

SEXUAL VIOLENCE AND SEXUAL HARASSMENT MODEL SEXUAL MISCONDUCT POLICY

I. Summary

The term “sexual misconduct” is a broad term used to refer to all the prohibited sexual violence and sexual harassment behaviors under this policy. As used in this policy, sexual misconduct may also encompass criminal conduct under Pennsylvania and/or federal law. Additionally, sexual misconduct under this policy may result in civil and/or administrative legal consequences. This policy, created as a model policy for handling allegations of sexual misconduct, was developed by the Commonwealth of Pennsylvania and is available for use by any postsecondary institution located within this Commonwealth that is authorized to grant an associate degree or higher academic degree.

II. Definitions

Consent – A knowing and voluntary agreement to engage in specific sexual activity at the time of the activity. In order to be valid, consent must be knowing, voluntary, active, present and ongoing. Consent is not present when an individual is incapacitated due to alcohol, drugs, or sleep, or otherwise without capacity to provide consent due to intellectual or other disability or other condition.

When alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. When drug use is involved, incapacitation is a state beyond being under the influence of or impaired by the use of the drug. Alcohol and other drugs impact each individual differently. Determining whether an individual is incapacitated requires an individualized determination.

When determining whether a person has the capacity to provide consent, DCI Career Institute will consider whether a sober, reasonable person in the same position knew or should have known that the other party could or could not consent to the sexual activity. When determining whether consent has been provided, all the circumstances of the relationship between the parties will be considered.

Intimate-Partner Violence – An act of violence or threatened act of violence by or against one person who is, or has been, involved in a sexual, dating, domestic, or other intimate relationship with another person. This includes:

1. Dating Violence – Violence, including but not limited to sexual or physical abuse, or the threat of such violence, committed by a person who is or has been in a social relationship of a romantic or intimate nature with the person. The existence of such a relationship will be determined based on the reporting party's statement and other relevant information, taking into consideration the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

2. Domestic Violence – Violence, including but not limited to sexual or physical abuse, or the threat of such violence, committed by a current or former spouse, or sexual or intimate partner; a person who is living as a spouse or who lived as a spouse; parents and children; other persons related by blood or marriage; or by someone with whom the person shares a child in common. Under the criminal laws of Pennsylvania certain offenses, including but not limited to, rape, aggravated assault, and stalking, can be deemed domestic violence depending on the relationship of the parties involved.

Sexual Assault – This includes the following:

1. Sexual Penetration Without Consent - Any penetration of the mouth, sex organs, or anus of another person, however slight by an object or any part of the body, when consent is not present. This includes performing oral sex on another person when consent is not present.

2. Sexual Contact Without Consent - Knowingly touching or fondling a person's genitals, breasts, buttocks, or anus, or knowingly touching a person with one's own genitals or breasts, when consent is not present. This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch or fondle oneself or someone else.

3. Statutory Sexual Assault – The age of consent for sexual activity in Pennsylvania is 16. Minors under the age of 13 cannot consent to sexual activity. Minors aged 13-15 years old cannot consent to sexual activity with anyone who is 4 or more years older than they are at the time of the activity. Minors aged 16 years of age or older can legally consent to sexual activity with anyone they choose, as long as the other person does not have authority over them as defined in Pennsylvania's institutional sexual assault statute.

Sexual Exploitation – Taking sexual advantage of another person or violating the sexual privacy of another when consent is not present. This includes, but is not limited to, the following actions (including when they are done via electronic means, methods or devices):

1. Sexual voyeurism or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent;
2. Indecent exposure or inducing others to expose themselves when consent is not present;
3. Recording or distributing information, images or recordings of any person engaged in sexual or intimate activity in a private space without that person's consent.
4. Prostituting another individual;
5. Knowingly exposing another individual to a sexually transmitted disease or virus without that individual's knowledge; and
6. Inducing incapacitation for the purpose of making another person vulnerable to non-consensual sexual activity.

