Title IX Grievance Policy

Table of Contents

I. Introduction 2
II. The Title IX Grievance Policy 3
III. Definitions 4
IV. Making a Report to the University 7
V. Non-Investigatory Measures Available Under the Title IX Grievance Policy 8
VI. The Title IX Investigation Process 9
VII. The Title IX Hearing Process 16
VIII. Appeals 21
IX. Retaliation 22
I. Introduction

A. What is the purpose of the Title IX Grievance Policy?

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX’s prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student’s ability to access equally our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

● Defines the meaning of “sexual harassment” (including forms of sex-based violence);
● Addresses how the institution must respond to reports of misconduct falling within that definition of sexual harassment; and,
● Mandates a grievance process that the institution must follow to comply with the law in specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.


Based on the Final Rule, Saint Elizabeth University (SEU) will implement a Title IX Grievance Policy, effective August 14, 2020.

B. How does the Title IX Grievance Policy impact other campus disciplinary policies?

In recent years, “Title IX” has become shorthand for any campus disciplinary process involving sex discrimination, including those arising from sexual harassment and sexual assault. Under the Final Rule, Saint Elizabeth University must narrow both the geographic scope of its authority to act under Title IX and the types of “sexual harassment” that are subject to Title IX investigation and adjudication procedures. Only incidents falling within the Final Rule’s definition of sexual harassment will be investigated and, if appropriate, brought to a live hearing through the Title IX Grievance Policy as defined below.

Saint Elizabeth University remains committed to addressing any violations of its policies, even those not meeting the new standards defined under the Title IX Final Rule.

Specifically, our campus has (1) a Code of Conduct for students, a Faculty Handbook for faculty, and an Employee Handbook for employees that defines expected behaviors and University policies; (2) a Harassment and Discrimination Policy and a Sexual Misconduct Policy that addresses the types of sex-based offenses constituting a violation of campus policy; and (3) procedures for investigating and adjudicating policy violations.
To the extent that alleged misconduct falls outside the Title IX Grievance Policy, or misconduct falling outside the Title IX Grievance Policy is discovered in the course of an investigation of covered Title IX misconduct, the institution retains authority to investigate and adjudicate the allegations under the policies and procedures defined within the Code of Conduct, faculty or employee handbooks, the Harassment and Discrimination policy, or the Sexual Misconduct policy through a separate grievance proceeding.

The elements established in the Title IX Grievance Policy under the Final Rule have no effect and are not transferable to any other policy of the University for any violation of the Code of Conduct, employment policies, or any civil rights violation except as narrowly defined in this Policy. This Policy does not set a precedent for other policies or processes of the University and may not be cited for or against any right or aspect of any other policy or process.

C. How does the Title IX Grievance Policy impact the handling of complaints?
Our existing Title IX office and reporting structure remains in place. What has changed is the way our Title IX office will investigate and adjudicate different types of reports arising from complaints, as detailed in full throughout Section 2.

II. The Title IX Grievance Policy
A. Effective Date
This Title IX Grievance Policy will become effective on August 14, 2020, and will only apply to formal complaints of sexual harassment brought on or after August 14, 2020. Complaints brought prior to August 14, 2020 will be investigated and completed according to the Title IX Policy and procedures in place at the time of the complaint.

B. Revocation by Operation of Law
Should any portion of the Title IX Final Rule, 85 Fed. Reg. 30026 (May 19, 2020), be stayed or held invalid by a court of law, or should the Title IX Final Rule be withdrawn or modified to not require the elements of this policy, this policy, or the invalidated elements of this policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should the Title IX Grievance Policy be revoked in this manner, any conduct covered under the Title IX Grievance Policy shall be investigated and adjudicated under the existing Code of Conduct/ Sexual Misconduct Policy/Employee and Faculty Handbook.

C. Non-Discrimination in Application
The requirements and protections of this policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, or other protected classes covered by federal or state law. All requirements and protections are equitably provided to
individuals regardless of such status or status as a Complainant, Respondent, or witness. Individuals who wish to file a complaint about the institution’s policy or process may contact the Department of Education’s Office for Civil Rights using contact information available at https://ocrCAS.ed.gov/contact-ocr.

D. Disability Accommodations
This Policy does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodations for disclosed disabilities to the Title IX Coordinator at any point before or during the Title IX Grievance Process that do not fundamentally alter the Process. The Title IX Coordinator will not affirmatively provide disability accommodations that have not been specifically requested by the Parties, even where the Parties may be receiving accommodations in other institutional programs and activities.

