

Converse University
Sex¹ Discrimination and Harassment Policy AND Title IX Sexual Harassment² Grievance
Procedures

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IMPORTANT INFORMATION FOR INDIVIDUALS WHO MAY BE VICTIMS OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, OR STALKING

If you or someone you know may have been a victim of the behaviors listed above or any other type of violence, you are strongly encouraged to seek immediate assistance.

ASSISTANCE CAN BE OBTAINED 24 HOURS A DAY, 7 DAYS A WEEK, FROM CONVERSE UNIVERSITY CAMPUS SAFETY

(Located in the Campus Safety Office on the ground floor of Carnegie and/or patrolling the campus 24/7 and available by phone at 864.596.9026)

During business hours (8:00 am to 5:00 pm, Monday through Thursday, and 8:00 am - 1:00 pm on Fridays), you are also strongly encouraged to contact one of the following individuals:

Title IX Coordinator:
Campus Representative Karen Medlin, BS
Title IX Coordinator
864.596.9027
karen.medlin@converse.edu
Montgomery, 206E

Title IX Deputy Coordinators:
Faculty & Staff Representative Kristin Lacey, MBA
VP for Operations & Chief Financial Officer
864.596.9031
kristin.lacey@converse.edu
Carnegie 201

Student Representative Shannon Bishop
University Registrar
864.596.9624
shannon.bishop@converse.edu
Wilson 253

The Title IX Coordinator may designate one or more interim Deputy Title IX Coordinators in the absence of the individuals listed above.

For additional information about seeking medical assistance and emotional support, as well as important contact information for local law enforcement agencies, hospitals, and other resources, **see Exhibit A attached to this document.**

SECTION I. SEX DISCRIMINATION AND HARASSMENT POLICY

1.01 Notice of Nondiscrimination

Converse University (“Converse”), in compliance with and as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations (“Title IX”) and other civil rights laws, as well as in furtherance of its own values as a higher education institution, does not discriminate based on race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, pregnancy and related conditions, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

Discrimination and harassment are antithetical to the values and standards of the Converse community; are incompatible with the safe, healthy environment that the Converse community expects and deserves; and will not be tolerated. Converse is committed to providing programs, activities, and an education and work environment free from discrimination and harassment, and to fostering a community that promotes prompt reporting and the fair and timely resolution of such behaviors.

Inquiries concerning discrimination or harassment on the basis of sex may be referred to Converse’s Title IX Coordinator. Exhibit A to this document provides the Title IX Coordinator’s contact information.

Inquiries concerning discrimination or harassment based on a protected characteristic or status other than sex may be referred to the Director of Community & Inclusion (for students) or the Director of Human Resources (for employees). Exhibit A also provides their contact information.

Individuals also may make inquiries regarding discrimination or harassment to the U.S. Department of Education’s Office for Civil Rights by contacting the District of Columbia Office, 400 Maryland Avenue, SW, Washington, D.C. 20202-1475; Phone 800-421-3481; Email: OCR@ed.gov.

This policy and related university policies and procedures are not contracts and do not confer contractual rights upon any individual. Converse has the right to amend or modify this policy, and related Converse policies and procedures are not intended to replicate or supersede local, state, or federal criminal or civil laws. Converse policies differ from the criminal and civil justice system, and findings of responsibility for conduct prohibited by this policy shall not be construed as a finding that any criminal or civil statute has been violated.

1.02 Prohibition of Sex Discrimination and Harassment, Retaliation, and Providing False Information or Interfering with a Grievance Process

This policy prohibits discrimination and harassment on the basis of sex. Converse strongly encourages the prompt reporting of, and is committed to the timely and fair resolution of, complaints of sex discrimination and harassment.

Sexual Harassment, as defined by Title IX and herein², is a specific type of sex discrimination/harassment that includes Sexual Assault, Dating Violence, Domestic Violence, and Stalking, and that Converse addresses using its Title IX Sexual Harassment Grievance Procedures, as required by Title IX.

This policy also prohibits Retaliation, as defined by Title IX and herein. Complaints alleging Retaliation may be filed with the Title IX Coordinator and, at the discretion of the Title IX Coordinator, may be addressed under Converse's Title IX Sexual Harassment Grievance Procedures or other grievance procedures adopted by Converse.

Additionally, any individual who knowingly files a false Formal Complaint or who interferes with a Converse grievance process may be subject to disciplinary action. Interference with a grievance process may include, but is not limited to, attempting to coerce, compel, or prevent an individual from providing testimony or relevant information; removing, destroying, or altering documentation relevant to an investigation; or providing false or misleading information to Converse officials who are involved in the investigation and/or resolution of a Formal Complaint, or encouraging others to do so.

1.03 Reporting and Period of Limitations

Any person (whether or not alleged to be the victim) may report sex discrimination or harassment, including Sexual Harassment, in person, by mail, by telephone, or by electronic mail, using the contact information for the Title IX Coordinator listed in Exhibit A, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time (including non-business hours).

Converse *strongly encourages* all employees and other members of the Converse community to promptly report concerns regarding suspected or known discrimination/harassment based on sex to the Title IX Coordinator or to an Official with Authority (OWA) who can, on behalf of Converse, institute corrective measures to comply with the university's response obligations.

The following employees have been designated as an OWA:

- Director of Human Resources
- Dean of Students
- Director of Campus Safety
- Provost
- Title IX Coordinator

²Capitalized terms used herein are defined in Section 1.06

- Deputy Coordinators
- Title IX Investigators (contact information listed in Exhibit A) and (listed on My.Converse on the Title IX page)

Accordingly, these employees are required to report discrimination and harassment on the basis of sex to the Title IX Coordinator.

Anonymous Reporting Limitations - Individuals who choose to file anonymous reports are advised that it may be very difficult for Converse to follow up or act on anonymous reports where corroborating information is limited. Anonymous reports may be used for Clery Act data collection purposes. The Clery Act requires all universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Additionally, Converse has designated the following employees as confidential resources for students.

- All employees in the Converse University Wellness Center (Rear of Andrews Hall) 864.596.9258
- University Chaplain (Montgomery Student Center, Room 201) 864.596.9078

Information about sex discrimination or harassment shared with these confidential resources typically will not be reported to other Converse personnel (including the Title IX Coordinator), to the Respondent, or to Others, unless the disclosing individual gives their consent to the disclosure or the law requires it (as may be the case with abuse involving a minor or under conditions involving imminent physical harm, for example). (Confidential resources may report non-identifying statistical information to the Title IX Coordinator for recordkeeping and compliance purposes.)

Converse will address allegations of sex discrimination and harassment appropriately no matter the length of time that has passed since the alleged conduct. However, Converse strongly encourages prompt reporting to preserve evidence for a potential legal or disciplinary proceeding. Delay may compromise the ability to investigate, particularly if the individuals involved in the alleged conduct are no longer Converse students or employees.

Confidentiality and Anonymity

Formal Complaint Requirements: A Formal Complaint must include the Complainant's physical or digital signature or otherwise indicate that the Complainant is the one filing the complaint; anonymous complaints are not accepted. While the Complainant's identity can remain confidential from the Respondent for the purpose of implementing supportive measures (to the extent possible), if an investigation is pursued, the Complainant's identity must be disclosed to the Respondent during the grievance process.

Requests for Confidentiality or No Action: If the Complainant requests that their personally identifying information not be shared with the Respondent, that no investigation be conducted, or that no further action be taken, the Title IX Coordinator will attempt to honor these preferences when possible, considering safety concerns and

legal obligations. The Title IX Coordinator will decide whether to file a Formal Complaint on Converse's behalf if the Complainant chooses not to file one. However, even in such cases, neither the Title IX Coordinator nor Converse will become the Complainant or a party to the disciplinary matter.

Proceeding Without Complainant's Consent: If the Title IX Coordinator determines that Converse must proceed with a Formal Complaint despite the Complainant's request, Converse will make reasonable efforts to protect the Complainant's privacy. However, the investigation may require disclosing the Complainant's identity to the Respondent and others who have relevant information. In such situations, the Title IX Coordinator will inform the Complainant that Converse is moving forward with the Formal Complaint, but the Complainant is not obligated to participate in the investigation or any other actions taken by Converse.

1.04 Applicability of Policy and Grievance Procedures

This Policy applies to any allegation of sex discrimination or harassment made by or against a student or an employee of Converse or a third party, regardless of sex, sexual orientation, sexual identity, gender expression, or gender identity.

The Title IX Sexual Harassment Grievance Procedures apply only to allegations of Sexual Harassment in Converse's Education Program or Activity (as defined herein)³. And, at the discretion of the Title IX Coordinator, to related allegations of Retaliation.

Converse will address allegations of other types of sex discrimination or harassment (i.e., that do not meet the definition of Title IX Sexual Harassment): (1) using other student and employee conduct disciplinary procedures deemed appropriate by the Title IX Coordinator in consultation with other Converse administrators; and/or (2) with Supportive Measures, which are defined and discussed in more detail herein.

Additionally, Converse reserves the right to adjudicate conduct prohibited by other Converse policies (i.e., outside the scope of the Sex Discrimination and Harassment Policy) under this Policy if the conduct is related to an alleged instance of Sexual Harassment covered by this policy.

1.05 Rights of Parents

When a student Complainant or Respondent is a minor or has a guardian appointed and their parent or guardian has the legal right to act on the student's behalf, then the parent or guardian may file a Formal Complaint on behalf of the student, although the student would be the "Complainant". In such a situation, the parent or guardian may exercise the rights granted to the

³ And, at the discretion of the Title IX Coordinator, to related allegations of Retaliation.

student under this Policy, including requesting Supportive Measures and participating in a grievance process. Similarly, the parent or guardian may accompany such students to meetings, interviews, and hearings during a grievance process to exercise rights on behalf of the student, while the student's Advisor of choice may be a different person from the parent or guardian. Whether or not a parent or guardian has the legal right to act on behalf of an individual would be determined by state law, court orders, child custody arrangements, or other sources granting legal rights to parents or guardians.