Sexual Harassment – Unwelcome conduct of a sexual nature where either or both of the following are present:

1. Quid pro quo: Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of a person's employment or education, including participation in any DCI Career Institute program and/or activity; or
2. Hostile Environment: Such conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefitting from DCI Career Institute's education or employment programs and/or activities. The existence of a hostile environment is to be judged both objectively (meaning a reasonable person would find the environment hostile) and subjectively (meaning the impacted individual felt the environment was hostile).

A single, isolated incident of sexual harassment alone may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to create a hostile environment, particularly if the harassment is physical.

Stalking – Engaging in a course of conduct or repeatedly communicating and/or committing acts toward another person under circumstances that demonstrate or communicate an intent:

1. to place the other person in reasonable fear of bodily injury; or
2. to cause substantial emotional distress to the other person.

A course of conduct is when a person engages in two or more acts that include, but are not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person in a prohibited way, or interferes with a person's property.

Stalking includes the concept of cyberstalking, in which electronic media such as the Internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion.

Retaliation – Any action, directly or through others, which is aimed to deter a reasonable person from reporting sexual misconduct or participating in an investigation or hearing or action that is done in response to such activities. A finding of retaliation under this policy is not dependent on a finding that the underlying sexual misconduct occurred.

III. Policy

A. Title IX, VAWA and Nondiscrimination Statement

DCI Career Institute prohibits any form of discrimination and harassment on the basis of sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, pregnancy, marital or family status, medical condition, genetic information, veteran status, or disability in any decision regarding admissions, employment, or participation in a DCI Career Institute program or activity in accordance with the letter and spirit of federal, state, and local non-discrimination and equal opportunity laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, The Age Discrimination in Employment Act, The Americans with Disabilities Act and ADA Amendments Act, The Equal Pay Act, and the Pennsylvania Human Relations Act.

DCI Career Institute also complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act, as amended by the Violence Against Women Act (VAWA). Title IX prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. VAWA imposes additional duties on universities and colleges to investigate and respond to reports of sexual assault, stalking, and dating or domestic violence, and to publish policies and procedures related to the way these reports are handled. DCI Career Institute has designated the Title IX Coordinator, to coordinate DCI Career Institute's compliance with Title IX and VAWA and to respond to reports of violations. DCI Career Institute has directed Ray Dunn to coordinate DCI Career Institute's

compliance with the Clery reporting related VAWA requirements. DCI Career Institute will promptly and equitably respond to all reports of sexual misconduct in order to eliminate the misconduct, prevent its recurrence, and redress its effects on any individual or the community.

B. Scope of Policy

This policy applies to all on campus and off-campus conduct that is likely to have a substantial adverse effect on any member of DCI Career Institute community.

There is no time limit for reporting allegations of sexual misconduct, however, DCI Career Institute strongly encourages the prompt reporting of sexual misconduct to allow DCI Career Institute to respond promptly and effectively. If the reported respondent is not a member of DCI Career Institute community or is no longer associated with DCI Career Institute at the time of the report or at the time a resolution process is initiated, DCI Career Institute may be unable to conduct an investigation or take disciplinary action.

Please see the **Reporting Sexual Misconduct** section below to make a report of misconduct, discrimination and/or harassment, or to file a complaint.

C. Statement on Privacy and Confidentiality

DCI Career Institute is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. Every effort will be made to protect the privacy interests of all individuals involved. Privacy, confidentiality and privilege have distinct meanings under this policy.

Privacy generally means that information related to a report of sexual misconduct will only be shared with a limited circle of individuals, including individuals who “need to know” in order to assist in the review, investigation, or resolution of the report or to deliver resources or support services. While not bound by confidentiality or privilege, these individuals will be discreet and respect the privacy of all individuals involved in the process. All participants in an investigation of sexual misconduct, including advisors and witnesses, will be informed that privacy helps enhance the integrity of the investigation and protect the privacy interests of the parties and will be asked to keep any information learned in an investigation meeting or hearing confidential, to the extent consistent with applicable law.

