordinator may make minor modifications to procedures that do not materially change the process. The Title IX Coordinator, with the assistance of the Office of General Counsel, may also vary procedures materially with notice (on the University’s policy website, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations, or for other reasons. The procedural rules related to the adjudication of complaints in effect at the time adjudication will apply, even if they are changed after the alleged offense and before the adjudication. However, policies in effect at the time of the offense will apply even if the policy is changed prior to adjudication, unless the parties consent to be bound by the current policy or applicable law requires otherwise.

XIV. CONTACT INFORMATION

[Lists relevant position titles and/or offices who may be contacted by University community members for any questions about the policy.]

Triggered by:	Name	Date	Sig.
Created by:	Name	Date	Sig.
Revised by:	Name	Date	Sig.
Approved by:	Name	Date	Sig.