

Southern University System Power-Based Violence Process Flow Chart

Power-Based Violence Report

- •Title IX Coordinator receives report of power-based violence.
- Reports may be made in-person, mail, email, or through an online reporting platform.
- If the Reporter is a Third-Party Reporter, the Title IX Coordinator must acknowlege receipt of the report to the Third-Party Reporter.

Initial Contact with Potential Complainant

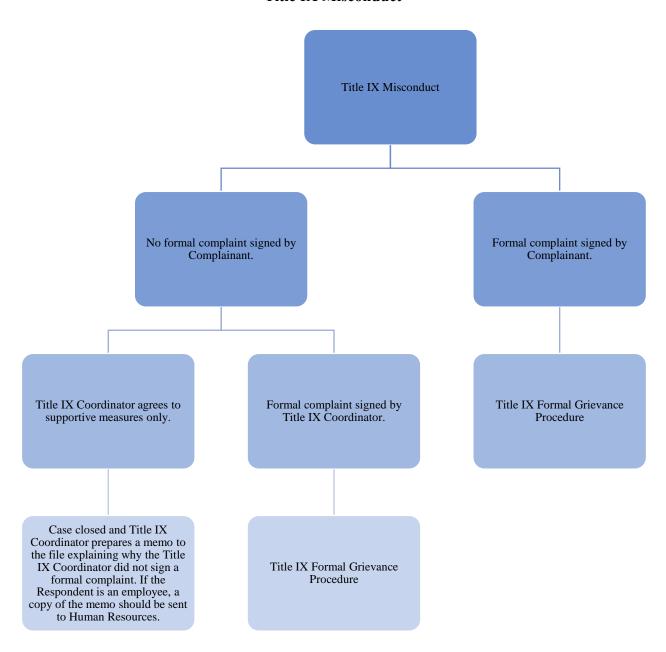
• The Title IX Coordinator shall contact the Potential Complainant within five working days following the report of power-based violence to schedule an initial meeting.

Initial Meeting/Assessmen

- •At the initial meeting, the Title IX Coordinator will completed all the actions listed in the System's Power-Based Violence/Sexual Misconduct Policy in Sections VI.4.i.a.1-15. (Initial Contact with Potential Complainant).
- The Title IX Coordinator explains supportive measures and processes as well as the rights outlined in Section VI.7 (Statement of the Rights of the Parties) in the System's Power-Based Violence/Sexual Misconduct Policy.
- The Title IX Coordinator assesses whether the conduct is Title IX Misconduct.
- If necessary, the Title IX Coordinator must submit a campus security authority report following the meeting.



Title IX Misconduct





Title IX Formal Grievance Procedure

Notice	 Title IX Coordinator sends notice to the parties as required in Section V.C.3.a (Notice) of the System's Title IX Formal Grievance Procedures Policy. If Respondent is a student, Title IX Coordinator must notify the registrar as required by Section VI.5. (Transcript Withholding, Notation, & Communication). If Respondent is an employee, Title IX Coordinator must copy the Human Resources Director on all correspondence to the Respondent.
Respondent Meeting	Title IX Coordinator to meet with Respondent to explain supportive measures and processes as well as the rights outlined in Section VI.7 (Statement of the Rights of the Parties) in the System's Power-Based Violence/Sexual Misconduct Policy.
Investigation	 The Investigator conducts an investigation as required by Section V.C.3.b (Investigation Procedure) of the System's Title IX Formal Grievance Procedures Policy. Prior to completion of the investigative report, the Investigator must send the report to each party and party's Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least ten days to submit a written response, which the Investigator will consider prior to completion of the investigative report.



Title IX Formal Grievance Procedure (Cont.)



• The Title IX Coordinator may conduct a pre-hearing conference with each party and each party's Advisor.

Hearing

- The Title IX Coordinator shall send notice of the hearing to the parties at least seven business days before the hearing.
- The Title IX Coordinator must send the final investigative report to each party and each party's Advisor at least ten days prior to the hearing.
- The Title IX Coordinator shall send the Decision Maker a copy of the final investiative report at least seven days before the hearing.
- The Title IX Coordinator shall ensure a hearing is conducted in accordance with Section V.C.4 (Hearings) of the System's Title IX Formal Grievance Procedures Policy.

Determination Regarding Responsibility

- The Decision Maker shall issue a written determination to the Title IX Coordinator with any sanctions, if applicable, within fifteen days regarding responsibility in in accordance with Section V.C.4.a (Determination Regarding Responsibility) of the System's Title IX Formal Grievance Procedures Policy.
- The Decision Maker shall determine the sanctions for students while Human Resources shall determine sanctions for employees. Therefore, for employees, the Decision Maker must consult with Human Resources for a determination of sanctions before issuing their written determination when applicable.



Title IX Formal Grievance Procedure (Cont.)