Additionally, FERPA and its implementing regulations address the circumstances under which a parent or guardian is permitted to inspect and review the student's education records. However, in circumstances in which FERPA would not grant a party the opportunity to inspect and review evidence in connection with a grievance process, pursuant to Title IX and its implementing regulations, the student has an opportunity to do so, and a parent or guardian who has a legal right to act on behalf of the student has the same opportunity.

1.06 Definitions Applicable to Policy and Grievance Procedures

Capitalized terms used herein are defined as follows:

“Actual Knowledge”

Means notice of Sexual Harassment or allegations of Sexual Harassment to Converse's Title IX Coordinator or Officials With Authority (OWA), as noted in Section 1.03, who are designated as mandated reporters.

“Notice”

As used in this paragraph includes, but is not limited to, a report of Sexual Harassment to the Title IX Coordinator⁴.

“Clery Act”

Refers to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which is a federal statute codified at 20 U.S.C. § 1092 (f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. § 668.46. The Clery Act requires all colleges and universities that participate in federal financial aid

⁴ This standard is not met through knowledge based solely on vicarious liability or constructive notice. This standard is also not met when the only individual with Actual Knowledge is the Respondent. The mere ability or obligation to report Sexual Harassment or to inform a student about how to report Sexual Harassment, or having been trained to do so, does not qualify an individual as one to whom notice of Sexual Harassment or allegations of Sexual Harassment constitutes Actual Knowledge.

programs to keep and disclose information about crime on and near their respective campuses.

“Complainant”

Means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, irrespective of whether a Formal Complaint has been filed.

“Coercion”

Means unreasonable pressure for sexual activity. Coercion is more than an effort to persuade, entice, or attract another person to have sex. When a person makes a clear decision not to participate in a particular form of Sexual Contact or Sexual Intercourse, a decision to stop, or a decision not to go beyond a certain sexual interaction, continued pressure can be coercive. The totality of the circumstances of the alleged coercion will be considered, including, but not limited to, the frequency, intensity, and duration of the alleged coercive behavior. Coercion that is severe enough to constitute a non-consensual sexual encounter typically involves manipulation, intimidation, or forceful actions that overwhelm an individual's ability to freely give consent. Examples of coercion include threatening to disclose another individual's private sexual information or threatening to harm oneself if the other party does not engage in sexual activity.

“Consent”

Informed, freely and actively given, mutually understandable words or actions that indicate a willingness to and readiness to participate in mutually agreed-upon sexual activity. Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a clear and unambiguous agreement between them to engage in certain conduct with each other. Consent cannot be gained by ignoring or acting in spite of the objections of another.

Consent cannot be inferred from: silence, passivity, or lack of resistance alone; a current or previous dating or sexual relationship alone (or the existence of such a relationship with anyone else); attire; the buying of dinner or spending of money on a date; or Consent previously given (i.e., consenting to one sexual act does not imply Consent to another sexual act).

Consent is not effective if it is obtained through the use of physical force, violence, duress, deception, intimidation, coercion, or the threat, expressed or implied, of bodily injury. Whether a party used any of these means to obtain Consent will be determined by

reference to the perception of a reasonable person found in the same or similar circumstances.

The following individuals may never give consent: minors, even if the other participant did not know the minor's age; mentally disabled persons, if their disability was reasonably knowable to a person who is not mentally disabled; or persons who are incapacitated. The use of alcohol or drugs does not diminish one's responsibility to obtain Consent and does not excuse conduct that constitutes Sexual Harassment.

Either party may withdraw its consent at any time. Once withdrawal of consent has been expressed by words or actions that indicate a clear desire to end sexual activity, all sexual activity must cease immediately. If at any time during a sexual act, any confusion or ambiguity is or should be apparent on the issue of Consent, it is incumbent upon each individual involved in the activity to stop and clarify the other's willingness and readiness to continue and capacity to Consent. Neither party should make assumptions about the other's willingness and readiness to continue.

“Day”

Means a Converse business day, unless otherwise specified, and does not include weekends, Converse holidays, or inclement weather when Converse offices are closed.

“Deputy Title IX Coordinator(s)”

Means university employees designated to assist the Title IX Coordinator in handling reports of Prohibited Conduct. They are available to answer questions and meet with those concerned about university processes related to Prohibited Conduct.

“Education Program or Activity”

Means all locations, events, or circumstances where Converse exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurs. This also extends to incidents of Sexual Harassment that occur off-campus, if any of the following conditions are met: (a) The off-campus incident is part of Converse's operations; (b) Converse exercises substantial control over both the Respondent and the context of the alleged Sexual Harassment that occurred off-campus; or (c) the incident occurs at an off-campus building owned or controlled by a student organization officially recognized by Converse.

“Education Record”

Has the meaning assigned to it under FERPA.

“FERPA”

Is the Family Educational Rights and Privacy Act, a federal statute codified at 20 U.S.C. § 1232g, with implementing regulations at 34 C.F.R. § 99. FERPA protects the privacy of student Education Records. FERPA grants to eligible students the right to access, inspect, and review Education Records, the right to challenge the content of Education Records, and the right to consent to the disclosure of Education Records.

“Formal Complaint”

Means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that Converse investigate the allegation of Sexual Harassment (form listed in Exhibit B). At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in Converse’s employment or Education Program or Activity. A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail by using the contact information listed for the Title IX Coordinator in Exhibit A. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint.

“Incapacitation”

The state in which an individual cannot make rational, reasonable decisions because they lack the capacity to give informed consent, for example, they cannot understand the “who, what, when, where, why, or how” of their sexual interaction. Determining incapacitation involves considering all relevant indicators of a person’s condition and is not the same as intoxication, impairment, blackout, or being drunk. This policy also applies to individuals whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, or the consumption of incapacitating drugs. An individual who is incapacitated cannot consent to sexual activity.

In evaluating whether consent was present in cases of alleged incapacitation, the university asks three questions:

1. Was the complainant incapacitated?
2. If so, did the respondent know the complainant was incapacitated?
3. If not, would a sober, reasonable person in the same situation have known that the complainant was incapacitated based on objectively and reasonably apparent indications of incapacitation?

An individual who engages in sexual activity with someone the individual knows or reasonably should know is incapable of giving consent is in violation of this policy.

“Official with Authority”

(OWA) has the authority to institute corrective measures on behalf of the institution.

“Pregnancy and Related Conditions”

Converse will not discriminate against any student or exclude them from its educational programs or activities—including classes and extracurricular activities—based on the student’s pregnancy, childbirth, lactation, false pregnancy, termination of pregnancy, or recovery from any of these conditions. Unless the student voluntarily requests to participate in a separate part of Converse’s program or activity, they will not be excluded.

Converse will treat pregnancy and related conditions—including childbirth, false pregnancy, termination of pregnancy, and recovery conditions—in the same manner and under the same policies as any other temporary disability. This applies to any medical or hospital benefit, service plan, or policy that Converse administers, operates, offers, or participates in with respect to students admitted to its educational programs or activities.

“Respondent”

Means an individual who has been reported to be the perpetrator of conduct alleged to constitute Sexual Harassment. The respondent is presumed not responsible unless and until a determination is made at the conclusion of the grievance process.

“Retaliation”

Means (1) and adverse action (including direct and indirect intimidation, threats, coercion, discrimination, or harassment (including charges for conduct violation that do not involve sex discrimination or harassment or Sexual Harassment but that arise out of the same facts or circumstances as a report or complaint of sex discrimination or harassment or a report of Formal Complaint of Sexual Harassment)) that is (2) threatened or taken against a person (a) for interfering with any right or privilege secured by Title IX; or (b) because the person has made a report or Formal Complaint,

testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing related to Title IX⁵.

“Sexual Harassment”

Means conduct based on sex that satisfies one or more of the following:

(1) Quid Pro Quo Sexual Harassment

Conduct where a faculty or staff member of Converse, an authorized agent of Converse, or another person authorized by Converse to provide aid, benefit, or services under Converse’s Education Program or Activity, explicitly or implicitly conditions a provision of such aid, benefit, or service on an individual’s participation in unwelcome sexual conduct

(2) Hostile Environment Sexual Harassment

Unwelcome conduct determined by a reasonable person to be so severe, pervasive, *and* objectively offensive that it effectively denies a person equal access to Converse’s Education Program or Activity

(3) Sexual Assault

As defined in 20 U.S.C. § 1092 (f)(6)(A)(v), it is an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation and is further defined as any sexual act directed against another person, with the consent of the person, including instances where the person is incapable of giving consent. Sexual Assault can occur between individuals of the same or different sexes and/or genders. Sexual Assault includes the following:

Rape: The carnal knowledge of a person, without the consent of the person, including instances where the person is incapable of

⁵ Retaliation does not include (1) the exercise of rights protected under the First Amendment; (2) charging and individual with making a materially false statement in bad faith in the course of a grievance proceeding (provided, however, that a determination regarding responsibility alone is not sufficient to conclude that an individual made a materially false statement in bad faith); or (3) good faith actions lawfully pursued in response to a report of prohibited conduct.

giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

Sodomy: Oral or anal sexual intercourse with another person, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of a person, without the consent of the person, including instances where the person is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical capacity.

Criminal Sexual Contact (previously known as **Fondling**): (a) The intentional touching of the clothed or unclothed body parts without consent of the victim for the purpose of sexual degradation, sexual gratification, or sexual humiliation. (b) The forced touching by the victim of the actor's clothed or unclothed body parts, without the consent of the victim, for the purpose of sexual degradation, sexual gratification, or sexual humiliation.