E. Privacy vs. Confidentiality
Saint Elizabeth University is committed to maintaining the privacy of all individuals involved in a report of sexual misconduct. In some instances, a Complainant may choose to take no action or to defer action until a later date in order to maintain anonymity. In these instances, the University reserves the right to limited disclosure and to take appropriate action to ensure the safety and well-being of members of the community.

The privacy of the Complainant and Respondent will be respected at all times. It is the Complainant’s decision whether to initiate a formal complaint. If a Complainant elects not to file a formal complaint, SEU reserves the right to take action in situations where, in the judgment of University officials, the interests of the wider University community may be affected. The University is obligated by law to take measures to remedy any harassment it confirms.

References made to privacy mean Saint Elizabeth University offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, as appropriate. Saint Elizabeth will limit the disclosure as much as reasonably practicable or permitted within the bounds of this Policy and the Final Rule.

III. Definitions
A. Covered Sexual Harassment
For the purposes of this Title IX Grievance Policy, “covered sexual harassment” includes any conduct on the basis of sex that satisfies one or more of the following:

• An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo);
• Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution’s education program or activity;
• Sexual assault (as defined in the Clery Act), which includes any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent;
• Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person:
  a. who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  b. where the existence of such a relationship shall be determined based on a consideration of the following factors:
     i. the length of the relationship;
     ii. the type of relationship; and,
     iii. the frequency of interaction between the persons involved in the relationship.
• Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under New Jersey domestic or family violence laws or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of New Jersey.
• Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
  a. fear for their safety or the safety of others; or
  b. suffer substantial emotional distress.

Note that conduct that does not meet one or more of these criteria may still be prohibited under other University policies and/or codes of conduct.

B. Consent
For the purposes of this Title IX Grievance Policy, “consent” means:
To constitute lack of consent, the acts must be committed either by force, intimidation, or through use of the victim’s mental incapacity or physical helplessness due to drug or alcohol consumption, mental deficiency, being asleep/unconscious, and/or being under the legal age of consent according to New Jersey law. Agreement given under such conditions does not constitute consent. The definition of consent does not vary based upon a particular sex, sexual orientation, gender identity, or gender expression.
Consent must be clear and unambiguous for each participant throughout any sexual encounter. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply ongoing or future consent. Consent can be revoked at any time. For all of these reasons, sexual partners must evaluate consent in an ongoing fashion and should communicate clearly with each other throughout any sexual encounter.

C. Education Program or Activity
For the purposes of this Title IX Grievance Policy, Saint Elizabeth University’s “education program or activity” includes:
- any on-campus premises;
- any off-campus premises that Saint Elizabeth University has substantial control over. This includes buildings or property owned or controlled by a recognized student organization; and,
- activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of Saint Elizabeth’s programs and activities over which the Institution has substantial control.

F. Complainant
For the purposes of this Title IX Grievance Policy, Complainant (party) means any individual who has reported being or is alleged to be the victim of conduct that could constitute covered sexual harassment as defined under this policy.

G. Respondent
For the purposes of this Title IX Grievance policy, Respondent (party) means any individual who has been reported to be the alleged perpetrator of conduct that could constitute covered sexual harassment as defined under this policy.

D. Formal Complaint
For the purposes of this Title IX Grievance Policy, “formal complaint” means a document – including an electronic submission - filed by a Complainant with a signature or other indication that the Complainant is the person filing the formal complaint, or a document signed by the Title IX Coordinator, alleging sexual harassment against a Respondent within SEU’s education program or activity and requesting initiation of procedures consistent with the Title IX Grievance Policy to investigate the allegation of sexual harassment.

H. Relevant evidence and questions
“Relevant” evidence and questions refer to any questions and evidence that tends to make an allegation of sexual harassment more or less likely to be true.

“Relevant” evidence and questions do not include the following types of evidence and questions, which are deemed “irrelevant” at all stages of the Title IX Grievance Process:
● Evidence and questions about the Complainant’s sexual predisposition or prior sexual behavior unless:
  o They are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or
  o They concern specific incidents of the Complainant’s prior sexual behavior with respect to the Respondent and are offered to prove consent. See, 34 C.F.R. § 106.45(6)(i).
● Evidence and questions that constitute, or seek disclosure of, information protected under a legally recognized privilege.
● Any party’s medical, psychological, and similar records unless the party has given voluntary, written consent. See, 85 Fed. Reg. 30026, 30294 (May 19, 2020).