Certain individuals are designated as having confidentiality. For reports made to employees designated with having confidentiality, DCI Career Institute will respect the reporting party’s expectations of privacy **to the extent permissible by law** while still ensuring compliance with other reporting obligations. For example, complaints involving minors are subject to mandatory reporting requirements.

Individuals designated as having confidentiality are required to report the nature, date, time and general location of an incident to the Title IX coordinator.

Confidential resources will not share other information with the Title IX Coordinator or any other employee of DCI Career Institute without the express permission of the disclosing party. Confidential resources can provide information about DCI Career Institute and off-campus resources, support services and other options. As noted above, because of the confidential nature of these resources, disclosing information to or seeking advice from a confidential resource does not constitute a report or complaint to DCI Career Institute and will not result in a response or intervention by DCI Career Institute. A person consulting with a confidential resource may later decide to make a report to DCI Career Institute and/or law enforcement. (www.womenscenterbc.org / <https://pcar.org/>)

Communication with certain individuals may be privileged by operation of law and reports made to these individuals will not be shared with DCI Career Institute Title IX Coordinator or law enforcement except in very limited situations, such as when failure to disclose the information would result in imminent danger to the individual or to others or as otherwise required by law. (www.womenscenterbc.org / <https://pcar.org/>)

DCI Career Institute will generally respect a complainant's choice whether to report an incident to local law enforcement or initiate DCI Career Institute's sexual misconduct resolution process, unless DCI Career Institute determines that there is an overriding interest with respect to the safety or welfare of DCI Career Institute community. Where a report involves suspected abuse of a child (an individual under the age of 18 at the time of the incident(s) as reported), all DCI Career Institute employees and volunteers are required to notify DCI Career Institute police and the ChildLine run by the Pennsylvania Department of Human Services. All other members of DCI Career Institute community are strongly encouraged to report suspected child abuse to law enforcement or the ChildLine.

All DCI Career Institute proceedings are conducted in compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA), the Clery Act, Title IX of the Education Amendments of 1972 ("Title IX"), Violence Against Women Act (VAWA), state and local law, and DCI Career Institute policy. No information will be released from such proceedings, except as required or permitted by law and DCI Career Institute policy.

DCI Career Institute may share non-identifying information about reports received in aggregate form, including data about outcomes and sanctions.

D. Prohibited Conduct

DCI Career Institute prohibits the following forms of conduct:

1. Sexual Assault including Sexual Penetration Without Consent, Sexual Contact Without Consent and Statutory Sexual Assault
2. Sexual Harassment
3. Sexual Exploitation
4. Intimate-Partner Violence, including Dating Violence and Domestic Violence
5. Stalking
6. Retaliation

This prohibited conduct can affect all genders, gender identities and sexual orientations. Some of these prohibited forms of conduct may also be crimes under Pennsylvania or federal law.

E. Alcohol and Drug Use Amnesty

The health and safety of every student at DCI Career Institute is of utmost importance. DCI Career Institute recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time sexual misconduct occurs may be hesitant to report such incidents due to fear of potential consequences for their own conduct. DCI Career Institute strongly encourages students to report incidents of sexual misconduct. A witness to or individual who experience sexual misconduct, acting in good faith, who discloses any incident of sexual misconduct to DCI Career Institute officials or law enforcement will not be sanctioned under DCI Career Institute's code of conduct for violations of alcohol and/or drug use policies occurring at or near the time of the incident(s) of sexual harassment or sexual violence. DCI Career Institute may request the individual attend an approved alcohol or drug education program and without assessing any charges for such program. This amnesty provision also applies to student groups making a report of sexual misconduct. Amnesty does not preclude or prevent action by police or other legal authorities pursuant to relevant state or federal criminal statutes.

IV. Reporting Sexual Misconduct

A. Reporting Options

Any individual, including a third party, may make a report concerning of sexual misconduct. Complainants and third-parties are encouraged to report sexual misconduct as soon as possible to allow DCI Career Institute to respond promptly and effectively.