Notification
of Outcome

- The Title IX Coordinator shall notify the parties simultaneously of the written determination and any sanctions, if applicable, within two business days of receiving the written findings from the Decision Maker.
- The determination regarding responsibility becomes final either on the date the Title IX Coordinator provides the parties with the written determination of the result of the appeal, if an appeal is filed, or, if an appeal is not filed, the date on which an appeal would no longer be considered timely.
- Any sanctions will be implemented as soon as feasible in accordance with Section V.C.5 (Sanctions) of the System's Title IX Formal Grievance Procedures Policy.
- If Respondent is a student, Title IX Cooridinator must notify the registrar as required by Section VI.5. (Transcript Withholding, Notation, & Communication).

Appeals

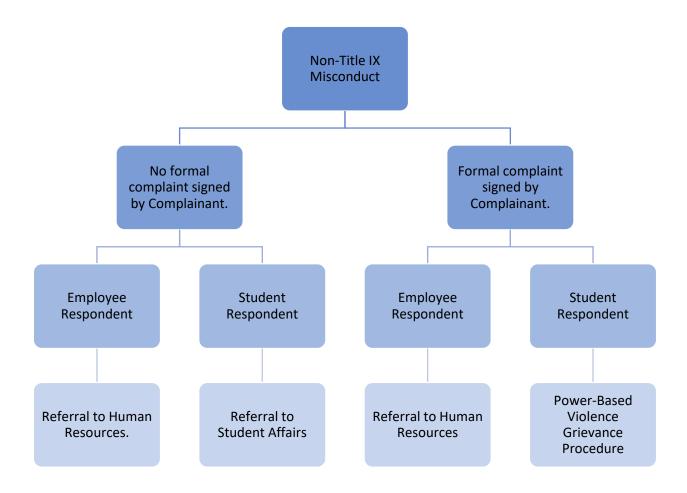
- A written notice of appeal outlining the reasons for the appeal shall be filed with the Title IX Coordinator within ten days after receiving the written determination from the Title IX Coordinator.
- Upon receiving a written notice of appeal, the Title IX Coordinator shall provide a copy to the other party giving the other party five days to provide a written response to the appeal.
- After the lapse of the response time, the Title IX Coordinator shall forward the appeal, appellate response, and case file to the appellate adjudicator for adjudication of the appeal.

Adjudication of Appeal

- Upon receipt of the appeal, appellate response, and case file, the appellate adjudicator shall have fourteen days to issue a written decision with rationale to the Title IX Coordinator.
- Upon receipt of the written decision from the appellate adjudicator, the Title IX Coordinator shall notify the parties simultaneously of the written decision within two business days.



Non-Title IX Misconduct





Power-Based Violence Grievance Procedure

Notice

- Title IX Coordinator sends notice to the parties as required in Section V.C.3.a (Notice) of the System's Title IX Formal Grievance Procedures Policy.
- Title IX Cooridinator must notify the registrar as required by Section VI.5. (Transcript Withholding, Notation, & Communication).

Notice to Respondent

- Title IX Coordinator to send notice to the Respondent that a Formal Complaint alleging power-based violence has been filed against them in accordance with Section VI.4.ii (Notice to Respondent) in the System's Power-Based Violence/Sexual Misconduct Policy.
- Within seven days of receiving notice of the formal complaint, the Respondent should arrange to meet with the Title IX Coordinator to review the formal complaint.

Investigation

- The Investigator conducts an investigation as required by Section VI.4.iii (Investigation Process) in the System's Power-Based Violence/Sexual Misconduct Policy.
- Before the investigative report is finalized, the parties shall be given the opportunity to review one another's statements and may also be provided a written summary of other information collected during the investigation if the information is requested and the Title IX Coordinator deems it appropriate to disclose.
- The parties shall submit any comments about their own statement, or on any investigation summary that might be provided, to the Investigator within five calendar days after the statement or summary was provided.
- Following receipt of any comments submitted, or after the five-day comment period has lapsed without comment, the Investigator shall address any identified factual inaccuracies or misunderstandings, as appropriate.



Power-Based Violence Grievance Procedure (Cont.)



• The Title IX Coordinator may conduct a pre-hearing conference with each party and each party's Advisor.

- The Title IX Coordinator shall convene a hearing no earlier than ten days and no later than thirty days after the final investigative report has been submitted to both parties.
- The Title IX Coordinator shall send notice of the hearing to the parties at least seven business days before the hearing.
- The Title IX Coordinator shall send the Decision Maker a copy of the final investiative report at least seven days before the hearing.
- The Title IX Coordinator shall ensure a hearing is conducted in accordance with Section VI.4.ix.b (Formal Resolution) in the System's Power-Based Violence/Sexual Misconduct Policy.

Determination Regarding Responsibility • The Decision Maker shall issue written findings tothe Title IX Coordinator with any sanctions, if applicable, within fourteen days regarding responsibility in in accordance with Section VI.4.ix.b (Formal Resolution) in the System's Power-Based Violence/Sexual Misconduct Policy.



Power-Based Violence Grievance Procedure (Cont.)

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