Incest: Sexual intercourse with a person who is under the statutory age of consent.

Statutory Rape: Sexual intercourse with a person under the statutory age of consent.

(4) Dating Violence

As defined in 34 U.S.C. § 12291(a)(10): Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) the length of the relationship; (ii) the type of relationship; (iii) the frequency of interaction between the persons involved in the relationship.

(5) Domestic Violence

As defined in 34 U.S.C. § 12291 (a)(8): Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by another person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

(6) Stalking

Stalking occurs when a person engages in a course of conduct directed at a specific person under circumstances that would cause a reasonable person to fear for the person's safety or the safety of others or to suffer substantial emotional distress. Stalking includes cyber-stalking, a particular form of stalking in which an individual uses electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact.

- a. *Course of conduct* means two or more acts, including but not limited to acts in which an individual directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about another individual, or interferes with another individual's property.
- b. *Reasonable person* means a reasonable person in the victim's circumstances
- c. *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or professional treatment or counseling.

“Standard of Proof”

The standard used in Prohibited Conduct cases is the *preponderance of the evidence*. This standard requires the Adjudicator to conclude that it is more likely than not that the Respondent engaged in Prohibited Conduct for there to be a finding of responsibility.

“Supportive Measures”

Are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to a Complainant and/or a Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to Converse’s Education Program or Activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Converse’s educational environment or deter Sexual Harassment.

Supportive Measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus. Converse will maintain as confidential any Supportive Measures provided to a Complainant or Respondent, to the extent that maintaining such confidentiality would not impair Converse’s ability to provide the Supportive Measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.

Supportive Measures are available regardless of whether the Complainant pursues criminal or disciplinary action through the university. In making this determination, the Title IX Coordinator will consider factors such as the needs and requests of individuals seeking Supportive Measures, the severity or pervasiveness of the reported Sexual Harassment, any ongoing effects on the Complainant and/or Respondent, whether the parties share the same residence hall, dining hall, academic courses, or job location, and whether any protective judicial measures (e.g., Protective Orders) have been taken.

SECTION II. TITLE IX SEXUAL HARASSMENT GRIEVANCE PROCEDURES

A. APPLICABILITY, COMPLAINT INTAKE, AND OVERARCHING

PROVISIONS 2A.01 Applicability of Grievance Procedures

As noted above, these Grievance Procedures apply to allegations of Sexual Harassment in Converse's Education Program or Activity (and to related Retaliation, at the discretion of the Title IX Coordinator). Converse treats Complainants and Respondents equitably by providing remedies to a Complainant where Converse decides on responsibility for Sexual Harassment against a Respondent under these Grievance Procedures and also by following these Grievance Procedures before imposing any disciplinary sanctions against a Respondent for Sexual Harassment.

2A.02 Obligation to Respond and Initial Outreach to Complainant

When Converse has Actual Knowledge of Sexual Harassment (or allegations thereof) against a person in the United States in its Education Program or Activity, Converse is obligated to respond and to follow Title IX's specific requirements, which are addressed and incorporated in these Grievance Procedures.

Converse is committed to promptly responding to all reports of Sexual Harassment to ensure the safety and well-being of the campus community. The Title IX Coordinator will respond to reports of Sexual Harassment, regardless of whether the report is made directly by the Complainant, by another student, faculty member, staff member, or other third party. The Title IX Coordinator will respond to all Formal Complaints as outlined in this policy. This section outlines the procedures Converse will follow upon receiving a report, including providing support to the Complainant and the Respondent, if appropriate, assessing the report, and determining next steps in accordance with applicable laws and policies.

Promptly upon receiving allegations of Sexual Harassment against a person in the United States in Converse's Education Program or Activity, the Title IX Coordinator will contact the complainant to discuss the availability of Supportive Measures with or without the filing of a Formal Complaint and to explain to the Complainant the process for filing a Formal Complaint.

Outreach to Complainant

Upon receipt of a report of Sexual Harassment, the Title IX Coordinator or their designee will promptly contact the Complainant, if their identity is known, in writing and offer to meet with the Complainant. The purpose of the meeting is to advise the Complainant of their rights and options under this policy and is not intended to gather information as part of the investigation of a Complaint. As part of this meeting, the Title IX Coordinator will discuss the availability of

supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint. The Title IX Coordinator will conduct an initial assessment of the reported information and address any immediate safety or well-being concerns raised by the report. In this intake assessment, the Title IX Coordinator will conduct a preliminary assessment and:

1. Inform the Complainant of the right to seek medical care, and explain the importance of obtaining and preserving forensic and other evidence
2. Inform the Complainant of the right to contact law enforcement, decline to contact law enforcement, and/or seek a protective order
3. Inform the Complainant about campus and community resources, including no-contact orders
4. Inform the Complainant of the right to file a Formal Complaint and the right to seek Informal Resolution after filing a Formal Complaint; determine the Complainant's expressed preference for resolution (Informal Resolution, Formal Resolution, or neither); and discuss with the Complainant any concerns or barriers to participating in any investigation and resolution by Converse
5. Explain Converse's prohibition against Retaliation and that Converse will take prompt action in response to any act of Retaliation
6. Assess the nature and circumstances of the report, including whether it provides the names and/or any other information that personally identifies the Complainant, the Respondent, any witness, and/or any other third party with knowledge of the reported incident
7. Ascertain the ages of the Complainant and the Respondent, if known, and, if either of the parties is a minor (under 18), as required by law, contact parents, legal guardians, and/or the appropriate child protective service agency
8. Coordinate with appropriate officials of the university to determine whether the report triggers any Clery Act reporting requirements, including entry of the report in the daily crime log and/or issuance of a timely warning, and take steps to meet those obligations
9. Ensure that the Complainant receives a written explanation of all available resources and options, and is offered the opportunity to meet to discuss those resources and options
10. Assess, based on the totality of the known circumstances, any threat to the safety or well-being of the Complainant or the university community.

The Title IX Coordinator will provide the Complainant time to consider their rights and options and to determine whether the Complainant wishes to move forward with the filing of a Formal Complaint.

Supportive Measures

The Title IX Coordinator shall offer and coordinate Support Measures for Complainants and, where appropriate, Respondents and witnesses upon receipt of information about conduct that may reasonably constitute Sexual Harassment.

1. Types of Supportive Measures. The type of Supportive Measure(s) offered and coordinated may vary based upon the circumstances of a specific matter and the reasonable availability of the Supportive Measures.
2. Purpose/No Unreasonable Burden. Supportive Measures shall be designed to: (i) protect the safety of a Complainant, Respondent, witness, or the campus community; or (ii) provide support to a Complainant, Respondent, or witness during an investigation, formal resolution process, or alternative resolution process. Supportive Measures are not used for punitive or disciplinary reasons. Supportive Measures should not unreasonably burden either the Complainant or the Respondent.
3. Modification, Termination, or Continuation of Supportive Measures. A. The Title IX Coordinator may modify Supportive Measures during or after an investigation, formal resolution process, or alternative resolution process, consistent with subsection 2, above. B. The Title IX Coordinator may continue some or all Supportive Measures after conclusion of an investigation, formal resolution process, or alternative resolution process, as the Title IX Coordinator deems reasonably appropriate.
4. Confidentiality of Supportive Measures. Converse will maintain the confidentiality of the Supportive Measures provided to a Complainant, Respondent, or witness unless the disclosure is necessary to implement the Supportive Measure(s), to restore or preserve the Complainant's or Respondent's access to Converse's Education Program or Activity, or one or more of the exceptions to the confidentiality requirement outlined in this policy apply. The Title IX Coordinator may consult with the Office of Disability Services to ensure that any Supportive Measure offered is implemented in a manner consistent with applicable disability laws and regulations.
5. Exceptions to the Confidentiality Requirement. Converse may disclose information about Supportive Measures to a Complainant or Respondent in the following circumstances:
 - a. When the Complainant or Respondent, as applicable, has consented to such disclosure
 - b. When reasonably necessary to carry out the purposes of this policy
 - c. When such disclosure is required by federal law or regulation or by a federal grant or funding agreement, consistent with Title IX, is required by state or local law, or when permitted under FERPA or its implementing regulations.

2A.03 Filing a Formal Complaint

As noted in the Definitions section above, a Formal Complaint means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that Converse investigate the allegation(s) of Sexual Harassment. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in Converse's Education Program or Activity. A Formal Complaint may be filed with

the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed in Exhibit A and the Formal Complaint Form listed in Exhibit B. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission that contains the Complainant’s physical or digital signature or otherwise indicates that the Complainant is the person filing the Formal Complaint.

When the Title IX Coordinator believes that, with or without the Complainant’s desire to participate in a grievance process, a non-deliberate and indifferent response to the allegations requires an investigation, the Title IX Coordinator has the discretion to initiate the grievance process by signing a Formal Complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party under these Grievance Procedures. Furthermore, initiation of a Formal Complaint by the Title IX Coordinator is not sufficient alone to imply bias or that the Title IX Coordinator is taking a position adverse to the Respondent.

Once a Formal Complaint is initiated, the alleged victim will be referred to as a “Complainant”, and an alleged perpetrator will be referred to as a “Respondent”.