IV. Making a Report to the University
Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.

Contact Information for the Title IX Coordinator:
  Name: MaryAnn Maikisch
  Title: Director of Human Resources / Title IX Coordinator
  Office Address: 2 Convent Road, Santa Rita Hall / Office 009
  Email Address: mmaikisch@steu.edu
  Telephone Number: 973-290-4478

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator. An electronic report can be made online at www.steu.edu/title-ix/report.

All individuals are able to obtain resources or report an alleged violation of this policy to the Title IX Coordinator, or any Deputy Coordinator.

The following officials will provide privacy, but not confidentiality, upon receiving a report of conduct prohibited under this policy:
● Title IX Coordinator
● Deputy Title IX Coordinator

The following Officials may provide confidentiality:
● Dr. Susan J. Lasker Director, Health Services Wellness Center, Founders Hall 973-290-4175
Students and employees may always report to law enforcement. The University strongly encourages persons exposed to sexual or relationship violence to report those offenses to the Florham Park Police Department 973-377-2200 or the Morris County Prosecutor’s Office (973)625-6200. If a Compliant chooses to solely report to off-campus law enforcement, the law enforcement officer will not typically notify the Title IX Coordinator.

V. Non-Investigatory Measures Available Under the Title IX Grievance Policy
A. Supportive Measures
All parties involved in the Title IX process have the right to receive supportive measures from Saint Elizabeth University. Supportive measures are non-disciplinary and non-punitive.

As appropriate, supportive measures may include, but not be limited to:
- Counseling,
- education,
- extensions of deadlines or other course-related adjustments,
- modifications of work or class schedules,
- campus escort services,
- restrictions on contact between the parties (no contact orders),
- changes in work or housing locations,
- leaves of absence, and,
- increased security and monitoring of certain areas of the campus.

B. Emergency Removal
The University retains the authority to remove a Respondent from SEU’s programs or activities on an emergency basis, where SEU: (1) undertakes an individualized safety and risk analysis, and (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual harassment justifies a removal.

C. Interim Suspension Policy
An interim suspension may be imposed on any student by the Vice President for Student Life (or designee) when there is reasonable cause to believe, based on available facts, that the continued presence of the student in the community constitutes an immediate threat to (1) the emotional or physical health, safety or welfare of any member of the University community or (2) University property. An interim suspension may also be imposed by the Vice President (or designee) if the student’s behavior is deemed to be persistently or seriously disruptive to the University community. During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which
the student might otherwise be eligible, until a hearing/meeting can be held to
determine the status of the student as a member of the University community. The
University retains the right to contact the students’ parents or guardians regarding the
reason for the interim suspension. Any student who is suspended on an interim basis
and returns to the campus or otherwise violates the terms of the interim suspension
shall be subject to further disciplinary action and may be treated as a trespasser.
Permission to be on campus for a specific purpose may be granted in writing by the Vice
President for Student Life (or designee). A student may be given an Interim Suspension
if:
• The student has been arrested on campus or off-campus;
• The student has repeatedly refuses to follow the lawful directions of a University
  official who is responding to a reported violation of the Code of Conduct or of
  applicable federal or State laws, or an emergency situation;
• The student threatens or poses a threat of safety to any members of the University
  community;
• It is the judgment of the University official that the student might pose a danger to
  the safety, security, or normal operations of the campus;
• The student directly and substantially impedes the lawful activities of others;
• The student threatens to cause or causes significant property damage;
• The student lacks the capacity to respond to pending disciplinary charges;
• The student does not seem to know the nature or wrongfulness of his/her behavior
  at the time of the offense; or
• The student has behaved in a manner indicating emotional distress requiring mental
  health evaluation, or has threatened to harm the safety of any member of the
  University community.

If SEU determines such removal is necessary, the Respondent and/or the
Complainant will be provided notice and an opportunity to challenge the decision
immediately following the removal.

D. Administrative Leave
Saint Elizabeth University retains the authority to place a non-student employee
Respondent on administrative leave during the Title IX Grievance Process, consistent
with SEU’s Employee or Faculty Handbook.

VI. The Title IX Investigation Process
A formal report or complaint of sexual harassment will be initially evaluated by the Title IX
Coordinator or designee, through the steps, as outlined below. A continuation in the
process, or referral to another process, does not constitute a determination that a policy
has been violated.
In lieu of seeking a formal investigation and resolution, parties may be able to receive a remedy through an alternative resolution process. Additionally, a Complainant who files a formal complaint may elect, at any time, to address the matter through the Institution’s alternative resolution process.

