

# **What to Do When You Have Been Named in a Formal Complaint**

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



Office of Title IX

## What You Can Expect 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 review a preliminary investigation report, provide feedback, pose questions to witnesses or request additional investigations.
- ▶ To have the option to attend an investigation review meeting.
- ▶ 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 Jennifer Alanis, Title IX coordinator, at 909.607.3148 or [jalanis@hmc.edu](mailto:jalanis@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 are named in a formal complaint, you may:**

- ▶ **Receive a statement of explanation regarding the complaint and the name of the person or organization who has filed it.**
- ▶ **Know of any limitations or restrictions placed upon you as a result of the complaint.**
- ▶ **Speak and present information on your own behalf, free from prejudice.**
- ▶ **Know the status of the complaint throughout the process.**
- ▶ **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). Confidential support means that information you provide may only be shared with your consent.

- ▶ **Receive information and assistance with the following:**
  - Academics
  - Employment
  - Campus escorts
  - Housing
  - Physical and/or mental health
  - Safety
  - Transportation



## When a Formal Complaint is Filed

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.

When a formal complaint is filed, the Title IX coordinator conducts an initial assessment to determine the best way to bring about an informal resolution of the complaint. There are two forms of complaint resolution: Early Resolution and Formal Complaint.

### Characteristics of an Informal 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 Student Sexual Misconduct Policy, depending on the circumstances, the Title IX coordinator will recommend that the case be forwarded to a decision maker for the potential initiation of disciplinary sanctions or further investigation.

### ► **Human Resources or Faculty Affairs**

For employee cases, the Office of Human Resources will work with the Title IX coordinator to investigate and determine if there was a violation of the HMC Discrimination, Harassment, and Sexual Misconduct Policy.

**Harvey Mudd College**

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