



UNIVERSITY OF
ST. THOMAS

Interim Policy Number: G.02.06

Sexual Misconduct Policy Governing Students and Employees

In compliance with U. S. Department of Education

Regulations effective August 14, 2020

INTERIM POLICY

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INTERIM POLICY

1. INTRODUCTION

University of St. Thomas (“UST” or “the University”) is committed to the religious, ethical and intellectual traditions of Catholic higher education, which includes cultivating a diverse and inclusive community that recognizes the value of each individual and allows persons to learn and work in an environment free from harassment and discrimination. As part of this effort, UST will respond to sex-based harassment and discrimination and through clear policies and grievance procedures, educational programming, employee training, and sanctioning offenders of this policy and commits itself to maintaining a safe and healthy educational and employment environment. This comprehensive policy is created and implemented by UST to address allegations of sexual harassment, sexual assault, domestic violence, dating violence, and stalking in addition to other prohibited misconduct as identified and defined herein.

UST prohibits all forms of sex and gender-based harassment, as well as the offenses of sexual assault, dating violence, domestic violence, and stalking (collectively referred to in this policy as “Sexual Misconduct” and also constitutes “Prohibited Conduct” under this policy.) These offenses may also be prohibited by Title IX of the Higher Education Amendments of 1972, 20 U.S. C. § 1681 et seq. (“Title IX”), by the Clery Act and Section 304 of the Violence Against Women Reauthorization Act of 2013 (“VAWA”), Title VII of the Civil Rights Act of 1964, and other applicable statutes, to include Texas S.B. No. 212. This Policy prohibits a broad continuum of behaviors, some of which are not prohibited under Title IX or other laws. Their inclusion in this Policy reflects UST’s standards and expectations for a respectful working and learning environment where everyone is free to work and learn safely so they might become the best version of themselves.

UST will investigate and attempt to resolve all complaints of Prohibited Conduct in a prompt, fair and impartial manner. The University will treat all individuals involved with dignity and respect. All processes are driven by objective fact-finding and approached from a neutral standpoint, including the presumption that a Respondent is not responsible for a violation of this policy prior to a finding that supports that.

With this in mind, members of the University community are expected to conduct themselves in a manner that respects the inherent dignity of all people and refrains from any form of harassment or discriminatory practices, including all forms of Prohibited Conduct as defined in this policy. This policy has been developed to reaffirm these principles, to provide explicit information regarding when and how the University will respond to allegations of sex-based Prohibited Conduct, and to provide accountability for conduct that violates this policy.

In addition to discrimination based on sex, the University prohibits discrimination including discrimination based on race, color, national origin, age, sex, sexual orientation, religion, disability, and veteran status. The University’s commitment to nondiscrimination applies to admissions, employment, and access to and treatment in University programs and activities. The University’s full *Equal Employment Opportunity Policy*, Number H.01.03, has been established for the purposes of responding to allegations of unlawful discrimination.

Inquiries regarding the application of this policy and the respective grievance procedures used to resolve complaints might be referred to the recipient’s Title IX Coordinator(s), to the U.S. Department of Education’s Office for Civil Rights, or both.

1.1. DEFINITIONS

1.1.1. COMPLAINANT

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual misconduct.

1.1.2. RESPONDENT

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

1.1.3. PARTY

“Party” means either the Complainant(s) or Respondent(s) in an investigation or action relating to a report of Prohibited Conduct.

1.1.4. CONFIDENTIAL RESOURCES

“Confidential Resources” are designated by the University to provide to student Complainants emergency and ongoing support and to advise the Complainant on options for reporting violations of this policy.

In light of Texas S.B. No. 212, an employee of a postsecondary educational institution designated by the institution as a person with whom students may speak confidentially concerning sexual harassment, sexual assault, dating violence or stalking or who receives information regarding an incident under circumstances that render the employee’s communications confidential or privileged under other law, shall not provide any identifying information regarding the reporter, including to the institution’s Title IX Coordinator(s), without explicit consent from such reporter unless there is an imminent threat of serious harm to the individual or to others, or a legal obligation to reveal such information (e.g., if there is suspected abuse or neglect of a minor). Confidential Resources may submit non-identifying information about violations of this policy to the Department of Public Safety for purposes of the anonymous statistical reporting under the Clery Act. Employees can ensure confidentiality by utilizing non-University confidential resources.

1.1.5. TITLE IX COORDINATOR(S)

The “Title IX Coordinator(s)” is responsible for overseeing the University’s response to reports of Sexual Misconduct on campus and oversees the University’s centralized response to ensure compliance with Title IX and the Clery Act (VAWA) as it relates to the accurate reporting of and response to sexual harassment and the VAWA offenses. The Title IX Coordinator(s) is also responsible for coordinating the effective implementation of supportive measures and remedies. The Title IX Coordinator(s) or the President may delegate responsibilities under this policy to a designee, who will be appropriately trained per the requirements of Title IX and VAWA. For purposes of this policy, any reference to the Title IX Coordinator(s) should be read as the “Title IX Coordinator(s) or other designee.”