**A. Filing a formal complaint**

The timeframe for the Title IX Grievance Process begins with the filing of a formal complaint. The Grievance Process will be concluded within a reasonably prompt manner, and no longer than ninety (90) business days after the filing of the formal complaint, provided that the Process may be extended for a good reason, including but not limited to the absence of a party, a party’s advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. The procedure for applying for extensions is described below.

To file a formal complaint, a Complainant must provide the Title IX Coordinator a written, signed complaint describing the facts alleged. Complainants are only able to file a formal complaint under this Policy if they are currently participating in, or attempting to participate in, the education programs or activities of Saint Elizabeth University, including as an employee. For Complainants who do not meet this criterion, the University will utilize existing policies in the Sexual Misconduct policy, Harassment and Discrimination Policy, and/or the Faculty or Employee Handbook.

Saint Elizabeth University may consolidate formal complaints alleging covered sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of covered sexual harassment arise out of the same facts or circumstances.

If a Complainant does not wish to make a formal complaint, the Title IX Coordinator may determine a formal complaint is necessary. Saint Elizabeth University will inform the Complainant of this decision in writing, and the Complainant need not participate in the process further but will receive all notices issued under this Policy and procedures.

Nothing in the Title IX Grievance Policy or any University policy prevents a Complainant from seeking the assistance of state or local law enforcement alongside the appropriate on-campus process.

**C. Determining Jurisdiction**

The Title IX Coordinator or designated representative will determine if the Title IX Grievance Process should apply to a formal complaint. The Process will apply when all of the following elements are met, in the reasonable determination of the Title IX Coordinator:

- The conduct is alleged to have occurred on or after August 14, 2020;
- The conduct is alleged to have occurred in the United States;
• The conduct is alleged to have occurred in the University’s education program or activity; and
• The alleged conduct, if true, would constitute covered sexual harassment as defined in this policy.

If all of the elements are met, Saint Elizabeth University will investigate the allegations according to the Title IX Grievance Process.

1. **Allegations Potentially Falling Under Two Policies**

   If the alleged conduct, if true, includes conduct that would constitute covered sexual harassment and conduct that would not constitute covered sexual harassment, the Title IX Grievance Process will be applied in the investigation and adjudication of all of the allegations.

2. **Mandatory Dismissal**

   If the report or complaint is found not to consist of covered sexual harassment, the Title IX Coordinator or designee will notify the parties that the formal complaint is being dismissed for the purposes of the Title IX Grievance Policy. Each party may appeal this dismissal using the procedure outlined in “Appeals,” below.

3. **Discretionary Dismissal**

   The Title IX Coordinator, or designee, may dismiss a formal complaint brought under the Title IX Grievance Policy, or any specific allegations raised within that formal complaint, at any time during the investigation or hearing, if:
   - A Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the formal complaint or any allegations raised in the formal complaint;
   - The Respondent is no longer enrolled or employed by Saint Elizabeth University;
   or,
   - If specific circumstances prevent Saint Elizabeth University from gathering evidence sufficient to reach a determination regarding the formal complaint or allegations within the formal complaint.

4. **Notice of Dismissal**

   Upon reaching a decision that the formal complaint will be dismissed, the institution will promptly send written notice of the dismissal of the formal complaint or any specific allegation within the formal complaint, and the reason for the dismissal, simultaneously to the parties through their institutional email accounts. It is the responsibility of parties to maintain and regularly check their email accounts.

5. **Notice of Removal**

   Upon dismissal for the purposes of Title IX, SEU retains discretion to utilize other University policies, handbooks or the Code of Conduct to determine if a violation of has occurred. If so, Saint Elizabeth University will promptly send written notice of the dismissal of the formal complaint under the Title IX Grievance Process and removal of the allegations to the conduct process.

6. **Appeal**

   Any party may appeal a decision on jurisdiction or a dismissal determination using the process set forth in “Appeals,” below.
D. Notice of Allegations

The Title IX Coordinator will draft and provide the Notice of Allegations to any party to the allegations of sexual harassment. Such notice will occur as soon as practicable, after the institution receives a formal complaint of the allegations, if there are no extenuating circumstances.

The parties will be notified by their University email accounts if they are a student or employee, and by other reasonable means if they are neither.

Saint Elizabeth University will provide sufficient time for the parties to review the Notice of Allegations and prepare a response before an initial interview.

The Title IX Coordinator, or designee may determine that the formal complaint must be dismissed on the mandatory grounds identified above, and will issue a Notice of Dismissal. If such a determination is made, any party to the allegations of sexual harassment identified in the formal complaint will receive the Notice of Dismissal in conjunction with, or in separate correspondence after, the Notice of Allegations.