Outreach to Respondent

Following receipt or initiation of a Formal Complaint, the Title IX Coordinator will contact the Respondent in writing and offer to meet with the Respondent. The purpose of this meeting is to advise the Respondent of their rights and options under this policy, and it is not intended to gather information as part of the investigation of a Complaint. When the Title IX Coordinator meets with the Respondent, the Coordinator will provide the following information:

1. The Respondent’s rights under this policy and other relevant Converse policies
2. Converse’s obligation to treat both the Complainant and the Respondent equitably
3. Converse’s obligation to investigate a Formal Complaint of Sexual Harassment under this policy promptly
4. The importance of the collection and preservation of evidence
5. The Respondent’s right to participate or decline to participate in any investigation
6. That the Respondent is presumed not to be responsible for the alleged conduct until a determination regarding responsibility is made at the end of the formal resolution process
7. That Converse prohibits Retaliation as described in this policy
8. The Respondent’s right to an advisor of their choosing and to have the advisor present at all meetings

2A.04 Notice of Allegations

Upon receipt of a Formal Complaint, the Title IX Coordinator will provide the Complainant and any known Respondent with written notice of these Grievance Procedures and of the allegations of conduct potentially constituting Sexual Harassment, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting Sexual Harassment, and the date and location of the alleged incident, if known.

The written notice will include a statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process. The written notice will inform parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney, and that at appropriate junctures the parties and their advisors may review and inspect evidence collected during the investigation. Additionally, the written notice will inform the parties of Converse's prohibition on knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, Converse decides to investigate allegations of Sexual Harassment involving the Complainant or Respondent that are not included in the original written notice of allegations, Converse will provide notice of the additional allegations to the parties whose identities are known.

2.A.05 Dismissal of a Formal Complaint

The dismissal of a Formal Complaint is an essential procedural safeguard that ensures Title IX investigations focus on allegations that fall within the scope of federal regulations. This section explains the circumstances under which a Formal Complaint may be dismissed, either mandatorily or permissively, and outlines the process for notifying parties and appealing dismissal decisions.

Mandatory Dismissal

The Title IX Coordinator must dismiss a Formal Complaint for any form of Title IX Prohibited Conduct if any of the following circumstances are met:

1. The conduct alleged in the Formal Complaint, even if substantiated, would not constitute Sexual Harassment
2. At the time of filing the Formal Complaint, the Complainant was not participating in or attempting to participate in Converse's Education Program or Activity
3. The conduct alleged in the Formal Complaint did not occur in Converse's Education Program or Activity
4. The conduct alleged in the Formal Complaint did not occur against an individual in the United States

Such a dismissal may take place at the conclusion of the investigation or at any time prior to the conclusion of the investigation. And, dismissal of Sexual Harassment for the foregoing reasons does not preclude Converse from proceeding with the charges under other forms of conduct.

Permissive Dismissal

The Title IX Coordinator may dismiss the Formal Complaint for any form of Sexual Harassment at any time prior to a final determination under the formal resolution process or an agreement under an informal resolution process, if:

1. The Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein
2. The Respondent is no longer enrolled or employed at Converse
3. Despite efforts to do so, Converse is unable to gather sufficient evidence to reach a determination as to the Formal Complaint or allegations therein

In the event the Title IX Coordinator determines that dismissal of a Formal Complaint or a portion of the allegations is appropriate, the Title IX Coordinator will promptly notify both parties in writing of the dismissal and the reasons for it. Dismissal does not impair Converse's ability to proceed with any appropriate investigatory or disciplinary actions under the Sex and Gender Discrimination and Harassment Policy or another Converse policy or procedure and/or to provide Supportive Measures to the parties.

By submitting a written appeal to the Title IX Coordinator within five days of the issuance of the written notice of the dismissal, either party may appeal a decision to dismiss a Formal Complaint or a portion of the allegations limited to the following grounds:

1. Procedural irregularity that affected the decision to dismiss
2. New evidence that was not reasonably available at the time of dismissal and that could affect the outcome of the matter
3. The Title IX Coordinator or other participant in the dismissal has a conflict of interest or bias for or against the Complainants or Respondents generally or the individual Complainant or Respondent that affected the decision to dismiss

The Title IX Coordinator will promptly notify the other party of the appeal, and the non-appealing party may submit a response to the appeal within three days of notification of the appeal.

The Title IX Coordinator will appoint an appeal officer and will contemporaneously share the appeal officer's name and contact information with the Complainant and the Respondent. Within two days of the appointment of an appeal officer, the Complainant or the Respondent may identify to the Title IX Coordinator in writing alleged conflicts of interest or bias on the part of the appeal officer. The Title IX Coordinator will consider such statements and will promptly assign a different appeal officer if the Title IX Coordinator determines that a material conflict of interest or material bias exists.

The Title IX Coordinator will forward the Formal Complaint and any documents upon which the dismissal decision was based, as well as the appeal and any response to the appeal, to the appeal officer.

Within seven days of receipt of those materials, the appeal officer will determine whether any of the grounds for appeal warrant overturning or modifying the dismissal. The decision by the appeal officer is final.

2A.06 Advisors

The Complainant and the Respondent may be accompanied to any meeting or proceeding under these Grievance Procedures by the advisor of their choice, who may be, but is not required to be, an attorney. Converse will not limit the choice or presence of the advisor for either the Complainant or the Respondent in any meeting or grievance proceeding. Advisors, however, are not allowed to disrupt any such meeting or proceeding or to speak on behalf of the Complainant or the Respondent, with the exception of cross-examination during any hearing conducted under these Grievance Procedures, which must be conducted by an advisor and never personally by the Complainant or the Respondent.

Parties must provide the name and contact information of their advisor to the Title IX Coordinator in writing as soon as reasonably possible and must provide updated information if their advisor changes. All advisors will be required to assent to Converse's Expectations for Advisors (see Exhibit C) or My.Converse.

If a party does not have an advisor present at the hearing, Converse will provide, without any charge to that party, an advisor of Converse's choice who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.

Absent accommodation for a disability, the Complainant and the Respondent may not be accompanied by more than one advisor or by other individuals during meetings or proceedings under these Grievance Procedures.

2A.07 Amnesty

Converse considers the reporting and the adjudication of Sexual Harassment to be of paramount importance. Converse does not condone underage drinking or the use of illegal drugs; however, Converse may extend amnesty to Complainants, Respondents, witnesses, and others involved in a grievance process from punitive sanctioning for illegal use of drugs and/or alcohol when evidence of such use is discovered or submitted in the course of a grievance process. Similarly, Converse may, in its discretion, provide amnesty for other conduct code violations that are discovered in the course of a grievance process.

2A.08 Timing

Converse will make every reasonable effort to ensure that the investigation and resolution of a Formal Complaint occur in as timely and efficient a manner as possible. The timelines outlined in these Grievance Procedures are guidelines and may be altered for good cause with written notice to the Complainant and the Respondent of any delay or extension and the reasons for the action. Good causes may include considerations such as the absence of a party, a party's advisors, or a witness; concurrent law enforcement activity; natural disasters, pandemic restrictions, and similar occurrences; or the need for language assistance or accommodation of disabilities.

Converse will strive to complete its investigation and resolution of a Formal Complaint (not including an appeal, if applicable) within 90 calendar days of the receipt of the Formal Complaint, absent extenuating circumstances. Hearing generally will take place within 30 calendar days of the conclusion of the investigation. Within ten (10) calendar days of the conclusion of the hearing, both the Complainant and the Respondent will receive a final outcome letter.

Either party may request an extension of any deadline by providing the Title IX Coordinator with a written request for an extension that includes a reference to the duration of the proposed extension and the basis for the request. The Title IX Coordinator will review the request and will make a determination with regard to the request within three business days.

2A.09 Written Notice of Meetings

Converse will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with sufficient time for the party to prepare to participate (see Exhibit D).

2A.10 Effect of Corollary Criminal Investigation

Converse's investigation may be delayed temporarily while criminal investigators are gathering evidence. In the event of such a delay, Converse will implement any appropriate Supportive Measures and will evaluate the need for other actions to assist or protect the Complainant, the Respondent, and/or the Converse community.

Neither the results of a criminal investigation nor the decision of law enforcement to investigate or decline to investigate a matter is determinative of whether Sexual Harassment has occurred in the sole determination of Converse.

2A.11 Emergency Removal and Administrative Leave

Converse may remove a student Respondent from Converse's Education Program or Activity on an emergency basis, provided that Converse first undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arises from the allegations of Sexual Harassment justifies removal, provides the

student Respondent with notice and an opportunity to challenge the decision immediately following the removal, and does so in accordance with the Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, as applicable.

Additionally, Converse may place a non-student employee Respondent on administrative leave during the pendency of Converse's response to allegations of Sexual Harassment, provided that it does so in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and Converse University's policies.

2A.12 Effect of Respondent Withdrawal, Graduation, or Resignation During Grievance Process

At the discretion of Converse, a Respondent who withdraws or resigns from Converse during the pendency of a grievance process under these Grievance Procedures may be barred from Converse property and Converse activities and events, and may be ineligible for re-enrollment or to be re-hired. If a Respondent completes all requirements to graduate during the grievance process, Converse may hold the Respondent's diploma and may deny the Respondent's participation in Commencement or other graduation-related events until full resolution of the Formal Complaint.

2A.13 Privacy and Disclosure

Except as may be permitted by FERPA or as required by law or to carry out any investigation or resolution of sex discrimination or harassment allegations, Converse will keep private the identity of any individual who has made a report or complaint of sex discrimination or harassment (including any individual who has made a report or filed a Formal Complaint of Sexual Harassment), any Complainant, any Respondent, and any witness.

Converse may report alleged Sexual Harassment to local law enforcement if warranted by the nature of the allegations at issue, and Converse administrators will share information regarding alleged Sexual Harassment, as appropriate and necessary, in order to address and resolve the allegation(s) at issue, prevent the recurrence of similar Sexual Harassment, and address the effects of the Sexual Harassment. Additionally, information regarding alleged Sexual Harassment may be used as a statistical, anonymous report for data collection purposes under the Clery Act.