In accordance with Texas S.B. No. 212, the Title IX Coordinator(s), not less than once every three months, shall submit to the President a written report on reports received including information regarding the investigation of those reports, the disposition, if any, of any disciplinary processes arising from those reports, and the reports for which the institution declined to proceed with a disciplinary

process. Further, if the Title IX Coordinator(s) has cause to believe that the safety of any person is in imminent danger because of the incident, the President shall be notified. Lastly, at least once every fall or spring semester, the President shall submit¹ to the institution's governing body and post on the institution's website a report concerning the reports received under this policy. Such a report shall never reveal the identity of a Complainant, Respondent or Witness as defined in this document.

1.1.6. INVESTIGATOR

The "Investigator" is the person assigned to conduct the investigation upon the signing of a Complaint and a request for a Formal Resolution Process. The Investigator may be a Title IX Coordinator(s), an employee, or a contracted service provider.

1.1.7. DECISION-MAKER

The "Decision-Maker" is the person or persons that will make the determination of responsibility for Emergency Removal and at the conclusion of an Informal or Formal Resolution Process or following an appeal. The Decision-Maker will provide the determination in writing and cannot be the same person as the Title IX Coordinator(s) or the Investigator on a case arise out of the same facts or circumstances. In the case of an Appeal, the Decision-Maker will be different from the person or person who made the initial determination. The Decision-Maker may be an employee or a contracted service provider. The University retains the right to establish a pool of cross-trained individuals who may serve in the capacity as an Investigator or one of the Decision-Makers, however, would never hold more than one position during a particular complaint.

1.1.8. TITLE IX PERSONNEL

"Title IX Personnel" include all individuals whose duties include resolution of reports and complaints of student and employee violations of this policy. All Title IX personnel shall receive annual training as required by Title IX, VAWA and Texas law. Employees falling under this description include without limitation the Title IX Coordinator(s), Investigators, Decision-makers, members of campus security, and any contracted service providers of UST with any of the responsibilities outlined herein.

1.1.9. MANDATORY REPORTERS

All faculty and staff members who are not Confidential Resources are "Mandatory Reporters." A Mandatory Reporter who witnesses or receives information regarding the occurrence of an incident that the employee believes could constitute an offense as defined in this policy shall promptly report such information to the institution's Title IX Coordinator(s) in person or via email. A report to a faculty or staff member does not result in a Complaint for purpose of triggering an investigation or Informal or Formal Resolution Processes; however, Texas law requires the reporting of that information by the Mandatory Reporter to the institution's Title IX Coordinator(s).

Texas has both civil and criminal laws to protect children from abuse and neglect and all employees of the University are mandatory reporters of Child Abuse under Texas Family Code, Section 261.109. This means that all employees have a duty to immediately report whenever they "suspect that a child has

¹ If the institution falls below 1,500 enrolled students, the President must submit and post a report if the institution received more than five reports.

been abused or neglected.” Immediate reports should be made to the Texas Department of Family and Protective Services (DFPS) by calling 1-800-252-5400 or by making a report online at the [Texas Abuse Hotline Website](#).

1.1.10. ADVISOR OF CHOICE

An “Advisor of Choice” means the person of the Complainant or Respondent’s choosing who accompanies them to any meeting or disciplinary proceeding in which they are required to be present. This person can provide support, advice and/or counsel. During the investigatory stage of the process, the Advisor is not permitted to act on behalf of their Party with regard to answering questions or providing evidence on behalf of a Party. They may not be disruptive, nor may they unnecessarily delay the investigation due to their personal availability. During the Live Hearing portion of the Title IX process, the Advisor of Choice is responsible for conducting the cross-examination during a live hearing pursuant to the Title IX grievance processes. Cross-examination in this setting is limited to the other Party and witnesses. The Advisor cannot make opening or closing statements, ask questions of their own advisees, object to questions, or engage in advocacy other than that permitted herein. An Advisor is permitted in a Non-Title IX grievance process; however, their role is restricted to that during the investigatory stage as described above.

The University will not restrict the choice of an advisor and the advisor can be anyone of the Party’s choosing, although the University may remove an Advisor if he or she becomes disruptive or otherwise hinders a fair and equitable process. The involvement of an Advisor may not result in undue delay of any meeting or proceeding. During the Title IX live hearing, if a Party does not have an Advisor, the University will appoint one on behalf of the Party without fee, i.e., free of charge. In this capacity, the Advisor will be appointed for the sole purpose of conducting cross-examination of the other Party and witnesses. While any person may serve in an Advisor capacity, a member of the University community is free to decline to serve in this capacity.