A person who has experienced sexual misconduct under this policy, or a person who witnesses sexual misconduct under this policy, has the right to simultaneously file a complaint with DCI Career Institute and to pursue a criminal complaint with law enforcement. Victims and witnesses of sexual misconduct have the right to be assisted by DCI Career Institute in notifying law enforcement authorities of sexual misconduct or they can decline to notify such authorities. DCI Career Institute may, however, have a statutory reporting obligation when it becomes aware of certain factual allegations. Parties may also have options to file civil actions in court or with administrative agencies.

DCI Career Institute has designated the Title IX Coordinator to oversee complaints of sexual misconduct at DCI Career Institute. An individual who has experienced sexual misconduct has the right to choose whether to report the incident to DCI

Career Institute [Title IX Coordinator] for investigation. These officials have knowledge about resources and services, both on and off campus, including the availability of supportive measures.

Please call or email DCI Career Institute's Title IX Coordinator to set up a meeting if you have a complaint involving sexual misconduct. You can also call for general information.

The Title IX Coordinator, will conduct an initial assessment of the conduct, the reporting party's desired course of action, and the necessity for any supportive or interim measures to protect the safety of the complainant or the community. The goal is to eliminate any hostile environment. If a report of misconduct discloses a serious or immediate threat to the campus community, DCI Career Institute will issue a timely notification to the community to protect the health or safety of the community. The timely notification will not include any identifying information about the complainant.

Please Note: Title IX Coordinators are not a confidential source of support. While they will address your complaint with sensitivity and will keep your information as private as possible, confidentiality cannot be guaranteed. For confidential resources, please contact (www.womenscenterbc.org / <https://pcar.org/>)

Please Also Note: Making a report is different from filing a complaint. A report is defined as notification of an incident of sexual misconduct to the Title IX Coordinator/designee by any responsible employee or reporting person. A report may be accompanied by a request for (1) supportive or interim measures; (2) no further action; (3) a request to initiate an informal resolution process; and/or (4) the initiation of the formal complaint process. Filing a complaint initiates the DCI Career Institute formal disciplinary process. (See Sexual Misconduct Resolution Process).

B. Electronic and Anonymous Reporting

You may also file a complaint about sexual misconduct using the appropriate links below. While anonymous complaints are accepted, DCI Career Institute's ability to address misconduct reported anonymously is significantly limited.

Individuals may use this link ([click here](#)) to electronically file a report of sexual misconduct with DCI Career Institute.

An immediate auto-response email with information about resources and options will be sent in response to reports filed electronically.

C. Criminal Reporting Options

DCI Career Institute police are employees of DCI Career Institute and obligated to promptly report incidents of sexual misconduct that also constitute criminal

conduct of which they become aware during the scope of their employment to the Title IX Coordinator/designee, regardless of whether the individual who is making the report chooses to pursue criminal charges.

Center Township Police
224 Center Grange Road
Aliquippa, PA 15001
724-775-0880

Pennsylvania State Police
1400 Brighton Road
Beaver, PA 15009
724-773-7400

A complainant may seek resolution through DCI Career Institute’s informal or formal resolution process. A complainant may also seek to initiate a criminal complaint, independent of or parallel with any resolution process of DCI Career Institute. policy, definitions, and burden of proof may differ from Pennsylvania criminal law. Neither law enforcement’s decision whether to prosecute, nor the outcome of any criminal prosecution, is determinative of whether sexual misconduct has occurred under this policy. In cases where there is a simultaneous law enforcement investigation, there may be circumstances when DCI Career Institute may need to temporarily delay its investigation while law enforcement gathers evidence. However, DCI Career Institute will generally proceed with its investigation and resolution of a complaint even during the time of a pending law enforcement investigation.

D. External Reporting Options

A person may also file a complaint with the U.S. Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html> or calling 1-800-421-3481 or emailing OCR.Philadelphia@ed.gov.