To comply with FERPA, Title IX, and other applicable laws and to provide an orderly process for the presentation and consideration of relevant information without undue intimidation or pressure, grievance processes carried out under these Grievance Procedures are not open to the general public. Accordingly, documents prepared in connection with such processes, documents, statements, or other information introduced in interviews, meetings, and proceedings, and the final outcome letter may not be disclosed outside of those processes except as may be required or authorized by law.

As permitted by and subject to the limitations of FERPA, Converse reserves the right to notify parent(s) or guardian(s) of a student Respondent of the outcome of any investigation involving that Respondent, redacting names of any other students who do not consent to the disclosure of their information. At the written request of a party, Converse may include a party's advisor on communications and share access to documents, including the investigation report. This access is subject to the advisor's acknowledgment and agreement to maintain the confidentiality of the documents.

While Converse strongly encourages parties to maintain privacy in connection with a grievance process, Converse does not prohibit parties from discussing the allegations under investigation or in any way inhibit the parties from gathering or presenting relevant evidence. In addition, Converse's policy does not prohibit disclosure of the final outcome letter by either the Complainant or the Respondent.

2A.14 Conflicts of Interest, Bias, and Training

Converse will ensure that any individual designated by Converse as a Title IX Coordinator, investigator, decision-maker, or informal resolution facilitator under these Grievance Procedures does not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

If any employee designated to participate in the investigation or resolution of a Formal Complaint is the Respondent, or a relevant witness, then the Title IX Coordinator will appoint another employee to perform their duties. (If the Title IX Coordinator is the Respondent, then the President will appoint another employee to perform their duties).

Converse also ensures that Title IX Coordinators, investigators, decision-makers, advisors, and informal resolution facilitators receive training, as applicable, on:

- The definition of Sexual Harassment
- The scope of Converse's Education Program or Activity
- How to conduct an investigation and grievance process, including hearings, appeals, and informal resolution processes
- How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias

Converse further ensures that decision-makers receive training on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are irrelevant, and that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence. Additionally, Converse ensures that decision-makers receive training on any technology to be used at live hearings.

Materials to train Title IX Coordinators, investigators, decision-makers, advisors, and informal resolution facilitators will not rely on sex stereotypes and will promote impartial investigations and adjudications of Formal Complaints of Sexual Harassment.

2A.15 Burden of Proof

At all times, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on Converse, not on either of the parties.

2A.16 Presumption of No Responsibility until Determination

Respondents are presumed not to be responsible for alleged Sexual Harassment unless and until Converse makes a determination regarding responsibility pursuant to these Grievance Procedures.

2A.17 Objective Evaluation of All Relevant Evidence; Credibility Determinations

The investigators and decision-makers under these Grievance Procedures will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and will not make any credibility determinations based on a person's status as a Complainant, Respondent, or witness.

2A.18 Academic Freedom

Converse affirms its commitment to academic freedom but notes that academic freedom does not allow any form of Sexual Harassment. Converse recognizes that an essential function of education is a probing of opinions and an exploration of ideas, some of which, because they are controversial, may cause students and others discomfort. This discomfort, as a product of free academic inquiry within a faculty member's area(s) of expertise, shall in no way be considered or construed to constitute Sexual Harassment. Academic inquiry may involve teaching, research, and extramural speech. Furthermore, nothing in this document shall be interpreted to prohibit bona fide academic requirements for a specific Converse program or activity. When investigating complaints that a party or the Title IX Coordinator believes may involve issues of academic freedom, the Title IX Coordinator will consult with the Provost (or designee) with respect to contemporary academic practices and standards.

2A.19 Documentation

Converse will retain documentation (including but not limited to any Formal Complaint, notifications, recording, or transcripts of interviews, investigative report, written findings of fact, petitions for appeal, notifications of decisions (including the final outcome letter), audio recordings of hearings, and written communication with the Complainant and Respondent), for no less than seven years.

2A.20 Consolidation of Formal Complaints

Converse may consolidate Formal Complaints as to allegations of Sexual Harassment against more than one Respondent, by more than one Complainant, against one or more Respondents, or by one party against the other party, where the allegations of Sexual Harassment arise out of the same facts or circumstances. Where a grievance process involves more than one

Complainant or more than one Respondent, references in these Grievance Procedures to the singular “party”, “Complainant”, or “Respondent” include the plural, as applicable.

2A.21 Individuals with Disabilities

Converse will make arrangements to ensure that individuals with disabilities are provided appropriate accommodations, to the extent necessary and available, to participate in Converse’s grievance processes. Student requests for accommodation must be made to karen.medlin@converse.edu. All other requests for accommodation must be made to hr@converse.edu.

B. THE INVESTIGATION

2B.01 Appointment of Investigators and Challenging of the Same

Unless a formal complaint is dismissed or the parties elect to participate in informal resolution, the Title IX Coordinator will promptly appoint one or more investigators. These investigators may be Converse employees, non-employees, or a combination of the two. The Title IX Coordinator will contemporaneously share their name(s) and contact information with the Complainant and Respondent, and will forward a copy of the Formal Complaint to the investigator(s).

Within two days of such appointment, the Complainant or the Respondent may identify to the Title IX Coordinator in writing any alleged conflicts of interest or bias on the part of the assigned investigator(s). The Title IX Coordinator will consider such statements and will promptly assign different investigator(s) if the Title IX Coordinator determines that a material conflict of interest or material bias exists.

2B.02 The Investigator's Activities

Upon receipt of the Formal Complaint, the investigator(s) will promptly begin their investigation, taking such steps as interviewing the Complainant, the Respondent, and witnesses (including expert witnesses, where applicable), summarizing such interviews in writing, collecting and reviewing relevant documents, visiting, inspecting, and taking or reviewing photographs of relevant sites, and collecting and reviewing other relevant evidence.

2B.03 The Investigative Report and Evidence Review

The investigators will prepare a written investigative report that fairly summarizes relevant evidence and includes items such as the Formal Complaint, written statements of position, summaries, or transcripts of all interviews conducted, photographs, descriptions of relevant evidence, and summaries or copies of relevant electronic records.

Prior to the completion of the investigative report, the investigator(s) will send to each party and the party's advisor, if any, an electronic or hard copy of any evidence obtained during the investigation that is directly related to the allegations raised in the Formal Complaint, including:

1. Any evidence upon which Converse does not intend to rely in reaching a determination regarding responsibility
2. Both inculpatory and exculpatory evidence

Parties have ten (10) days from the time that the evidence is provided to submit to the investigators a written response to the evidence. In the response, the parties may address the relevancy of any evidence that the parties believe should be included in or excluded from the investigative report and may also address any further investigation activities or questions that they believe are necessary. If a party wishes to submit additional evidence at this stage, they should explain how the evidence is relevant and why it was not previously provided.

The investigator(s) will review and consider the parties' written submissions and may conduct additional investigative activities as appropriate prior to finalizing the investigative report. The need for additional investigative activities may result in a delay or extension to the timelines set forth in these Grievance Procedures.

At least ten (10) days prior to the hearing, the investigator(s) will send an electronic or hard copy of the final investigative report to each party and the party's advisor, if any. Any response a party wishes to make to the investigative report may be included in the party's pre-hearing statement, which is discussed more below in Section 2C.05.

Due to the sensitive nature of the investigative report, neither parties nor their advisors may copy, publish, photograph, print, image, record or in any other manner duplicate the report. Parties who violate these restrictions may be disciplined, and advisors who violate these restrictions may be disciplined and/or barred from further participation in the grievance process.

Nothing in this document restricts the ability of either party to discuss the allegations under investigation or to gather, preserve, and/or present relevant evidence.

2B.04 Submission of Evidence; Expert Witnesses

Any evidence that the parties wish for the hearing board to consider should be presented to the investigator(s) as early as possible during the investigation process. Evidence that is not submitted in a timely manner and prior to finalization of the investigative report may be excluded from the hearing at the discretion of the hearing officer.

Similarly, all relevant witnesses should be identified to the investigator(s) as early as possible during the investigation. The hearing board generally will not call or consider written statements from witnesses who were not identified to the investigator(s) and interviewed during the investigation. However, in their discretion and for good cause, the hearing board may choose to consider information from witnesses who were not interviewed during the investigation.

Any party who wishes to present testimony from an expert witness should identify that witness by providing the witness's name, contact information, and summary of:

1. The witness's qualifications to offer expert testimony
2. Any opinions the witness expects to offer related to the allegation or evidence.

Any evidence upon which the witness relies must be provided to the investigator(s) and will be made available to the other party and their advisor, as well as to any expert witness the other party has identified. This information must be provided as early as possible in the investigation and in no event later than finalization of the investigative report. The parties must make any expert witnesses available to be interviewed by the investigator(s) and to testify at the hearing. If an expert witness is not available to provide live testimony at the hearing, the hearing board must disregard any information submitted by the expert.

2B.05 Treatment Records

Converse will not access, consider, disclose, or otherwise use in a grievance process any of a party's treatment records that are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in their professional/paraprofessional capacity unless the party provides voluntary, written consent.

C. HEARING AND APPEALS

2C.01 The Formal Resolution Process

Unless a Formal Complaint is dismissed or the parties elect to participate in informal resolution pursuant to section 2D.01 below, following the investigation, the appointed Hearing Board will conduct a hearing in which they may question the Complainant, the Respondent, and any witnesses whose testimony the Hearing Board deems relevant. During the hearing, the Hearing Board and the parties may also question the investigator(s) as necessary to clarify information provided in the investigative report.