1.1.11. CAMPUS SECURITY AUTHORITY (CSA)

A “Campus Security Authority” (“CSA”) is a designated University official who has an obligation to report certain crimes reported to them to the reporting structure of the institution as required by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). In most cases, it is possible for a CSA to fulfill his or her responsibilities while still maintaining victim confidentiality. Except in reference to a report to the Title IX Coordinator(s), a report to a CSA does not result in a Complaint for purpose of triggering an investigation or Informal or Formal Resolution Process.

1.1.12. SCOPE AND JURISDICTION

This policy governs the conduct of: University students, regardless of enrollment status; faculty; staff; and third Parties (i.e., non-members of the University community, such as vendors, alumni/ae, visitors, or local residents).

Third Parties are both protected by and subject to this policy. A third party may make a report of a suspected violation of this policy committed by a member of the University community. A third party may also be permanently barred from the University or subject to other restrictions for failing to comply with this policy.

This policy applies to conduct that occurs on University property (i.e., on campus) and in the local vicinity. This policy also applies to conduct that occurs off University property (i.e., off campus) when the conduct is associated with a University -sponsored program or activity, such as travel, research, or internship programs or when such conduct may have a continuing adverse effect or could create a hostile environment on campus. Judgments about these matters will depend on facts of an individual case.

All actions by a member of the University community that involve the use of the University's computing and network resources from a remote location, including but not limited to accessing email accounts, will be deemed to have occurred on campus. On-line and/or social media conduct may violate this Policy if it meets the definition of Prohibited Conduct. Online postings are in the public sphere and are not private. These postings may subject an individual to allegations of Sexual Misconduct or other misconduct. The University does not regularly search for this information nor does it monitor any particular social media site, but it may take action when such information is brought to its attention. See the University's Responsible Use of Computing Policy at

https://www.stthom.edu/Offices_and_Services/Information_Technology/Policies_Procedures/Index.aqf

The University will view any Report of online Sexual Misconduct with the Respondent's free speech rights in mind.

Individuals are encouraged to report any violation of this policy as soon as possible in order to maximize the University's ability to respond promptly and effectively. Reports and Complaints may be made at any time without regard to how much time has elapsed since the incident(s) in question.

If the Respondent is no longer a student or employee at the time of the report or Complaint, the University may not be able to take disciplinary action against the Respondent, but it will still seek to meet its Title IX or other legal obligations by offering supportive measures for the Complainant and taking steps, if necessary and possible, to end the prohibited behavior, prevent and address its recurrence, and address its effects.

For Title IX to apply, the incident must be reported while the Parties are all associated with the University (as current students or employees) and must have occurred on property owned or operated by the University, in the United States. Additionally, during the time the misconduct is reported to have occurred, the University must have had substantial control of the Respondent and the context of the misconduct.

1.1.13. SEXUAL MISCONDUCT AT UST AND TITLE IX

This policy governs Prohibited Conduct that constitutes sex-based harassment and/or sex-based discrimination; however, the government and state law define "sexual harassment" differently in certain settings. Additionally, this policy covers behaviors that fall outside of the jurisdiction required for response by Title IX. The University will determine whether an allegation should proceed utilizing the grievance processes mandated by Title IX or the University's grievance process for non-Title IX Sexual Misconduct, based on the constellation of facts and circumstances surrounding the report or Complaint and the following factors:

- a. applicable law
- b. what is reported to have occurred

- c. the status of the Complainant as student, employee, or third-party
- d. the status of the Respondent as student, employee or third-party
- e. the context in which the harassing behavior is reported to have occurred
- f. whether or not the reported behavior occurred within the United States; and/or
- g. whether there are continuing effects of such reported behavior on campus or within the University's educational programs or associated activities.

The Title IX Coordinator(s) is the University official designated to evaluate reports to determine which law(s) attach, what threshold each law holds under the various laws, and which grievance process to utilize to resolve such reported behavior.

2. PROHIBITED CONDUCT

As outlined above, the University prohibits behaviors that fall outside the scope of conduct prohibited by Title IX. If a report constitutes behavior as described below, the University will determine which grievance process to utilize to resolve the Complaint.

For purposes of this policy, all of the following definitions constitute conduct to be "on the basis of sex." UST will treat attempts to commit any Sexual Misconduct as if those attempts had been completed.

2.1. DEFINITIONS OF PROHIBITED CONDUCT

2.1.1. QUID PRO QUO SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made implicitly or explicitly a term or condition of instruction, employment, or participation in any University activity or benefit;
- Submission to or rejection of these behaviors by an individual is used as a basis for evaluation in making academic or personnel decisions;

To reach the threshold for a claim under Title IX, the person conditioning the provision of the aid, benefit, or service must be an employee.

