

## **Resolution Procedures for Student Complaints of Sexual Harassment/Sexual Violence**

1. All sexual harassment and/or sexual violence complaints against a WSSU student should be filed directly with the Division of Student Affairs' (DSA) Deputy Title IX Coordinator, Ms. Natasha Jeter, Suite 307, Thompson Center, (336) 750-8663 or with the Title IX University Coordinator for the Office of EEAO/AA and Diversity, Ms. Silvia Ramos, Suite 203, Blair Hall (336) 750-8760.
2. The complainant should complete the Harassment/ Discrimination Complaint Form (which can be found on the Office of Student Conduct and EEO/AA Office website on the University's web page), detailing when the incident occurred, the nature of the grievance, against whom the grievance is directed to, and any witnesses to the incident.
3. Once the DSA Deputy Title IX Coordinator receives the written complaint, a Preliminary Administrative Review shall be used to determine if the allegations within the complaint are in violation of WSSU's Policy on Sexual Harassment and Sexual Violence. If the preliminary review indicates a potential violation of the Policy, an impartial investigation into the allegations will begin. If the preliminary administrative review indicates that the allegations within the complaint are not in violation of the aforementioned Policy, the investigator shall terminate the resolution complaint process. Termination of the complaint resolution process following a preliminary administrative review bars the issue from other university complaint/grievance resolution processes.
4. If the DSA Deputy Title IX Coordinator reviews the complaint and it indicates potential violation of the Policy, the DSA Deputy Title IX Coordinator will contact all members associated with the possible infraction within a forty-eight hour (48 hour) time frame to begin a formal investigation.
5. When an allegation of sexual harassment or sexual assault is brought forth to a University official, the DSA Deputy Title IX Coordinator must investigate all allegations and collect information. He or she has the authority to contact and forward said complaint to the respondent, witnesses, or others parties involved.
6. Upon initial contact by the DSA Deputy Title IX Coordinator, all individuals involved, including the complainant, respondent, and witnesses must respond within ten (10) business days. If any party is given a supplemental information request for additional information, he or she must comply within the allotted time frame. If the respondent and/or witnesses do not respond without notice, it is a violation of the Student Code of Conduct. This is a violation to *Section III, Item 20: Failure to Comply with University processes* and sanctions will be applied if parties involved violate this policy.
7. The DSA Deputy Title IX Coordinator has five (5) business days, after completion of all parties' interviews to refer all information to the Dean of Students, who will then adjudicate the case. The Dean of Students has five (5) business days to review and if necessary, will contact students for clarification.
8. The Dean of Students will then reach a decision and sanction according to the Student Code of Conduct. Notifications will be sent to respondent(s) and complainant(s).

9. The entire resolution process will be completed within sixty (60) calendar days from the University's receipt of written complaint, barring extenuating circumstances. If these circumstances occur, the respondent will be notified.
  
10. The respondent and/or complainant may appeal the sanction based on the appeal grounds as indicated on the *Appeals Process for Sexual Harassment/Sexual Violence* document.

## **Appeal Process for Sexual Harassment/Sexual Violence**

There are two appeal processes for sexual harassment and/or sexual violence sanctions. The respondent and/or complainant can appeal the given sanction based on evidence of any of the following grounds:

- Discrimination based on the student's membership in a protected class (race, creed, color, sex, national origin, physical disability or age over 40)
- New or newly discovered evidence previously unavailable
- Decision or judgment not supported or justified by the evidence
- Denial of due process and fair hearing, the presumption of innocence until found guilty, the right to know the evidence and to face witnesses testifying against the student, and the right to be advised and assistance in the individual's defense as allowed under the regulations of the institution as approved by the chancellor.

Respondent and/or complainant have ten (10) business days to submit an appeal. All appeals (appeal #1 or #2) must be submitted to the **Office of Student Conduct**, which is located in the Thompson Center, suite 303.

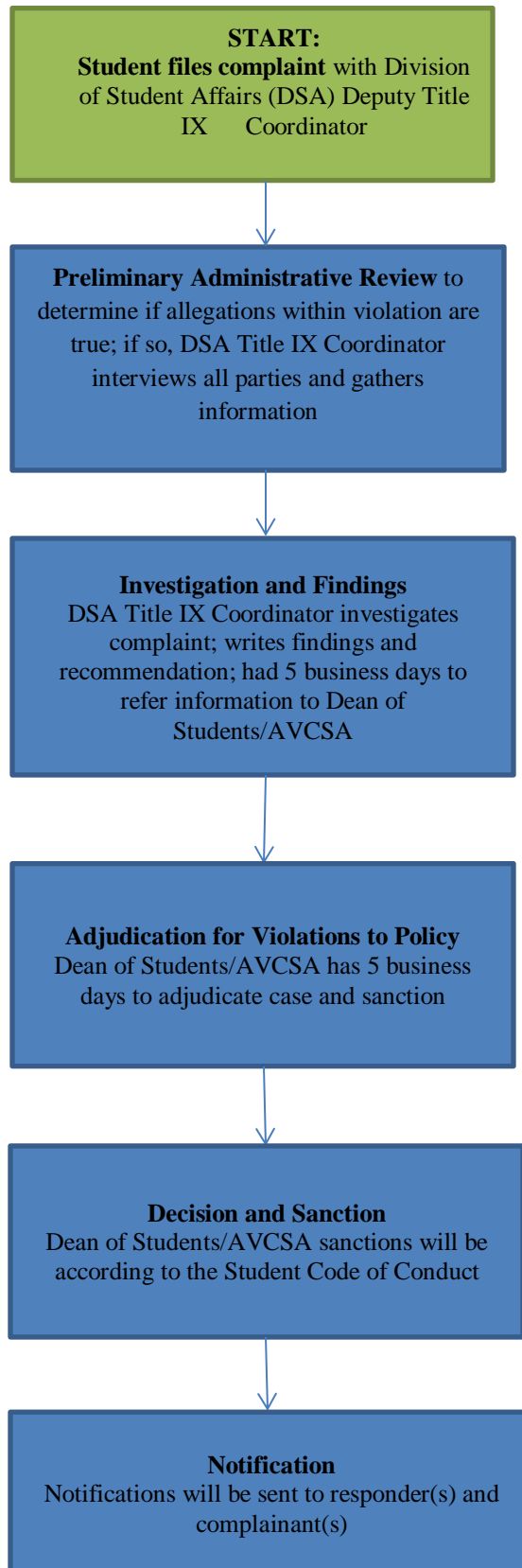
### Appeal Process #1: Appeals of sanctions of Suspension or Expulsion:

1. Respondent and/or complainant appeals are submitted to the Sexual Offenses Appeal Board (SOAB) which is comprised of a three committee member board (faculty and staff).
2. The SOAB will review the case file and give a recommendation to the Vice-Chancellor for Student Affairs (VCSA).
3. The VCSA can then accept the recommendation or decline. The VCSA has ten (10) business days to respond to the appeal.
4. Respondent and/or complainant may appeal the VCSA's decision based on the appeal grounds stated above; respondent and/or complainant appeals to Chancellor for suspension or expulsion cases only. The Chancellor has thirty (30) business days to respond to the appeal.
5. Respondent and/or complainant may appeal the Chancellor's decision based on the appeal grounds stated above; respondent and/or complainant appeals to the Board of Trustees (BOT) for suspension or expulsion cases only. Line of appeal for suspension cases stops here. BOT does not have a time frame to respond to the appeal.
6. Respondent and/or complainant may appeal the BOT decision based on the appeal grounds stated above; respondent and/or complainant appeals to the BOG for expulsion cases only. Line of appeal for expulsion stops here. BOG does not have a time frame to respond to the appeal.

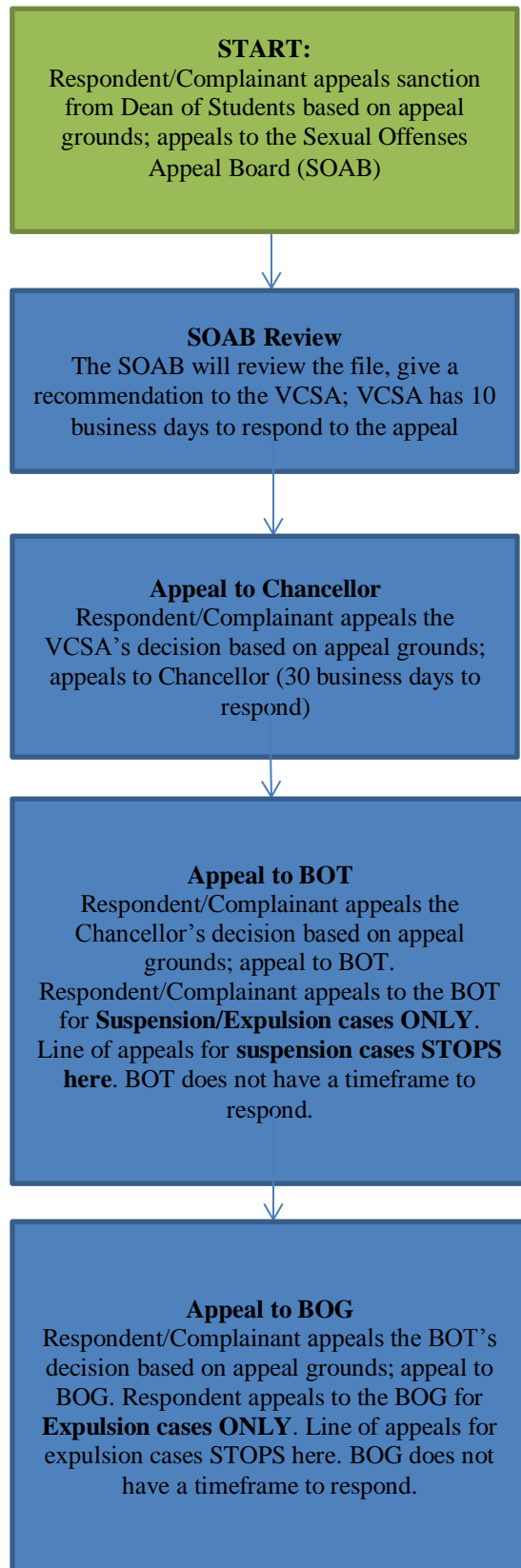
### Appeal Process #2: Appeals of sanction of less than Suspension:

1. Respondent and/or complainant appeals are submitted to the Vice-Chancellor for Student Affairs. The VCSA has ten (10) business days to review and make a recommendation to the Chancellor.
2. The Chancellor will then render a decision on the appeal. Line of appeal stops here.

## Resolution Procedures for Student Complaints of Sexual Harassment/Sexual Violence Flow Chart



**Appellate Process for Sexual Harassment/Sexual Violence Cases**  
**Appeal Process #1: Appeals of sanctions of Suspension or Expulsion**



**Appellate Process for Sexual Harassment/Sexual Violence Cases**  
**Appeal Process #2: Appeals sanction of less than Suspension**