2C.02 Appointment of the Hearing Board and Challenging of the Same

The Title IX Coordinator will appoint a Hearing Board that will administer the hearing, serve as the decision maker regarding responsibility, and (as applicable) recommend sanctions. The Hearing Board members may be Converse employees or non-employees. The Title IX Coordinator will contemporaneously share the Hearing Board's names and contact information with the Complainant and the Respondent. The Title IX Coordinator will provide to the Hearing Board the Formal Complaint, all evidence directly related to the allegations, the parties' written responses to the evidence, and the investigative report.

Within two days of such appointment, the Complainant or the Respondent may identify to the Title IX Coordinator in writing any alleged conflicts of interest or bias on the part of any Hearing Board member. The Title IX Coordinator will carefully consider such statements and will promptly assign a different Hearing Board member if the Title IX Coordinator determines that a material conflict of interest or material bias exists.

2C.03 Notice of the Hearing

Promptly after the appointment of the Hearing Board and no less than seven (7) days prior to the hearing, the Hearing Board Chair will provide concurrent written notice to the Complainant and the Respondent setting forth the date, time, and location of the hearing. Any modifications to the hearing date, time, or location will be provided in writing to both parties prior to the date of the hearing.

2C.04 Pre-Hearing Submissions

Each party may submit a written statement to the Hearing Board that includes any response the party wishes to make to the investigative report. Each party's pre-hearing statement must be submitted at least five (5) days prior to the hearing. The Hearing Board Chair will share the statement with the other party, who may submit a response within two days.

2C.05 Failure to Appear

If any party advisor, or witness fails to appear at the hearing after having been provided proper notice of the hearing as set forth above, then absent extenuating circumstances the Hearing

Board will proceed with the hearing and issuance of their responsibility determination and, as applicable, sanction recommendation. Converse will provide an advisor to any party who attends the hearing unaccompanied.

2C.06 Evidentiary Matters

A Title IX hearing does not take place within a court of law and is not bound by formal rules of evidence.

Evidence of and questions about the Complainant's sexual predisposition or prior sexual behavior are not relevant and will be permitted at the hearing, with the following exceptions:

1. If the questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant
2. If the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove Consent.

Evidence regarding the past sexual activity of the Respondent (regardless of whether the Respondent was formally investigated or found responsible for such conduct) may be permitted to show that the Respondent has engaged in a matter of behavior similar to the alleged Sexual Harassment at issue before the Hearing Board, provided that the Respondent has not been found "not responsible" by Converse in a proceeding related to such conduct.

Converse will not access, consider, disclose or otherwise use in a grievance process any party's treatment records that are maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in their professional/paraprofessional capacity unless the party provides voluntary, written consent.

Questions and/or evidence that constitute or seek disclosure of information protected under a legally recognized privilege are not permitted, unless the person holding the privilege has waived the privilege in writing.

Converse will make the evidence that the investigator(s) provided to the parties for their review an inspection prior to finalization of the investigative report available at the hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

2C.07 Conduct of the Hearing and Questioning of Witnesses and Parties

The hearing will be conducted with parties in separate rooms, using technology to ensure that each party can see and hear any party or witness answering questions. At the discretion of the Hearing Board, the hearing may be conducted partially or entirely remotely, with any or all participants participating virtually.

The Complainant and the Respondent will have equal opportunity to address the Hearing Board, if desired, and both the Hearing Board members and the parties' advisors will have the opportunity to question the other party and witnesses, including investigators and expert witnesses. The Hearing Board will first ask any questions of each party and each witness through direct examination. After the Hearing Board has completed direct examination, the advisor for each party will have the opportunity to conduct a cross-examination of the other party and/or the witnesses. Any questions that a party has for a witness or the other party must be posed by the party's advisor. A party's advisor will not have the opportunity to question the party for whom they serve as an advisor.

Before a party or witness answers a cross-examination question, the Hearing Board Chair will determine whether the question is relevant and allowed under these Grievance Procedures. For example, the Hearing Board Chair may exclude as not relevant duplicative questions or questions posed solely to harass a witness or the other party. The Hearing Board Chair will explain any decision to exclude a question.

If a party does not have an advisor present at the hearing, Converse will provide an advisor, at no cost to the party, to conduct cross-examination on behalf of that party.

Members of the Converse community are expected to provide truthful testimony, and any member of the Converse community who knowingly provides false information during this process is subject to discipline.

Expected Decorum

The following Expectations of Decorum are to be observed in the hearing, during cross-examination, and as applicable to any meetings associated with resolution of a Formal Complaint; they apply equally to all parties and Advisors. The Title IX Coordinator will have the authority to remove from the meeting, process, or hearing an involved party and/or Advisors who do not comply with the Expectations of Decorum:

- A. Questions must be conveyed in a neutral tone
- B. No party may act abusively or disrespectfully during the hearing toward any other party or to witnesses, Advisors, or Hearing Board members
- C. While an Advisor may be an attorney, no duty of zealous advocacy should be inferred or enforced within this forum
- D. The Advisor may not yell, badger, or physically "lean in" to a party's or witness's personal space. Advisors may not approach the other party or witnesses without obtaining permission from the Hearing Board Chair
- E. The Advisor may not use profanity or make irrelevant ad hominem attacks upon a party or witness. Questions are meant to be interrogative statements used to test knowledge or understand a fact; they may not include accusations within the text of the question
- F. Parties and Advisors must not take any action at the hearing that a reasonable person in the position of the affected party would view as intended to intimidate that person (whether party, witness, or official) into not participating in the process or meaningfully modifying their participation in the process

2C.08 Unavailability or Refusal to Testify or Submit to Cross-Examination

The Respondent and/or the Complainant may choose not to testify at the hearing; however, the exercise of that option will not preclude the Hearing Board from making their responsibility determination, and, as applicable, sanction recommendation regarding the Formal Complaint. The Hearing Board can only rely on whatever relevant evidence is available through the investigation and hearing in making the ultimate determination of responsibility. The University's Hearing Board cannot draw an inference about the determination regarding responsibility based solely on the party's or witnesses' absence at a hearing or refusal to submit to cross-examination.

2C.09 Recording

Converse will record the hearing. This recording will be the only recording permitted of the proceedings and will be the property of Converse. The parties and the appeal officer may use the recording as part of the appeal process. Reasonable care will be taken to ensure a quality recording; however, technological problems that result in no recording or in an inaudible one will not affect the validity of the outcome of a hearing.

2C.10 The Determination of the Hearing Board Regarding Responsibility

Following the hearing, the Hearing Board will determine whether the evidence establishes that it is more likely than not⁷ the Respondent committed Sexual Harassment. The Hearing Board will render a finding of "Responsible" or "Not Responsible" and will provide the rationale for the decision. If the Respondent is found "Responsible", the Hearing Board will specify the specific type(s) of Sexual Harassment for which the Respondent is found "Responsible" (for example, Sexual Assault, Stalking, etc.). When feasible, the Hearing Board will orally communicate the finding of "Responsible" or "Not Responsible" to the parties on the day of or day following the hearing. Additional information regarding the decision, including the rationale and sanctions (if applicable) will be communicated in the final outcome letter (as described below).

2C.11 The Recommendation of the Hearing Board Regarding Sanctions

If the Hearing Board determines that the Respondent is "Responsible", they will recommend appropriate sanctions to be imposed on the Respondent.

Sanctions following a finding of responsibility depend upon the nature and gravity of the misconduct, any record of prior discipline, or both. Sanctions for employees may include, but are not limited to, withholding a promotion or pay increase, reassigning employment, terminating employment, demotion, revocation of tenure, temporary suspension without pay, and compensation adjustments.

⁷ In other words, the standard of proof will be the preponderance of the evidence standard

Sanctions for students may include, but are not limited to, expulsion or suspension from Converse, disciplinary probation, social restrictions, expulsion or suspension from campus housing, suspension or revocation of admission, suspension or revocation of degree.

Other potential sanctions for Respondents may include, but are not limited to, written warning, mandated counseling, completion of an intervention program, completion of violence risk assessment, parental notification, and/or education sanctions (such as community service, reflection paper(s), and/or fines) as deemed appropriate by the Hearing Board.

In recommending sanctions, the Hearing Board will consider whether a sanction will bring an end to, prevent a reoccurrence of, and remedy the affects of the Sexual Harassment. The Hearing Board also will consider the impact of separating a student from their education. The appropriate sanctions for Sexual Assault, Domestic Violence, and Dating Violence generally include at a minimum a period of separation from Converse.

2C.12 Review of Sanctions

The Hearing Board will forward their sanction recommendations to the Title IX Coordinator, who will share it with the Vice President for Student Success (in cases involving student Respondents), Provost or designee (in cases involving faculty Respondents), or Director of Human Resources or designee (in cases involving staff Respondents). These individuals will consider the recommendation in the context of the sanctioning guidelines, the Respondent's disciplinary history, the institution's handling of similar cases, and other relevant factors. Where the agreement upon sanction is dismissal of a tenured faculty member, or a faculty member whose contract has not expired, that sanction may only be instituted in accordance with the applicable Faculty Handbook dismissal procedures.

2C.13 Implementation of Sanctions

Sanctions generally are effective immediately upon issuance of the final outcome letter described below. However, if necessary to protect the welfare of the Complainant, Respondent, or Converse community, the Hearing Board may recommend and/or the Title IX Coordinator may determine that any sanctions are effective at any time after the conclusion of the hearing and continue in effect until the issuance of the final outcome letter.

2C.14 Final Outcome Letter

Within ten (10) days after the hearing, the Hearing Board will issue a final outcome letter through the Title IX Coordinator to the Respondent and Complainant simultaneously.