1. Contents of Notice

The Notice of Allegations will include the following:

- Notice of the University’s Title IX Grievance Policy and a hyperlink to the process;
- Notice of the allegations potentially constituting covered sexual harassment, and sufficient details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the Complainant; the conduct allegedly constituting covered sexual harassment; and the date and location of the alleged incident, if known;
- A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, as required under 34 C.F.R. § 106.45(b)(5)(iv);
- A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source, as required under 34 C.F.R. § 106.45(b)(5)(vi);
- A statement that parties knowingly making a material misstatement of fact, falsifying evidence or testimony, will be subject to disciplinary actions; and,
- A statement that individuals who believe that they have been the subject of a false complaint of conduct in violation of this policy may meet with the Title IX Coordinator to discuss the allegations. The filing of a complaint that does not
result in a finding of a policy violation is not alone evidence of the intent to file a false complaint.

2. **Ongoing Notice**
   If, in the course of an investigation, the University decides to investigate allegations about the Complainant or Respondent that are not included in the Notice of Allegations and are otherwise covered “sexual harassment” falling within the Title IX Grievance Policy, the University will notify the parties whose identities are known of the additional allegations by their University email accounts and/or other reasonable means.

   The parties will be provided sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

E. **Advisor of Choice and Participation of Advisor.**
   Saint Elizabeth University will provide the parties equal access to advisors and support persons; any restrictions on an advisor’s participation will be applied equally to both parties.

   Students participating as Complainant or Respondent in this process may select an advisor of their choice and the advisor may accompany the Respondent or Complainant to any meeting or hearing to which they are required or are eligible to attend. The advisor is not an advocate. Except where explicitly stated by this policy, as consistent with the Final Rule, advisors shall not participate directly in the process.

   Saint Elizabeth University will not intentionally schedule meetings or hearings on dates where the advisors for all parties are not available, provided that the advisors act reasonably in providing available dates and work collegially to find dates and times that meet all schedules.

   SEU’s obligations to investigate and adjudicate in a prompt timeframe under Title IX and other University policies apply to matters governed under this Policy, and Saint Elizabeth University cannot agree to extensive delays solely to accommodate the schedule of an advisor. The Title IX Coordinator or designee shall make the determination of what is reasonable. The University will not be obligated to delay a meeting or hearing under this process more than five (5) days due to the unavailability of an advisor, and may offer the party the opportunity to obtain a different advisor of choice or utilize one provided by the University.

F. **Notice of Meetings and Interviews**
   Saint Elizabeth University will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.
Each party may request a one-time delay in the Title IX Grievance Process of up to five business days for good cause (granted or denied in the sole judgment of the Title IX Coordinator, or designee) provided that the requestor provides reasonable notice and the delay does not overly inconvenience other parties.

For example, a request to take a five day pause made an hour before a hearing for which multiple parties and their advisors have traveled to and prepared for shall generally not be granted, while a request for a five day pause in the middle of investigation interviews to allow a party to obtain certain documentary evidence shall generally be granted.

G. Investigative Process

1. General Rules of Investigations

   Investigator(s) designated by the Title IX Coordinator will perform an investigation under a reasonably prompt timeframe of the conduct alleged to constitute covered sexual harassment after issuing the Notice of Allegations.

   Saint Elizabeth University and not the parties, has the burden of proof and the burden of gathering evidence, i.e. the responsibility of showing a violation of this Policy has occurred. This burden does not rest with either party, and either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from SEU and does not indicate responsibility.

   The University cannot access, consider, or disclose medical records without a waiver from the party (or parent, if applicable) to whom the records belong or of whom the records include information. SEU will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e. evidence that tends to prove and disprove the allegations) as described below.

   Evidence obtained in the investigation that is determined in the reasoned judgment of the Investigator not to be directly related to the allegations in the formal complaint will not be disclosed, or may be appropriately redacted to avoid disclosure of personally identifiable information of a student. Any evidence obtained in the investigation that is kept from disclosure or appropriately redacted will be documented in a “privilege log” that may be reviewed by the parties and their advisors, if any. See, 85 Fed. Reg. 30026, 30438 (May 19, 2020).

2. Inspection and Review of Evidence

   All parties must submit to the Investigator(s) all evidence to be considered prior to the beginning the parties’ time to inspect and review evidence. See, 85 Fed. Reg. 30026, 30307 (May 19, 2020). Prior to the completion of the investigative report, the parties will have an equal opportunity to inspect and review the evidence.
obtained through the investigation. Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.

Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the formal complaint. It will include any:

i. Evidence that is relevant, even if that evidence does not end up being relied upon by the institution in making a determination regarding responsibility; and,

ii. inculpatory or exculpatory evidence (i.e. evidence that tends to prove or disprove the allegations) that is directly related to the allegations, whether obtained from a party or other source.

Saint Elizabeth University will send the evidence made available for each party and each party’s advisor, if any, to inspect and review through an electronic or hard copy. The Institution is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access. The parties and their advisors must sign an agreement not to disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX grievance process. See, 85 Fed. Reg. 30026, 30435 (May 19, 2020). Additionally, the parties and their advisors agree not to photograph or otherwise copy the evidence. See, 85 Fed. Reg. 30026, 30435 (May 19, 2020).

The parties will have 10 business days to inspect and review the evidence and submit a written response by email to the investigator. The investigator will consider the parties’ written responses before completing the Investigative Report and provide copies of the parties’ written responses to all parties and their advisors, if any.

3. Investigative Report

Investigator(s) designated by the Title IX Coordinator will create an Investigative Report that fairly summarizes relevant evidence, will and provide that Report to the parties at least ten (10) business days prior the hearing in an electronic format for each party’s review and written response.

The Investigative Report is not intended to catalog all evidence obtained by the Investigator, but only to provide a fair summary of that evidence. Only relevant evidence (including both inculpatory and exculpatory – i.e. tending to prove and disprove the allegations - relevant evidence) will be referenced in the Investigative Report. The investigator may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant. See, 85 Fed. Reg. 30026, 30304 (May 19, 2020).
VII. Hearing

A. General Rules of Hearings
Saint Elizabeth University will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing.

The live hearing may be conducted with all parties physically present in the same geographic location, or, at SEU discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through video conferencing software while located in a private room with their Advisor. This technology will enable participants simultaneously to see and hear each other. At its discretion, Saint Elizabeth University may delay or adjourn a hearing based on technological malfunctions not within a party’s control.

All proceedings will be audio recorded. The recording will be made available to the parties for inspection and review.

Prior to obtaining access to any evidence, the parties and their advisors must sign an agreement not to disseminate any of the testimony heard or evidence obtained in the hearing or use such testimony or evidence for any purpose unrelated to the Title IX Grievance Process. Once signed, this Agreement may not be withdrawn See, 85 Fed. Reg. 30026, 30435 (May 19, 2020).

B. Continuances or Granting Extensions
Saint Elizabeth University may determine that multiple sessions or a continuance (i.e. a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, Saint Elizabeth University will notify all participants and endeavor to accommodate all participants’ schedules and complete the hearing as promptly as practicable.

C. Participants in the live hearing
Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

1. Complainant and Respondent (The Parties)
   - The parties cannot waive the right to a live hearing.
   - The institution may still proceed with the live hearing in the absence of a party, and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a “statement” by that party. See, 85 Fed. Reg. 30026, 30361 (May 19, 2020). See, OCR Blog (May 22, 2020), available at https://www2.ed.gov/about/offices/list/ocr/blog/20200522.html
   - Saint Elizabeth will not threaten, coerce, intimidate or discriminate against either party in an attempt to secure the party’s participation. See 34 C.F.R. § 106.71; see also 85 Fed. Reg. 30026, 30216 (May 19, 2020).
● If a party does not submit to cross-examination, the decision-maker cannot rely on any prior statements made by that party in reaching a determination regarding responsibility but may reach a determination regarding responsibility based on evidence that does not constitute a “statement” by that party.
● The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party’s absence from the live hearing or refusal to answer cross-examination or other questions. See 34 C.F.R. §106.45(b)(6)(i).
● The parties shall be subject to the institution’s employee or faculty handbook, or student code of conduct, as appropriate.

2. The Decision-Maker
● The hearing body will consist of a single decision-maker.
● The decision-maker will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for Complainants, and any technology to be used at the hearing.
● The decision-maker will not have served as the Title IX Coordinator, Title IX investigator, or advisor to any party in the case, may not serve on the appeals body in the case.
● The decision-maker is prohibited from having a conflict of interest or bias in favor of, against either party, for, or against complainants or respondents in general.
● The parties will have an opportunity to raise any objections regarding a decision-maker’s actual or perceived conflicts of interest or bias at the commencement of the live hearing.