2.1.2. HOSTILE ENVIRONMENT SEXUAL HARASSMENT

Any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal, electronic or physical conduct of a sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance; i.e. it is sufficiently serious, pervasive or persistent as to create an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic, residential, or social environment under both a subjective and an objective standard.

Gender-based harassment is a form of discrimination that includes verbal, written, or physical behavior, directed at someone, or against a particular group, because of that person's or group's sex, when that behavior is unwelcome and has the purpose or effect of substantially interfering with the individual's work or educational performance by creating an intimidating, hostile, or demeaning environment for employment, education or associate activities of the University.

Such conduct does not need to be directed at or to a specific individual in order to constitute sexual harassment but may consist of generalized unwelcome and inappropriate behaviors or communications based on sex. Determination of whether alleged conduct constitutes sexual harassment requires consideration of all the circumstances, including the context in which the alleged incidents occurred.

To reach the threshold for a claim under Title IX, the conduct must be determined to be unwelcome conduct of a sexual nature determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity as well as meet the required jurisdictional elements.

The Title IX Coordinator(s) based on the constellation of facts and circumstances surrounding the report or Complaint will determine an evaluation of when an offense meets the definition for Title IX.

2.1.3. NON-CONSENSUAL SEXUAL PENETRATION

Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

2.1.4. NON-CONSENSUAL SEXUAL CONTACT

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Private body parts for purposes of this Policy are breast, buttocks, groin, and mouth.²

2.1.5. INCEST

For purposes of this Policy, incest means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. In Texas, this includes sexual contact between persons who are brothers and sisters, parents, and children, including stepparents, stepchildren, and adopted persons, as well as aunts/uncles with nieces/nephews and between grandparents and grandchildren.³

2.1.6. STATUTORY RAPE

Sexual intercourse with a person who is under the statutory age of consent, which in Texas is 17 years of age.⁴

2.1.7. DOMESTIC VIOLENCE

A felony or misdemeanor crime 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.

² The touching of non-private body parts could constitute "Sexual Harassment". See Sections 2.1.1 and 2.1.2 of this policy.

³ See Texas Penal Code Section 25.02.

⁴ See Texas Penal Code Section 22.011 and 21.11.

- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other 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 in which the crime of violence occurred.

According to Section 16 of title 18 of the United States Code, the term “crime of violence” means

- an offense under Texas State law that has as an element the use, attempted use, or threatened use of physical force against the person or property of another, or
- any other offense that is a felony in Texas and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

Domestic violence, as defined by Title IX, is considered relationship violence and must be “on the basis of sex.” For purposes of this Policy, Domestic Violence does not include acts that meet the definition of domestic violence under Texas laws that are based solely on cohabitation (e.g. roommates) or family relationship (e.g. parent/child). While non-relationship violence would not be addressed using this policy, it could still be counted for purposes of Clery Act reporting and may be addressed under other University policies or grievance procedures.

2.1.8. DATING VIOLENCE

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting Party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

2.1.9. STALKING

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress.

- i. *For the purposes of this definition—*
 - A. *Course of conduct means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third Parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property.*
 - B. *Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.*

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

To reach the threshold for a claim under Title IX, the stalking behavior must be determined to be based on sex. Non-sex-based stalking complaints will be resolved using this policy's definitions but under the Non-Title IX Resolution Procedures by status of the Respondent as Student or Employee.

2.1.10. SEXUAL EXPLOITATION

Any act whereby one person violates the sexual privacy of another or takes unjust or abusive sexual advantage of another who has not provided consent, and that does not constitute another offense as defined above. Examples may include acts such as recording, photographing, streaming or otherwise transmitting, viewing or distributing intimate or sexual images or sexual information without the knowledge and consent of all Parties involved; voyeurism (i.e., spying on others who are in intimate or sexual situations), knowingly transmitting a sexually transmitted infection to another, or facilitation the sexual harm/abuse of another person.

2.1.11. RETALIATION

Retaliation is any attempt to seek retribution against an individual or group of individuals involved in making a good faith report, filing a Complaint, participating in a disciplinary process, or opposing in a reasonable manner an action believed to constitute a violation of this policy. Retaliation can take many forms, including abuse or violence, threats, coercion, and intimidation. Actions in response to a good faith report or response under this policy are considered retaliatory if they have a materially adverse effect on the working, academic or University -controlled living environment of an individual or if they hinder or prevent the individual from effectively carrying out their University responsibilities. Any individual or group of individuals can engage in retaliation and will be held accountable under this policy.

