

The Office of Vice President for Student Success and Dean of Students has been charged with implementing the following procedures for students pursuant to the Title IX Sexual Harassment Policy, with respect to investigation. The Title IX Coordinator has been charged with implementing the following procedures for students pursuant to the Policy, with respect to hearings.

Dordt students, faculty, staff, other Dordt appointees, or third parties who believe they are directly affected by the conduct of a Dordt student that could constitute sexual harassment (collectively "Complainants") may: request information or advice, including whether certain conduct may violate the Policy; explore the availability of supportive measures, with or without the filing of a formal complaint; file a formal complaint; or seek informal resolution after a formal complaint is filed. These four options are described below. Complainants are encouraged to bring their concerns to the Title IX Coordinator, or staff in Student Services. If they choose, contact another University employee who must refer the matter as appropriate.

The Title IX Coordinator and their team are available to support individuals who make disclosures under this Policy, including with the provision of supportive measures as appropriate. As set forth below, supportive measures are non

Complainants may file a formal complaint alleging a violation of the Policy. A concern of harassment may be raised with the Title IX Coordinator, but a formal complaint must be filed with the Title IX Coordinator in person, by mail, by electronic mail, or by any additional method identified by the University Title IX Coordinator, regardless of the identity of the Respondent. (If the Respondent is not a student, see below). The University Title IX Coordinator will inform the Complainant and the Respondent that a complaint has been received, and, if indicated, the Title IX Coordinator will put in place any appropriate supportive measures.

A formal complaint must be a document or electronic submission that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the formal complaint. The formal complaint instead may be signed by the Title IX Coordinator, but in that case, the Title IX Coordinator is not a complainant or a party to the complaint.

A formal complaint must allege sexual harassment against an alleged harasser and request that the University investigate the allegation(s). At the time of filing a formal complaint, a Complainant must be participating in or attempting to participate in the education program or activity of the University. The formal complaint should state the name of the alleged harasser (if known) and describe with reasonable specificity the incident(s) of alleged harassment, including the date and place of such incident(s). The complaint must be in the Complainant's own words, and may not be authored by others, including family members, advisors, or attorneys. Attached to the complaint should be a list of any sources of information (for example, witnesses, correspondence, records, and the like) that the Complainant believes may be relevant to the investigation. A complaint should not be delayed if such sources of information are unknown or



Both the Complainant and the Respondent may bring a personal advisor of their choice to any meeting or other proceeding that is part of the investigation, including initial review, or hearing. The University will not limit the choice or presence of a personal advisor for either party. During interviews, personal advisors may not speak for their advisees, although they may







*i. Request for Anonymity*

Complainants who want to file a formal complaint cannot remain anonymous or prevent their identity from being disclosed to the Respondent (via the written notice of allegations).

*ii. Dismissal*

: If the conduct alleged in the formal complaint would, even if true, not constitute sexual harassment as defined in the Policy, did not occur in the University's education program or activity as defined in the Policy, or did not occur against a person in the United States, then the Investigative Team must dismiss the formal complaint with regard to that conduct for purposes of sexual harassment under the Policy. Such a dismissal does not preclude action under other University policies.

: The Investigative Team, Decisionmaker or Title IX Coordinator may dismiss the formal complaint or any allegations therein, if at any time during the investigation or hearing, respectively:

1. (1) the Complainant notifies the Title IX Coordinator writing that the Complainant



If such a request is approved, the timeframes will be stayed, and the ~~Title IX~~ Coordinator will ordinarily assign the informal resolution to an Investigator, other than the Investigator who has been assigned to the Investigative Team for the case; or with another University officer trained to facilitate an informal resolution process; who will take such steps as they deem appropriate to

will be shared with the nonappealing party. The nonappealing party may submit a response to the appeal within one week of receiving the appeal, and the response must be no more than 2,500 words. The response will be shared with the appealing party. The appealing party may submit a reply of no more than 1,000 words within 2 business days. The appealing party will have access to the other party's reply, but no further responses will be permitted. All appeals will be based solely on the written record. Ordinarily, appeals will be decided within three weeks and the parties and the Title IX Coordinator promptly will be informed of the outcome in writing.

The administration of discipline in cases involving students is subject to the Student Handbook Policy; thus, as appropriate, following any appeal of the determination regarding responsibility but before finalizing the determination, the decisionmaker