3. Advisor of choice
● The parties have the right to select an advisor of their choice, who is not required to be an attorney.
● The advisor of choice may accompany the parties to any meeting or hearing the party is permitted to attend; however, the advisor is not permitted to participate or speak on behalf of the party, except for the purpose of cross-examination during the hearing process.
● The parties are not permitted to conduct cross-examination; the advisor must conduct it. As a result, if a party does not select an advisor, the institution will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
● The advisor is not prohibited from having a conflict of interest or bias in favor of, against Complainants or Respondents, for, or against complainants or respondents in general.
● The advisor is not prohibited from being a witness in the matter.
● If a party does not attend the live hearing, the party’s advisor may appear and conduct cross-examination on their behalf. See, 85 Fed. Reg. 30026, 30340 (May 19, 2020).
● If neither a party nor their advisor appear at the hearing, Saint Elizabeth University will provide an advisor to appear on behalf of the non-appearing party. See, 85 Fed. Reg. 30026, 30339-40 (May 19, 2020).
● Advisors shall be subject to the institution’s employee or faculty handbook, or student code of conduct, as appropriate, and may be removed upon violation of policies laid within. If the advisor is removed from the hearing, the institution will appoint the party a new advisor.

4. Witnesses
● Witnesses cannot be compelled to participate in the live hearing, and have the right not to participate in the hearing free from retaliation. See, 85 Fed. Reg. 30026, 30360 (May 19, 2020).
● If a witness does not submit to cross-examination, as described below, the decision-maker cannot rely on any statements made by that witness in reaching a determination regarding responsibility, including any statement relayed by the absent witness to a witness or party who testifies at the live hearing. See, 85 Fed. Reg. 30026, 30347 (May 19, 2020).
● Witnesses shall be subject to the institution’s employee or faculty handbook, or student code of conduct, as appropriate, and may be removed upon violation of policies laid within.

D. Hearing Procedures
For all live hearings conducted under this Title IX Grievance Process, the procedure will be as follows:
● The decision-maker will open and establish rules and expectations for the hearing, utilizing the Title IX Grievance policy and applicable University policies and procedures as guidance;
● The Parties will each be given the opportunity to provide opening statements;
● The decision-maker will ask questions of the parties and witnesses;
● Parties will be given the opportunity for live cross-examination after decision-maker conducts the initial round of questioning;
● During the parties’ cross-examination, the decision-maker will have the authority to pause cross-examination at any time for the purposes of asking the decision-maker’s own follow up questions; and any time necessary to enforce the established rules of the hearing.
● Should a party or the party’s advisor choose not to cross-examine a party or witness, the party shall affirmatively waive cross-examination through a written or oral statement to the decision-maker. A party’s waiver of cross-examination does not eliminate the ability of the decision-maker to use statements made by the Party.

E. Live Cross-Examination Procedure
Each party’s advisor will conduct live cross-examination of the other party or parties and witnesses. During this live-cross examination, the advisor will ask the other party or parties and witnesses relevant questions and follow-up questions, orally, and in real time.
Before any cross-examination question is answered, the decision-maker will determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including by the decision-maker, might be deemed irrelevant if they have been asked and answered.

F. Review of Recording
The recording of the hearing will be available for review by the Complainant(s) and Respondent(s) within five business days, unless there are any extenuating circumstances.

G. Determination Regarding Responsibility
1. Standard of Proof
Saint Elizabeth University uses the preponderance of the evidence standard for investigations and determinations regarding responsibility of formal complaints covered under this policy. This means that the final determination reflects whether it is more likely than not, that a violation of the policy has occurred to a neutral decision-maker.

2. General Considerations for Evaluating Testimony and Evidence
While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the decision-maker.

Decision-makers shall not draw inferences regarding a party’s or witness’ credibility based on the party’s or witness’ status as a Complainant, Respondent, or witness, nor shall the decision-maker base judgments in stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony and/or evidence. Credibility judgments should not rest on whether a party or witness’ testimony is non-linear or incomplete, or if the party or witness is displaying stress or anxiety.

Decision-makers will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e. tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by the Title IX Final Rule, a witness’ testimony regarding third-party knowledge of the facts at issue will be allowed, but will generally be accorded lower weight than testimony regarding direct knowledge of the specific facts of what occurred.
The Final Rule requires that Saint Elizabeth University allow parties to call “expert witnesses” for direct and cross-examination. EU does not provide for expert witnesses in other proceedings. While the expert witness will be allowed to testify and cross-examined as required by the Final Rule, the decision-maker will be instructed to afford lower weight to non-factual testimony of the expert witness relative to fact witnesses, and any expert testimony that is not directed to the specific facts of the complaint will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is subjected to cross-examination and regardless of whether all parties present experts as witnesses.