Allegations of Retaliation will proceed under the non-Title IX process.

2.2. DEFINITION OF CONSENT

Voluntary, informed, uncoerced agreement through words and/or actions freely given, which a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts. Consensual sexual activity happens when each partner willingly and affirmatively chooses to participate.

Indications that consent is not present include:

- When physical force is used or there is a reasonable belief of the threat of physical force, including when one person overcomes the physical limitations of another person.
- When coercion is present. Coercion means the improper use of pressure to compel another individual to initiate or continue sexual activity against the individual's will. Coercion may include intimidation, manipulation, and/or blackmail. Words or conduct may constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether to engage in sexual activity.
- When a person is incapable of making an intentional decision to participate in a sexual act, which could include instances in which the person is in a state of incapacitation, which could be permanent or temporary. Evaluations of capacity will be viewed in hindsight using a reasonable person standard.

Important points regarding consent include:

- Consent to one act does not constitute consent to another act.
- Consent on a prior occasion does not constitute consent on a subsequent occasion.
- The existence of a prior or current relationship does not, in itself, constitute consent.
- Consent can be withdrawn or modified at any time.
- Consent is not implicit in a person's manner of dress.
- Accepting a meal, a gift, or an invitation for a date does not imply or constitute consent.
- A person's lack of verbal or physical resistance or submission resulting from the use or threat of force does not constitute consent.
- Silence and passivity do not necessarily constitute consent.
- Initiation by someone who a reasonable person knows or should have known to be deemed incapacitated is not consent.
- A person's consent to engage in sexual activity with one person does not constitute consent to engage in sexual activity with another.

A person cannot consent to sexual activity if that person is unable to understand the nature of the activity or give knowing consent due to circumstances, including without limitation when a person is incapacitated or not of legal age.

A person who is asleep or unconscious is considered incapacitated and unable to consent. Additionally, a person may be incapacitated due to a temporary or permanent mental or physical disability.

In the context of this policy, incapacitation is the state in which a person's perception or judgment is so impaired that he or she lacks the cognitive capacity to make or act on conscious decisions. The use of drugs or alcohol can cause incapacitation, which is a state beyond mere intoxication. An individual who is incapacitated is unable to consent to a sexual activity. Engaging in sexual activity with an individual who is incapacitated (and therefore unable to consent), where a person knows or ought reasonably to have understood that the individual is incapacitated, constitutes Sexual Misconduct and is a violation of this Policy.

3. REPORTING

Any person may report an incident of Sexual Misconduct as defined by this policy, however, employees must report it. UST encourages anyone who experiences or becomes aware of Sexual Misconduct to immediately contact one of the options listed below including law enforcement, school administrators and confidential options. Reports may be made by the person who experienced the Sexual Misconduct or by a third party, including, but not limited to, a friend, family member, advisor, or professor. Reports to the Title IX Coordinator(s) may be made in person, by mail, by telephone, or by electronic mail, using the contact information listed below, or by any other means that results in the Title IX Coordinator(s) receiving the person's verbal or written report. Such a report may be made at any time (including during non-business hours) by using the listed telephone number or electronic mail address, or by physical mail to the office address.

A Complainant may pursue some or all of these reporting options at the same time (e.g., one may simultaneously pursue a Formal Resolution Process with the University and a criminal complaint). When initiating any report, a Complainant does not need to know whether they wish to request any particular

course of action, nor how to label what happened. Before or during any grievance process, Complainants and other reporting persons are encouraged to consult a Confidential Resource.

3.1 CONFIDENTIAL REPORTING OPTIONS

Several campus professionals are designated Confidential Resources. An individual who is not prepared to make a report, or who may be unsure how to label what happened, but still seeks information and support, is strongly encouraged to contact a Confidential Resource.

Upon receipt of a report from a Complainant, a campus Confidential Resource will provide information on the following:

- a. Possible next steps regarding the Complainant’s reporting options and possible outcomes, including without limitation reporting pursuant to the University resolution processes and local law enforcement
- b. Student services available on campus and through community-based resources, including without limitation sexual assault crisis centers, medical treatment facilities, counseling services, legal resources, medical forensic services, and mental health services
- c. The University’s responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by the higher education institution or a criminal or civil court
- d. Liaise as requested and appropriate with campus officials, law enforcement and community-based resources including assisting with supportive measures.

Campus Confidential Resources:

Counseling Services

Any student in need of immediate emotional support should contact Counseling and Wellness Services and request to speak with a confidential counselor (after hours, contact the police department or your housing staff to access the counselor on call). You may also access the Counseling and Wellness Services website, <https://www.stthom.edu/Campus-Student-Life/Counseling-and-Wellness-Services/Index.aqf>. Survivors (employees or students) may also contact AVDA (sexual and domestic violence resource center off campus) to speak with a confidential advocate 24 hours a day, 7 days a week by calling (713) 224-9911. Access AVDA website at www.avda-tx.org.

