Title IX Process & Procedure Overview

This chart represents a general overview of the Title IX process at the College. The College may adjust this process as circumstances require and as allowed by law. For a full description of the College’s policies and procedures related to Title IX, please see the College’s Community Standards page at https://www.landmark.edu/student-life/our-community/community-standards.

Report Received by Title IX Coordinator
Directly from a student or from any individual who receives an allegation of sexual harassment.

Rights & Options Meeting
Title IX Coordinator meets with the student to discuss availability of supportive measures (with or without the filing of a formal complaint) and explain the process for filing a formal complaint.

File a formal complaint?

NO

Complaint is closed or addressed by the College through normal conduct procedures. Supportive measures remain in place.

YES

Student provides a signed document describing the alleged conduct and requests an investigation.

Interim Suspension, Emergency Removal and Administrative Leave
When the College determines that there is an immediate threat to the physical health or safety of any student or other individual the College can remove a respondent from the campus.

Confidential Counseling Support

Medical Care

Contacting Law Enforcement

Supportive Measures
Alternative academic, transportation, working and/or living situations that are reasonably available and necessary to restore or preserve equal access to the College’s education programs or activities without unreasonably burdening the other party.

Advisors - Each party may have an advisor of their choice at a hearing for the limited purpose of conducting cross-examination.

Witnesses - Each party may request witnesses who have information that is relevant to the hearing.

Hearing
Presided over by a hearing officer, who decides whether or not the respondent violated the policy at issue.

Determination of Responsibility & Sanctions (if applicable)
Provided to complainant & respondent in writing within 14 days of hearing.

Appeal
Each party to a case has a right to appeal a determination regarding responsibility on specific grounds.

Informal Resolution
A voluntary resolution option that does not involve formal hearing procedures. All parties and the Title IX Coordinator must agree to the use of this option.

Disposition Without A Determination/Dean’s Sanction
In cases where the facts are not in dispute, and a student respondent is prepared to accept responsibility for their actions, the College may forgo a hearing and offer a sanction meant to approximate the sanction that would be levied in a hearing.

Complaint is dismissed from Title IX process and transferred to general College conduct procedures.

Appeal

Notice of Investigation
Complainant & Respondent are provided written notice of the investigation.

Investigation
May include interviews with complainant, respondent, and other persons with information.

Preliminary Investigative Report
Complainant & respondent will have an opportunity to review and provide written responses to the report.

Final Investigative Report
Includes any follow-up to complainant & respondent responses.

OUT OF SCOPE

WITHIN SCOPE

APPEAL DENIED

APPEAL GRANTED

Complainant may appeal.

Title IX Coordinator determines if alleged conduct falls under scope of Title IX policy.

Disposal

STUDENT RECONSIDERS REPORTING DECISION

Findings

Sanctions

Sanctions (if applicable)
May include interviews with complainant, respondent, and other persons with information.

Disposal

STUDENT RECONSIDERS REPORTING DECISION

Final Investigative Report
Includes any follow-up to complainant & respondent responses.

Determination/Dean's Sanction
Complainant & Respondent are provided written notice of the investigation.

Investigation
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