A person may also file a complaint with the Pennsylvania Human Relations Commission by calling 717-787-9780 for the Harrisburg Regional Office; 412-565-5395 for the Pittsburgh Regional Office; or visiting <https://www.phrc.pa.gov/Pages/default.aspx>.

Employees may also file a charge with the Equal Employment Opportunity Commission regarding an alleged violation of Title VII by calling 1-800-669-4000 or visiting <https://www.eeoc.gov/employees/howtofile.cfm>.

E. Reporting Obligations of the DCI Career Institute

All DCI Career Institute officials, employees (including student employees), and volunteers are considered “responsible employees” under Title IX and are obligated to report incidents of sexual misconduct of which they become aware to the Title IX Coordinator/designee, unless they serve in a role that makes such reports privileged or are recognized as providing a confidential resource (see Statement on Privacy and Confidentiality).

F. Assessment and Timely Warnings

The Title IX Coordinator will conduct an initial assessment of the conduct, the reporting party's desired course of action, and the necessity for any interim measures or services to protect the safety of the complainant or the community. The goal is to eliminate any hostile environment. If a report of misconduct discloses a serious or immediate threat to the campus community, DCI Career Institute will issue a timely notification to the community to protect the health or safety of the community. The timely notification will not include any identifying information about the complainant.

V. Sexual Misconduct Resolution Process

A. Participant Roles

1. A **complainant** is the person who has been impacted by an alleged policy violation and has chosen to participate in the resolution process.
2. A **respondent** is the person who is alleged to have violated DCI Career Institute policy.
3. **Parties** is a term that refers to the complainant and the respondent collectively.
4. A **witness** is a person who has knowledge related to specific aspects of a case and may have reported such aspects to the institution.
5. An **advisor** is a support person who may be present to provide support to a complainant or respondent throughout an investigation and/or hearing provided the choice of advisor does not unduly delay the process. Advisors may not speak, write, or otherwise communicate with investigators, conduct administrators, hearing panel members, or appeal reviewers on behalf of the party being advised. Each party is responsible for coordinating and scheduling with their choice of advisor. A union representative may serve as an advisor, where applicable.

All participants have the responsibility to be truthful with the information they share at all stages of the process. Any individual who knowingly or intentionally provides false information as part of a report or investigation under this policy may be subject to discipline. This provision does not apply to a good faith report that is not substantiated or proven by a preponderance of the evidence.

B. Conflict of Interest

Parties have the opportunity to raise the issue of a potential conflict of interest within two (2) days of being advised of the identity of the investigator, panel member, or appeal reviewer. The Title IX Coordinator/designee will determine whether a conflict of interest exists. No investigator, panelist, or appeal reviewer will make findings or determinations in a case in which they have a conflict of interest.

C. Burden of Proof

The burden of proof refers to who has the responsibility of showing a violation has occurred. It is always the responsibility of DCI Career Institute to satisfy the burden of proof. The respondent does not have the burden to prove that a violation did not occur. Respondents may decide not to share their side of the story or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from DCI Career Institute and does not indicate responsibility. Additionally, DCI Career Institute shall not make an adverse inference against a respondent for the respondent's refusal to participate in an investigation or hearing, nor will respondent's refusal to participate result in increased sanctions if the respondent is found responsible for the accusations.

D. Standard of Proof

DCI Career Institute uses the preponderance of the evidence standard in investigations of complaints alleging sexual misconduct and any related violations. This means that the investigation determines whether it is more likely than not that a violation of the policy occurred.

E. Timeline for Resolution

DCI Career Institute will resolve all cases in a prompt and timely manner, however, the timeline will vary based on the circumstances of the case, including breaks in the academic calendar, availability of the parties and witnesses, scope of the investigation, need for interim actions, and unforeseen or exigent circumstances. The parties will be periodically updated on the status of their case.