Other On-Campus Resources/Support:

UST Office and Direct Contact	Address/Location on Campus	Main Phone Number or email
Counseling and Wellness Services	Crooker Center – 2 nd floor, Room 206 3909 Graustark St.	(713) 525-2169 After hours, contact UST or housing staff to access the counselor on call
Access and Disability Services	Basement of Doherty Library 1100 W. Main St.	713-525-3546
UST Police Department (Office of Emergency Operations)	Moran Center – 1 st floor 3807 Graustark St.	(713) 525-3888
Title IX Coordinator – Beth Devonshire	Human Resources Office 3818 Graustark St.	Beth.Devonshire@StThom.edu ; 713-942-3458

Campus Chaplain Fr. Paul English	Campus Ministry, Crooker Center – 1 st floor, 3909 Graustark St.	(713) 525-3129
Student Life Office	Crooker Center – 2 nd floor, Room 215 3909 Graustark St.	(713) 525-3572
International Student Support Services	Crooker Center – 2 nd floor, Room 214 3909 Graustark St.	(713) 525-3503
Wellness and Health	Jerabeck Activities and Athletics Center – 4000 Mt. Vernon St.	(713)525-3513
Scholarships and Financial Aid	Herzstein Enrollment Center – 1 st floor – 4115 Yoakum St.	(713) 525-2170
Employee Assistance Program through MHN	UST company ID: stthom	(800) 227-1060
Human Resources	Human Resources Office 3818 Graustark St.	(713) 525-3142

3.2 LAW ENFORCEMENT AND CAMPUS SECURITY

Emergency medical assistance and campus safety/law enforcement assistance are available both on and off campus. Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that poses a threat to safety or physical well-being or following a potential criminal offense. The Police can assist with obtaining a Protective Order and can assist with a safety plan.

At the Complainant’s request, the Title IX Coordinator(s) will assist the Complainant in contacting campus and/or local law enforcement and will cooperate within the extent permitted by law with law enforcement agencies if a Complainant decides to pursue the criminal process.

Immediate Health and Safety: Contact the University of St. Thomas Police Department

University of St. Thomas Police Department: (available 24 hours a day, 7 days a week)
 (713) 525-3888 www.stthom.edu/police.
 Morgan Parking Center, 1st Floor, Southwest Entrance
 3807 Graustark Street, Houston, TX 77006

Reporting to the UST Police may initiate a criminal investigation into your complaint. The UST Police will also determine if a Timely Warning Notice should be sent out to the community and will capture and count crime data if the offense was reported to have occurred on campus or on a property owned or controlled by the institution. The UST Police will report your complaint to the Title IX Coordinator(s). You can tell the police as much or as little as you would like.

Local Law Enforcement: City of Houston Police Department (HPD)

Houston Police Department: (available 24 hours a day, 7 days a week)
 Call 911 for emergencies or (713) 837-0311 or (713) 308-1100 for Victim Services.
 Visit the Houston PD’s website, www.houstontx.gov/police for more information or to obtain the address or contact information for a specific division within the PD.

Important Note - The Houston PD may not share the details of your report with UST (however, the campus police must notify the Title IX Coordinator(s) of a report made to their office). If you report to the city police, you should also report to the Title IX Coordinator(s) so on campus accommodations, interim protective measures and resources may be provided, like changes in class schedule, housing, work location, or transportation options if you request these and if they are reasonably available.

Dial 9-1-1 to report an emergency.

[Helpful information on using the 9-1-1 Emergency Number.](#)

Dial (713) 884-3131 to request non-emergency police service for locations within the city limits of Houston. If you live outside the jurisdiction of the Houston Police Department and have a problem or situation that requires police service, please contact your local law enforcement agency.

[Houston Police Department Phone Directory](#)

HPD's postal mail address:

Houston Police Department
1200 Travis Street
Houston, TX 77002

Maps:

- [HPD Beat Map](#) - Beats, districts and locations of HPD stations and storefronts.
- [HPD Patrol Stations and Storefronts](#) - Address, phone number hours of operation and directions to patrol stations and storefronts.

3.3 TITLE IX COORDINATOR

Any individual who may have been subjected to a violation of this policy, and who is considering making a Complaint under this policy, is encouraged to contact the Title IX Coordinator.

In light of the University's obligation to make reasonable efforts to investigate and address conduct prohibited by this policy, University community members who are not designated Confidential Resources may be required to notify the Title IX Coordinator or the University of St. Thomas Police Department of suspected violations, and cannot guarantee the confidentiality of a report under this policy.

