

Filing a Title IX Complaint

**Sexual Harassment, Sexual Misconduct,
Sexual Assault, Intimate Partner Violence, Stalking**



Office of Title IX

Your Rights During an Investigation

- ▶ **To have a prompt, fair and impartial investigation.**
- ▶ **To review and revise the notes taken by the investigator during your interview.**
- ▶ **To present any evidence or the names of witnesses you feel are relevant to the investigation.**
- ▶ **To have a support person accompany you to the meetings regarding the allegations. The support person may be anyone, but not a person who has information relevant to the allegations. The support person may not answer questions regarding the subject matter of the investigation.**
- ▶ **To be informed of the outcome of the investigation within a reasonable time frame.**
- ▶ **To appeal the outcome of the investigation if the circumstances qualify for an appeal.**
- ▶ **To have your information and information pertaining to the complaint kept private (released only on a need-to-know basis).**
- ▶ **To be protected from retaliation or any negative action taken against you for participating in the investigation.**



The Harvey Mudd College Office of Title IX is committed to equity and dedicated to providing information, resources and assistance to address, resolve and prevent all forms of sexual harassment, sexual misconduct, intimate partner violence and stalking. The Title IX office respects the autonomy and dignity of all individuals, interacts with each individual without prejudice or presumption and seeks to protect, to the extent possible, the privacy of all members of the Harvey Mudd community.

For more information, contact Deborah Kahn, Title IX coordinator, at 909.607.3148 or dkahn@hmc.edu.

Harvey Mudd College prohibits all forms of sexual and gender-based harassment, as well as sexual misconduct, sexual assault, stalking and intimate partner violence.

When you disclose an incident of sexual assault or intimate partner violence, you have a right to:

► Seek support from confidential resources.

College and consortium resources include Student Health Services (909.621.8222), Monsour Counseling and Psychological Services (909.621.8202), EmPOWER Center (909.607.2689) and Harvey Mudd Advocates (advocates@g.hmc.edu). Confidential support means that information you provide may only be shared with your consent.

► Speak and present information on your behalf, free from prejudice.

► File a police report and take legal actions separate from and in addition to any Harvey Mudd College process.

► File a complaint that initiates an investigation through the College's early or formal resolution process.

► Information and assistance with the following:

- Academics
- Employment
- Housing
- Physical and/or mental health
- Safety
- Transportation
- Interim remedies tailored to your specific circumstances

How To File a Complaint

When you decide to file a complaint, the Title IX coordinator initiates a series of steps to address and resolve the complaint.

A Title IX Incident Reporting Form can be found on the College's Title IX website, or the Title IX coordinator can help you access a physical or electronic version of the form.

When you file a complaint, the Title IX coordinator conducts an initial assessment with you to determine:

- The health and safety of the individual(s) involved as well as the larger Harvey Mudd community.
- What steps to take to mitigate the immediate impact of the incident and connect the complainant with services.
- The best way to bring about a resolution of the complaint.

Complaints filed with the Title IX office are typically resolved within 60 working days. That time may be extended due to parallel criminal investigations, police inquiries, school breaks or other events necessary to ensure a fair, complete and thorough investigation.

There are two forms of complaint resolution: early resolution and formal investigation.

Characteristics of an Early Resolution

An early resolution can provide a wide range of measures to address an incident's effects, resolve a complaint and prevent the incident from reoccurring. Within the early resolution process, circumstances may require a simple investigation before potential remedies are put in place.

Possible remedies include:

- Having no future contact with the person against whom the complainant files
- Attending sexual harassment prevention courses
- Attending alcohol education courses
- Attending counseling
- Terminating the alleged behavior
- Disciplinary sanctions

Characteristics of a Formal Complaint

A formal complaint includes:

► Investigation

This is conducted by either an internal or external investigator or investigator team. The investigators speak to all involved parties and any witnesses. Investigators also consider all relevant evidence, such as text messages and pictures.

► Determination of Outcome

If the investigator finds that there was a violation of the HMC Discrimination, Harassment, and Sexual Misconduct Policy, the Title IX coordinator will recommend that the case be forwarded for the initiation of disciplinary sanctions.

► Human Resources or Faculty Affairs

For employee cases, if the investigator finds that there was a violation of the HMC Discrimination, Harassment, and Sexual Misconduct Policy, the Title IX coordinator will recommend the case be forwarded to the Office of Human Resources.

Harvey Mudd College

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