The final outcome letter will:

1. Name the Respondent
2. Identify the allegations potentially constituting Sexual Harassment
3. Describe procedural steps taken from the filing of the Formal Complainant through the determination

4. Provide findings of fact in support of the Hearing Board's determination
5. Provide a statement of rationale for the result as to each allegation, including the responsibility determination and any sanctions

2C.15 Appeals

The Complainant or the Respondent may appeal the decision of the Hearing Board regarding responsibility and/or the sanction(s) imposed on the Respondent.

The following are the only permissible grounds for an appeal of the Hearing Board's responsibility determination:

1. Procedural irregularity that affected the outcome
2. New evidence that was not reasonably available at the time of the determination and that could affect the outcome
3. The Title IX Coordinator, an investigator, or the Hearing Board had a conflict of interest or bias that affected the outcome

Sanctions may only be appealed on the ground that the severity is disproportionate to the gravity of the Sexual Harassment for which the Respondent was found responsible.

Appeals must be submitted in writing to the Title IX Coordinator within five (5) days of the date of the final outcome letter. The Title IX Coordinator will promptly inform the other party of the filing of the appeal. The other party will have three (3) days from such notification to submit a written response to the appeal.

2C.16 Appointment of the Appeal Officer and Challenging of the Same

Upon receipt of the an appeal, the Title IX Coordinator, in consultation with the Associate Provost for Student Success (if the Formal Complaint involves students), Provost or designee (if the Formal Complaint involves faculty), and/or the Director of Human Resources or designee (if the Formal Complaint involves staff) will appoint an appeal officer.

Within two (2) days of such appointment, the Complainant or Respondent may identify to the Title IX Coordinator in writing alleged conflicts of interest or bias posed by assigning that appeal officer. The Title IX Coordinator will carefully consider such statements and will promptly assign a different appeal officer if the Title IX Coordinator determines that a material conflict of interest or material bias exists.

2C.17 Appeal Review

The Title IX Coordinator will share the Formal Complaint, the investigative report, the hearing recording, all statements introduced at the hearing, any other evidence considered by the Hearing Board, the Hearing Board's written findings, and the written appeal submissions with the appeal officer. In addition, if an appeal raises procedural issues, the Title IX Coordinator may provide the appeal officer additional information relevant to those issues.

Within ten (10) days of the receipt of the appeal, the appeal officer will evaluate the case and make one of the following determinations:

1. The decision of the Hearing Board should stand
2. The decision of the Hearing Board should be overturned
3. Additional hearing should occur, or further evidence should be obtained before reaching an appellate determination

If the appeal officer determines that the decision of the Hearing Board should be overturned, or that additional hearings or evidence are necessary, they will specify the appropriate steps required to reach a final resolution of the complaint. This may include, but is not limited to, conducting a new hearing or holding a series of hearings before a different Hearing Board.

D. INFORMAL RESOLUTION

2D.01 Determination of Formal Versus Informal Resolution

Informal Resolution provides the opportunity for the Complainant and Respondent to resolve allegations of Prohibited Conduct without an investigation or hearing. At any time before the issuance of the Hearing Board's responsibility determination, the parties may elect to resolve the Formal Complaint through the informal resolution process, provided that:

1. The parties both voluntarily consent in writing to such resolution
2. Both parties are students or employees of Converse
3. The Title IX Coordinator determines that Informal Resolution is an appropriate mechanism for resolving that specific Formal Complaint. Otherwise, a Formal Complaint that is not dismissed will proceed to a hearing. Informal Resolution is not an appropriate mechanism for resolving a Formal Complaint by a student against an employee.

Informal Resolution may not be selected for less than all of the misconduct alleged in the Formal Complaint. If the parties agree to Informal Resolution (and Informal Resolution is appropriate for all the allegations at issue), then all of the allegations must be resolved according to the Informal Resolution process.

Either party has the right to terminate the Informal Resolution process at any time and proceed with Formal Resolution (i.e., a full investigation and hearing). Furthermore, the Title IX Coordinator may, where appropriate, terminate Informal Resolution with the Formal Resolution process instead.

2D.02 Notice of Allegations and Notice of Informal Resolution and Facilitator

The Title IX Coordinator will provide the parties a written notice disclosing the Formal Complaint's allegations and requirements of the Informal Resolution process, including any circumstances under which Converse would preclude the parties from resuming a Formal Complaint arising from the same allegations.

When the Formal Complaint is to be resolved according to the Informal Resolution process, the Title IX Coordinator will designate a trained individual to serve as the Informal Resolution facilitator (the "Facilitator"). The Title IX Coordinator will contemporaneously share the name of the Facilitator with the Complainant and the Respondent.

Within two (2) business days of such notification, the Complainant or Respondent may identify to the Title IX Coordinator in writing alleged conflicts of interest posed by assigning that Facilitator. The Title IX Coordinator will carefully consider such statements and will promptly assign a different Facilitator if the Title IX Coordinator determines that a material conflict of interest exists.

2D. 03 Facilitated Resolution

The Facilitator will meet separately with each party to review the Informal Resolution process and the allegations in the Formal Complaint and to identify the outcome that each party seeks from the Informal Resolution process. If the Facilitator determines that it would be productive for both parties to attend a resolution meeting, the Facilitator will provide written notice to the Complainant and the Respondent setting forth the date, time, and location of that meeting. At the request of either party or at the discretion of the Informal Facilitator, the meeting may occur with the parties in different locations or meetings with parties may take place on different dates.

Both the Complainant and the Respondent are expected to participate in the Informal Resolution process. If either party fails to participate, the Title IX Coordinator may direct that the Formal Complaint be resolved using a full investigation and hearing or may reschedule the meeting.

During Informal Resolution, the parties may:

1. Engage one another in the presence of, and/or facilitated by, the Facilitator
2. Communicate their feelings and perceptions regarding the incident and the impact of the incident (either by communicating directly with one another or by communicating indirectly through the Facilitator)
3. Relay their wishes and expectations regarding the future
4. Come to an agreed-upon resolution of the allegations in the Formal Complaint

Participation in the Informal Resolution process is completely voluntary, and either party, the Facilitator, or the Title IX Coordinator may terminate the process at any time prior to its completion.

2D.04 Resolution

The Facilitator will attempt to facilitate the parties' resolution of the Formal Complaint. If this process results in a resolution between the parties and the Title IX Coordinator finds the resolution to be appropriate under the circumstances (giving consideration to factors including the extent to which the resolution will protect the safety of the Complainant and the entire Converse community), the resolution will be reduced to writing, which will conclude the process and close the Formal Complaint.

2D.05 Written Resolution Agreement

To be effective, any agreement reached during the Informal Resolution process must be memorialized in writing and signed by the parties, the Informal Resolution Facilitator, and the Title IX Coordinator. If a Respondent completes all measures agreed to in the written resolution agreement, no further process is available with regard to the allegations in the Formal Complaint.

Measures that parties agree to in the Informal Resolution process may include (but are not limited to):

1. Alcohol education classes for the Respondent
2. Completion of sexual harassment training
3. Completion of an intervention program
4. Regular meetings with an appropriate individual, unit, or resource
5. Permanent or temporary no contact order
6. Restrictions from participation in certain activities, organizations, programs, or classes
7. Change in residential assignment or restrictions on access to certain residence halls or apartments
8. Restriction of participation in certain events
9. Reflection paper or written apology
10. Inclusion of the incident and resolution in the student's educational records or the employee's personnel file
11. Counseling sessions
12. The Respondent's completion of an educational or behavioral plan

2D.06 Termination of Informal Resolution Process

At any time prior to completing a written resolution agreement, any party has the right to withdraw from the Informal Resolution process and resume the Grievance process with respect to the Formal Complaint. If either party terminates the Informal Resolution process or Converse determines that the Informal Resolution process is no longer appropriate, the Formal Resolution process outlined above will promptly resume.

2D.07 Confidentiality of Information Shared

Any information that the parties share during the Informal Resolution process may not be used in any other investigation or proceeding at Converse.

2D.08 Timeframe

The Informal Resolution process generally will be completed within thirty (30) calendar days of the parties' agreement to the Informal Resolution process.

2D.09 Appeal

A resolution reached pursuant to the Informal Resolution process is final and not subject to appeal.

2D.10 Records

A resolution reached through the Informal Resolution process will not be included in a student Respondent's student conduct record or in an employee Respondent's personnel record, unless the inclusion of such information is agreed to as part of the Informal Resolution of the matter.

The Title IX Coordinator will retain a record of the written agreement for no less than seven (7) years.

EXHIBIT A

Important Contact Information

Resources for Parties

Title IX Coordinator Investigators:

Randy Loggins, MS randy.loggins@converse.edu

Edward Griffin, PhD edward.griffin@converse.edu

Karen Rhodes, MBA karen.rhodes@converse.edu

Reed Chewning, PhD reed.chewning@converse.edu

Confidential Resources:

Wellness Center and Counseling Services

Behind Andrews Hall

Open Monday - Friday, 8:30 AM - 5:00 PM

864.596.9258

Residence Director On-Call

864.621.7114

Campus Safety

Carnegie Hall (downstairs)

Officers available 24/7

864.596.9026

University Chaplin

Eliza Smith DeBevoise

Montgomery 201

Open Monday - Thursday, 8:00 AM - 5:00 PM

Open Friday, 8:00 AM - 1:00 PM

eliza.smith@converse.edu

Community Resources:

Spartanburg Medical Center Safe Homes-Rape Crisis Coalition

101 E Wood Street Spartanburg, SC 29303

Spartanburg Medical Center offers Sexual Assault Nurse Examiners (SANE) who have specific training to provide sexual assault forensic exams

To ensure a SANE will be at the hospital when needed, call 864.560.7059 or 864.706.4417

24/7 Hotline: 1864.583.9803 or 1800.273.5066

Administrative Office: 236 Union Street Spartanburg SC, 29302

shrcc@aol.com

Spartanburg County Police Department

Call 911 for immediate assistance

If it is a non-emergency, call 864.503.4500

8045 Howard Street Spartanburg SC, 29303

For Restraining orders:

Civil Magistrate's Court

Main Courthouse

180 Magnolia Street Spartanburg, SC 29306

864.596.2564

(Note: To obtain an order, you MUST have a pattern of two separate incident reports on file, documenting harassment or stalking (copies can be obtained from the Records Department in the Spartanburg County Sheriff's Office, located at 8045 Howard Street Spartanburg SC, 29303; 864.503.4553)).