The Title IX Coordinator will be informed of all reports of potential violations of this policy.

Title IX Coordinator:

Beth Devonshire
Interim Title IX Coordinator

3818 Graustark St.
Houston, TX 77006
713-942-3458

Beth.Devonshire@stthom.edu

https://cm.maxient.com/reportingform.php?UnivofStThomas&layout_id=5

3.4 OTHER AVAILABLE RESOURCES

Any individual may also access resources located in the local community. These organizations can provide crisis intervention services, counseling, medical attention, and assistance in interfacing with the criminal justice system. If accessing these resources, individuals are encouraged to clarify whether the resources are confidential.

Medical Resources

Forensic Medical Exams and Physical Health Services

As of January 2009, victims of sexual assault may have a sexual assault forensic exam without reporting it to law enforcement. State law allows you to have the sexual assault forensic exam (SAFE) up to 120 hours (5 days) after the sexual assault. You may report to law enforcement if you chose to.

In Texas, you have ten years (statute of limitations on sexual assault) to make the report. Having a sexual assault forensic exam conducted allows you to preserve evidence that will be lost over time while you have time to decide how to proceed. UST police officers and City of Houston police officers encourage victims to report the sexual or domestic assault even if it is past the statute of limitations. Your case cannot go forward with prosecution, but it is important to document the assault and the perpetrators who commit them (in addition to allowing UST to prevent recurrence of similar crimes, if applicable).

In circumstances of sexual assault, if a complainant does not opt for forensic evidence collection, health care providers still can treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infection. It is important that a survivor of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where she or he was assaulted within 120 hours after the incident occurred so that evidence may be preserved. Complainants of sexual assault, domestic violence, dating violence, or stalking also are encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if any exist that may be useful to University investigators, UST Police personnel, or local police.

Below is information regarding area hospitals where victims of sexual or intimate partner violence may go for medical services. The chart contact information also indicates whether the facility has forensic evidence collection services available.

Hospitals in and around the Houston area include

- Memorial Hermann Hospital 6411 Fannin Street Houston, Texas 77030 713-704-1261 (Forensic Nurse Response Team available at any Memorial Hermann Hospital in the greater Houston area)

- Ben Taub Hospital 1504 Ben Taub Loop Houston, Texas 77030 713-873-2000 (Forensic Kits available)

Additional Off-Campus Resources/Supports

Sexual Assault Hotline (Houston Area Women's Center, RAINN)	1010 Waugh Drive Houston, Texas 77019	(713) 528-7273 (713) 528-3691 TTY Website: http://www.hawc.org
YWCA Advocacy Group	6309 Martin Luther King Jr. Blvd Houston, Texas 77021	(713) 640-6820 Email: advocacy@ywca.org Website: ymcahouston.org
The Montrose Center: LGBTQ Services	401 Branard Street Houston, Texas 77006	(713) 529-0037 office (713) 529-3211 24hr Helpline
AVDA: Domestic Violence Support (including male victims)	100 I Texas Avenue, Suite 600 Houston, Texas 77002	(713) 224-9911 800-799-7233 Hotline 800-787-3224 TTY Website: avda-tax.org
Where to get Protective Orders - AVDA	1001 Texas Avenue, Suite 600 Houston, Texas 77002	(713) 224-9911
Victim Assistance City of Houston Victims Services Unit	1200 Travis Houston, Texas 77002	(713) 308-0080 Email: victim.services@houstonpolice.org
Visa & Immigration Assistance through Catholic Charities	2900 Louisiana Street, Houston, Texas 77006	(713) 526-4611 (833) 468-4664 Hotline

3.5 U.S. DEPARTMENT OF EDUCATION, OFFICE FOR CIVIL RIGHTS

All members of the University community may also contact the Office for Civil Rights (a division of the United States Department of Education) to file a complaint pertaining to Title IX.

OFFICE FOR CIVIL RIGHTS U.S. DEPARTMENT OF EDUCATION
Headquarters 400 Maryland Avenue, SW, Washington, DC 20202-1100 Customer Service Hotline #: (800) 421-3481 Facsimile: (202) 453-6012 TTY#: (800) 877-8339 Email: OCR@ed.gov Web: http://www.ed.gov/ocr
Dallas Office U.S. Department of Education 1999 Bryan Street, Suite 1620 Dallas, TX 75201-6810

Telephone: (214) 661-9600
Facsimile: (214) 661-9587
[Email: OCR.Dallas@ed.gov](mailto:OCR.Dallas@ed.gov)

3.6 ANONYMOUS REPORT

An individual may report an incident without disclosing his/her name, identifying the Respondent, or requesting any action. Please note that choosing to make an anonymous report can significantly limit the ability of the University to respond. This information will be used for statistical purposes as well as for enhancing understanding of our campus climate so that we may strengthen sexual misconduct response and prevention efforts.