F. Title IX Outreach

Upon receipt of a report of sexual misconduct, the Title IX coordinator will provide resources and support information by contacting the potential complainant and offering an initial meeting between the reporting party and the Title IX coordinator/designee. The initial meeting is optional and the reporting party may decline. The purpose of the initial meeting is for the Title IX/designee to gain a

basic understanding of the nature and circumstances of the report and provided information about resources, supportive measures, and resolution options to the reporting party.

G. Initial Inquiry

DCI Career Institute will conduct a preliminary inquiry to determine if the allegations, if true, would rise to the level of a violation of DCI Career Institute policy. The possible next steps include the following: (1) A decision to close the case when insufficient evidence exists to move forward or because the allegation, even if proven, would not violate DCI Career Institute policy; (2) Informal Action (see below); or (3) Formal Resolution (see below).

H. Interim and Supportive Measures

When DCI Career Institute becomes aware of an allegation of sexual misconduct and the complainant or other affected parties, including the respondent, request interim or supportive measures, DCI Career Institute will take appropriate supportive and interim measures to protect affected parties, to assist the parties, and to protect against retaliation. DCI Career Institute may also take interim measures to protect the DCI Career Institute community at large.

1. Supportive Measures. The following are examples, but not an exhaustive list, of supportive measures:

- a. Making appropriate changes to academic programs, including changes in class schedule, accommodations to permit the affected party to take an incomplete or drop a course or courses without penalty, permitting the affected party to attend a class via skype or other alternative means, providing an academic tutor, or extending deadlines for assignments;
- b. Making appropriate changes to on-campus residential housing situations or providing assistance in finding alternate housing;
- c. Changing an employee's work assignment or schedule;
- d. Providing the affected party with an escort to and from class or campus work location;
- e. Arranging appropriate transportation services to ensure safety;

- f. Providing information on available counseling services through the counseling center or other appropriate office, or referral to an off-campus agency;
- g. Assisting the affected party in obtaining medical and other services, including access to rape crisis centers;
- h. Assistance with filing a criminal complaint and/or seeking an order of protection; and/or
- i. Enforcing a protection from abuse order.

Supportive measures will be individualized and appropriate based on the information available, making every effort to avoid depriving any student of their education or impacting employment. The measures needed by each party may change over time, and parties should communicate with DCI Career Institute throughout the resolution process to ensure the supportive measures are effective.

2. Interim Measures

- a. No Contact Orders - When respondent is a student employee or volunteer of the institution, the complainant has the right to request DCI Career Institute-issued "no contact order" under which continued intentional contact with the complainant would violate this policy. No contact orders may be issued for both the complainant and the respondent, as well as other individuals as appropriate.
- b. Interim Suspension - In exceptional circumstances where it is determined that a respondent is a continuing threat to the health and safety of the community, DCI Career Institute may seek an emergency interim suspension of a student or take similar emergency measures against an employee, consistent with applicable DCI Career Institute policy and collective bargaining agreements. For students who are given an interim suspension, DCI Career Institute will convene a hearing within 10 working days, unless extenuating circumstances warrant an extension, in which case a hearing shall be provided at the earliest possible date.

3. Process for Review of Interim Measures

- a. For students who are given an interim suspension, DCI Career Institute will convene a hearing within 10 working days, unless extenuating circumstances warrant an extension, in which case a hearing shall be provided at the earliest possible date.
- b. For interim measures involving employees, DCI Career Institute will follow applicable requirements in DCI Career Institute policy.

I. Informal Resolution

Informal resolution involves a mutual agreement by the parties to resolve the matter by mutual agreement. Informal resolution may not be used when formal resolution is desired by a reporting party or where the Title IX

Coordinator/designee has determined that DCI Career Institute needs to proceed with an investigation. Informal resolution may take place at any time prior to a decision being issued in a hearing or a respondent taking responsibility. The informal resolution process will be conducted by the Title IX Coordinator/designee. Both the complainant and the respondent have the right to end the informal resolution process at any time. Any informal resolution must be acceptable to the complainant, the respondent, and the Title IX Coordinator/designee.