RAINN (Rape, Abuse & Incest National Network)

24/7 Crisis Hotline: 1800.656.4673

rainn.org (24/7 online chat available)

Julie Valentine Center

2905 White Horse Road Greenville SC, 29611

24/7 Hotline: 864.467.3633

National Suicide Prevention Lifeline

24/7 Hotline: 1800.273.8255

<https://suicidepreventionlifeline.org/chat/> (24/7 online chat available)

Suggested Actions for People Who Have Experienced Sexual Harassment

If you have experience Sexual Harassment, Converse's first priority is to help you take steps to address your safety, medical needs, and emotional well-being. You are encouraged to take the following actions, as applicable, regardless of whether you have made a decision about whether to pursue a criminal or Converse complaint.

1. Ensure Your Physical Safety

You may seek help from **local law enforcement agencies (including Spartanburg Police Department)** or by contacting the **Converse Campus Safety Office**. The Converse Campus Safety Office can assist you with contacting local law enforcement and can help you obtain transportation to the local law enforcement office. Officers are on duty at Converse University 24 hours a day, seven days a week.

2. Seek Medical Assistance and Treatment

Local options for medical care include: the Converse Wellness Center or Spartanburg Medical Center. It is crucial that you obtain medical attention as soon as possible after a sexual assault, for example, to determine the extent of physical injury and to prevent or treat sexually transmitted diseases (such as HIV). Medical facilities can also screen for the presence of sedative drugs such as Rohypnol or GHB (date-rape drugs).

Employees at the Converse Wellness Center or the Residence Director On-Call can help you obtain transportation to a local hospital and can help you contact a support person, such as a family member, friend, or a roommate.

If you choose to have an evidence collection kit (or "rape kit") completed, it is important to do so within 120 hours.

Even if you have not decided whether to file charges, it is advisable to have the evidence collection kit completed so that you can better preserve the options of obtaining a protective order and/or filing criminal charges at a later date. It is advisable to avoid showering, bathing, going to the bathroom, or brushing your teeth before an evidence collection kit is completed. You should also wear (or take with you in a paper, not plastic bag) to the hospital the same clothing that you were wearing during the assault. An evidence collection kit can still be completed even if you have showered or bathed.

3. Obtain Emotional Support

The Counseling Center can help students sort through their feelings and begin the recovery process. The professionals at the Counseling Center are trained to provide crisis intervention on short-term and emergency issues. The Counseling Center can also provide referral services for outside providers and law enforcement. Counseling is free of charge to all students. In some instances, the law may require the disclosure of information shared by students with counselors. However, absent a legal mandate to the contrary, counseling services are strictly confidential, are not part of students' records, and will not be reported to other Converse personnel.

Employees may contact the Employee Assistance Program to obtain emotional support (888.628.4824).

4. Obtain Information/Report Misconduct

You are encouraged to report incidents of sexual assault to Converse's Title IX Coordinator (even if you have filed a report directly with law enforcement). The Title IX Coordinator can help you access resources and can provide you with support and information, including information on Converse's procedures for investigating and addressing instances of sexual assault.

EXHIBIT B

TITLE IX SEXUAL HARASSMENT FORMAL COMPLAINT FORM

Name of Person filing Formal Complaint:

Address:

Phone:

E-Mail:

Student ID/Academic Year:

Employee ID/Position:

I am filing this Formal Complaint as (please check one):

- Student
- Staff
- Faculty
- Other (describe):

Name of person or persons who engaged in the conduct giving rise to your Formal Complaint and your relationship to them, if any (e.g., classmate, teammate, supervisor, co-worker, faculty):

Date of Conduct:

Location of Conduct:

Please describe the conduct giving rise to your Formal Complaint. Attach additional pages if necessary:

Witnesses:

Name/Relationship/Phone Number:

Name/Relationship/Phone Number:

Name/Relationship/Phone Number:

Are you requesting that Converse University investigate your allegation(s) of Sexual Harassment under its Title IX Sexual Harassment Grievance Procedures?

- Yes
- No

Signature/Date _____

This section is to be completed by the Title IX Coordinator or designee

Formal Complaint Intake By:

Printed Name/Signature/Date: _____

EXHIBIT C

TITLE IX ADVISORS

Expectations for Advisors in the Resolution Process

All Parties are entitled to an advisor of their choosing to guide and accompany them throughout the Title IX process. Advisors may be a friend, mentor, family member, attorney, or any other person who is available. People who will be called as witnesses may not serve as advisors. The Title IX Coordinator (TIX) maintains a list of trained (non-attorney) advisors who are available to the Parties. This list may be obtained through TIX. Parties may choose advisors outside the pool, or outside the campus community, but those advisors may not have the same level of insight and training on the Title IX process as do those trained by TIX. Outside advisors may seek role clarification from TIX.

The Parties are entitled to be accompanied by an advisor in all meetings and interviews in which the parties are entitled to be present. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity, and in good faith. TIX cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, TIX is not obligated to provide one.

All advisors are subject to the same Policy and Procedures, whether or not they are attorneys. Advisors may not present on behalf of Parties in a meeting and should request or wait for a break in the meeting if they wish to interact with the Title IX Investigator. Advisors may confer quietly with Parties as necessary, as long as they do not disrupt the process. For longer or more involved discussions, Parties and their advisors should ask for breaks or step out of meetings to allow for private conversations. Advisors will typically be given a timely opportunity to meet in advance of any meetings with their investigator conducting that meeting. This will allow advisors to clarify any questions they may have, and allows TIX an opportunity to clarify the role the advisor is expected to take.

Advisors are expected to refrain from interference with the Title IX process. Advisors who step out of their role during any part of the Title IX process will receive one warning. If there is a continued disruption or failure to respect the limits of the role, advisors will be asked to leave the meeting or interview, or withdraw as advisor. When an advisor is removed from a meeting or interview, the Parties are given the opportunity to reschedule the meeting so that they can be accompanied by another advisor.

If the Parties wish TIX to share documentation related to the allegations with their advisors, TIX will provide a consent form that authorizes such sharing. Parties must complete this form before TIX is able to share Title IX information with an advisor. In some cases, documents may have personal information redacted. Parties are not otherwise restricted from discussing and sharing information relating to allegations with others who may support them or assist them in preparing and presenting. Advisors are expected to maintain the privacy of the documents shared with them by TIX. These records may not be shared with third-parties, disclosed publicly, or used for

purposes not explicitly authorized by TIX. TIX may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by TIX's privacy expectations.

Advisors will make every effort to adjust their schedule to allow them to attend Sex Discrimination and Harassment Policy meetings when scheduled by TIX. TIX does not typically change scheduled meetings to accommodate an advisor's ability to attend. TIX will, however, make provisions to allow advisors who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

A party may elect to change advisors during the process, and is not committed to using the same advisor throughout.

Parties should make every effort to advise the investigator(s) of the identity of their advisor at least two (2) business days before the date of their first meeting with the investigator(s). Parties must provide subsequent timely notice to their investigator(s) if they change advisors at any time. No audio or video recording of any kind will be permitted by the responding party, reporting party, witnesses, or advisors during meetings with the Title IX Coordinator or investigator(s).

Title IX Obligation Affirmation and Acknowledgement:

- A reporting or responding party has the right to have an advisor accompany them at all stages of the investigation and resolution process
- An advisor may not advocate for a party like an attorney would in court. In other words, the advisor does not serve as an advocate or representative of a party and may not be actively involved in any of the proceedings
- A different advisor may be used at various stages in the process
- An advisor must keep confidential the information shared during meetings and throughout the investigation and resolution process
- In cases involving multiple parties, the advisor cannot be in another reporting or responding party
- As needed to protect the integrity of the investigation and resolution process, TIX reserves the right to excuse from any meeting or other proceeding an advisor who is disruptive or who does not adhere to the limitations outlined in this form
- Title IX policy prohibits retaliation against any individuals filing a complaint of this nature or participating in the investigation of the complaint. As an advisor, you are protected by and subject to this retaliation prohibition. You may not retaliate against any person participating in this process. If you feel you are retaliated against for your participation, please contact the Title IX Coordinator, Karen Medlin, karen.medlin@converse.edu

By signing this form, you acknowledge that you have read this form and understand your rights and obligations as an advisor. You acknowledge that you do not have any conflict of interests with this Party.

Printed Name Serving as Advisor for:

Signature/Date: _____

EXHIBIT D

SAMPLE WITNESS SCHEUDLING COMMUNICATION

[Date]

Dear _____,

Together with [insert other investigator's name, as applicable], I have been appointed to investigate allegations of Sexual Harassment that have been brought to [Title IX Coordinator]'s attention. The allegation relates to [a situation which occurred on date at place, your experience on the team, etc]. You have been identified as someone with potentially relevant information but have **not** been accused of any wrongdoing.

We would like to speak with you regarding any information that you may have related to these allegations. We are available to meet with you in-person or via telephone or video conference on [provide proposed dates and times]. Please let us know your availability so that we can confirm a date and time. We look forward to hearing from you.

Sincerely,

[Insert Names]