The Final Rule requires that Saint Elizabeth University allow parties to call character witnesses to testify. SEU does not provide for character witnesses in other proceedings. While the character witnesses will be allowed to testify and be cross-examined as required by the Final Rule, the decision-maker will be instructed to afford very low weight to any non-factual character testimony of any witness.

The Final Rule requires that Saint Elizabeth University admit and allow testimony regarding polygraph tests (“lie detector tests”) and other procedures that are outside of standard use in academic and non-academic conduct processes. While the process and testimony and cross-examination of the process, test, and findings will be allowed as required by the Final Rule, the decision-maker will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.

Where a party or witness’ conduct or statements demonstrate that the party or the witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the decision-maker may draw an adverse inference as to that party or witness’ credibility.

3. Components of the Determination Regarding Responsibility

The written Determination Regarding Responsibility will be issued simultaneously to all parties through their University email account, or other reasonable means, as necessary. The Determination will include:

- Identification of the allegations potentially constituting covered sexual harassment;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding which section of the Code of Conduct, Sexual Misconduct Policy, and Employee or Faculty Handbook, if any, it was determined that the Respondent had or had not violated.
- For each allegation:
  - A statement of, and rationale for, a determination regarding responsibility;
• A statement of, and rationale for, any disciplinary sanctions imposed on the Respondent; and
• A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the University’s programs and/or activities will be provided by the University to the Complainant; and
• The University’s procedures and the permitted reasons for the Complainant and Respondent to appeal the determination (described below in “Appeal”).

4. **Timeline of Determination Regarding Responsibility**
   If there are no extenuating circumstances, the determination regarding responsibility will be issued by SEU within 10 business days of the completion of the hearing.

5. **Finality**
   The determination regarding responsibility becomes final either on the date that the University provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in “Appeals” below, or if an appeal is not filed, the date on which the opportunity to appeal expires.

**VIII. Appeals**
Each party may appeal:
1. the dismissal of a formal complaint or any included allegations and/or
2. a determination regarding responsibility.

To appeal, a party must submit a written appeal within five (5) business days of receiving notification of the determination.

The limited grounds for appeal are as follows:
• Procedural irregularity that affected the outcome of the hearing or investigation (i.e. a failure to follow the institution’s own procedures);
• New evidence that was not reasonably available at the time the determination regarding responsibility was made, that could affect the outcome of the matter; or
• The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against a party, or for or against complainants or respondents in general, that affected the outcome of the matter.

The submission of an appeal stays any sanctions for the length of an appeal. Supportive measures and remote learning opportunities remain available during the appeal process.

If a party appeals, the University will, as soon as practicable, notify the other party in writing of the appeal; however, the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.
Appeals may be no longer than five (5) pages (excluding attachments). Appeals should be submitted in electronic form using ARIAL or TIMES NEW ROMAN, 12-point font, and single-spaced. Appeals should use footnotes, not endnotes. Appeals that do not meet these standards may be returned to the party for correction, but the time for appeal will not be extended unless there is evidence that technical malfunction caused the appeal document not to meet these standards.

Appeals will be decided by an appeal decision-maker, typically a Vice President, or designee, who will be free of Conflict of interest and bias against either party or Complaints and Respondents in general, and will not have served as investigator, Title IX Coordinator, or hearing decision-maker in the grievance process.

Outcome of the appeal will be provided in writing simultaneously to both parties and include rationale for the decision.

IX. Retaliation
Saint Elizabeth University will keep the identity of any Complaint, Respondent and witnesses, confidential, except as permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding.

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations.

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under these procedures and related policies.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any charges filed against an individual for Code of Conduct violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment. As a result, SEU may not pursue drug or alcohol charges against students reporting offenses involving sexual harassment and misconduct based on their personal consumption of drugs or alcohol at or near the time of the incident. However, any such violation cannot have imperiled the health or safety of any other person. Amnesty does not preclude the University from pursuing educational measures, including discussion of the drug or alcohol offense regarding the risks and consequences of such activity.
Retaliation against an individual who has made a good faith complaint, participated in the investigation of a complaint, or otherwise exercised their rights under this policy, or the law is prohibited and is grounds for disciplinary and/or remedial action. Retaliation is an offense separate and apart from the underlying alleged policy violation(s) and will be considered independently. Retaliation is grounds for immediate disciplinary action against the perpetrator of the retaliation up to and including expulsion of students and dismissal of employees. Anyone who believes that they may have been the victim of retaliation should discuss this concern with the Title IX Coordinator.