If a resolution is reached, the complainant and the respondent shall be notified in writing, and the Title IX Coordinator/designee will confer with appropriate parties to memorialize the agreed upon resolution and any consequences for non-compliance in a memorandum. This memorandum will be included in the respondent's student record. If no agreement is reached within a reasonable time, the Title IX Coordinator /designee shall proceed with the formal resolution process.

Informal resolution does not result in findings related to responsibility.

J. Formal Resolution

1. Notification to Respondent - If a case is referred for formal resolution, the respondent will be notified of the alleged misconduct and given an opportunity to respond. The notification will include the allegations, identities of the parties involved, the specific section(s) of DCI Career Institute policy allegedly violated, the precise conduct allegedly constituting the potential violation, and the date and location of the incident (if known). This notice will be given before any initial interview. DCI Career Institute may modify the list of policies allegedly violated based on additional information learned during investigation.
2. Acceptance of Responsibility - Prior to the conclusion of a sexual misconduct investigation, the respondent may elect to take responsibility for the prohibited conduct by contacting the Title IX Coordinator/designee in writing. The Title IX Coordinator/designee will issue a brief outcome determination summarizing the allegations and stating the respondent has accepted responsibility and refer the matter to the appropriate office for sanctioning. Following the determination of sanctions, parties may appeal the sanctions but not the finding(s) of responsibility.
3. Investigation - [For investigations of respondents who are employees DCI Career Institute will follow applicable requirements in DCI Career Institute policy.] [For investigations of respondents who are students DCI Career Institute will follow applicable requirements in DCI Career Institute policy.]
4. Hearing [For hearings for respondents who are employees DCI Career Institute will follow applicable requirements in DCI Career Institute policy.] [For hearings

for respondents who are students DCI Career Institute will follow applicable requirements in DCI Career Institute policy.]

5. Sanctioning [For sanctions for respondents who are employees DCI Career Institute will follow applicable requirements in DCI Career Institute policy.] [For sanctions for respondents who are students DCI Career Institute will follow applicable requirements in DCI Career Institute policy.]

K. Appeal

The complainant or respondent may appeal the hearing outcome and/or sanction(s). [For appeals by parties who are employees DCI Career Institute will follow applicable requirements in DCI Career Institute policy.] [For appeals by parties who are students of DCI Career Institute will follow applicable requirements in DCI Career Institute policy.]

In the event sanctions were imposed, it shall be in the discretion of the Title IX Coordinator and the sanctioning office whether the sanctions shall be implemented or stayed pending resolution of an appeal.

The limited grounds for appeal are as follows:

- New information that could affect the outcome of the matter and was not reasonably available through the exercise of due diligence at the time of the hearing below;
- A deviation from DCI Career Institute policy or procedures that materially affected the hearing outcome or sanctions; and
- The sanction is too harsh or too lenient.

VI. Rights/Responsibilities

A. Reports and complaints have different meanings. An individual has a right to make a report of sexual misconduct to DCI Career Institute, which may be accompanied by request for supportive measures. An individual also has a right to make a complaint of sexual misconduct, which is a request to initiate DCI Career Institute's an informal resolution process or a formal disciplinary process, which includes an investigation and may proceed to a formal hearing.

B. Prior to the conclusion of a sexual misconduct investigation, the reporting party may request to withdraw the complaint by contacting the Title IX Coordinator in writing. He or she will determine whether to close the case or conclude the investigation without the complainant's continued participation.

C. An individual also has the right to report sexual misconduct to law enforcement, separate and apart from any report or complaint made to DCI Career Institute.

D. At the time a report is made, the reporting party does not have to decide whether to file a complaint or make a report of sexual misconduct to law enforcement.

E. An affected party has the right to request supportive measures from DCI Career Institute, which may include interim contact restrictions.

F. The reporting party has the right to seek medical treatment to address physical and mental health and to preserve evidence.

G. A report may become a formal complaint, either initiated by the reporting party or DCI Career Institute depending on the outcome of the Title IX assessment. To file a complaint, please contact the Title IX Coordinator.