3.7 ONLINE REPORT

An individual may report an incident via an online reporting form. The online form will not be considered a complaint that would trigger a full investigation. An online report will result in electronic communication of resources or outreach from the Title IX Coordinator(s) within two business days within receipt. For emergency assistance, please dial 9-1-1.

Title IX Incident Reporting Form

https://cm.maxient.com/reportingform.php?UnivofStThomas&layout_id=5

3.8 MANDATORY REPORTING

All members of the University community are required to report any suspected violation of this policy (after consulting a Confidential Resource as appropriate).

In emergency situations, if there is a suspected crime in progress, or imminent or serious threats to the safety of anyone, faculty and staff members must immediately dial 911 from an on-campus telephone whenever possible.

In non-emergency situations, faculty and staff members who are not Confidential Resources must promptly report suspected violations to the Title IX Coordinator(s) in person or by using the [“Report It” Incident Reporting Form](#).

4 UNIVERSITY RESPONSE TO REPORTS

The University is committed to responding to all alleged violations of this policy. Upon receiving a report of Sexual Misconduct, the Title IX Coordinator(s) will promptly contact the Complainant to discuss the availability of supportive measures, provide a written explanation of rights and options, and explain to the Complainant the process for filing a Formal Complaint. The Coordinator(s) will also explain if Informal Resolution is an option if a Formal Complaint is filed. *A Complainant must file a Formal Complaint to access available Informal Resolution options.

4.1 PRIVACY AND CONFIDENTIALITY

Issues of privacy and confidentiality play important roles in this policy and may affect individuals differently. Privacy and confidentiality are related but distinct terms. “Confidentiality” refers to the circumstances under which information will or will not be disclosed to others. “Privacy” refers to the discretion that will be exercised by the University in the course of any investigation or disciplinary processes under this policy.

Requests for confidentiality or use of anonymous reporting may limit the University’s ability to conduct an investigation or resolve an allegation using the University’s disciplinary proceedings.

Individuals involved in investigations or disciplinary proceedings under this policy are encouraged to exercise discretion in sharing information in order to safeguard the integrity of the process and to avoid the appearance of retaliation. While discretion regarding the process is important, Complainants and Respondents are not restricted from discussing and sharing information with others who may support or assist them in presenting their case. The University may be compelled to share information if ordered by court order.

In some circumstances, the reporting responsibilities of University employees, or the University’s responsibility to investigate, may conflict with the preferences of the Complainant and/or Respondent with regard to privacy and confidentiality. Therefore, all individuals are encouraged to familiarize themselves with their options and responsibilities, and make use of Confidential Resources, if applicable, in determining their preferred course of action.

Medical and counseling records are privileged and confidential documents that the Parties will not be required to disclose.

The University has an obligation to make reasonable efforts to investigate and address Complaints or reports of violations of this policy. In all such proceedings, the University will take into consideration the privacy of the Parties to the extent possible.

In cases involving students, the Title IX Coordinator(s) may notify other University employees of the existence of the Complaint for the purpose of overseeing compliance with this policy and addressing any concerns related to educational and University sponsored events. While not bound by confidentiality, these individuals will be discreet and will respect the privacy of those involved in the process.

Any additional disclosure of information related to the Complaint or report may be made if consistent with the Family Educational Rights and Privacy Act (FERPA), or the Title IX requirements.

4.2 SUPPORTIVE MEASURES

Upon receipt of a complaint or report of a violation of this policy, the University will provide reasonable and appropriate supportive measures. Supportive measures mean individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a complaint or where no complaint has been filed. Such measures are designed to restore or preserve equal access to the University’s program or activity without unreasonably burdening the other Party, including measures designed to protect the safety of all Parties or the University’s educational environment, or deter sexual harassment.

Supportive measures may include:

- Access to counseling services and assistance in arranging an initial appointment;
- Rescheduling of exams and assignments;
- Change in class schedule, including the ability to transfer course sections or withdraw from a course;
- Change in work schedule or job assignment;
- Imposition of a mutual on-campus "no contact order," an administrative remedy designed to curtail contact and communications between two or more individuals; and/or
- Any other remedy that can be used to achieve the goals of this policy.

UST will maintain as confidential any supportive measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of the recipient to provide the supportive measures. In cases that meet the definition and jurisdiction of Title IX, Supportive Measures will also be non-punitive and non-disciplinary.

Any supportive measures will not disproportionately affect the Complainant. Requests for supportive measures may be made by or on behalf of the Complainant to any University official, including the Title IX Coordinator(s). The Title IX Coordinator(s) is responsible for ensuring the implementation of supportive measures and coordinating the University's response with the appropriate offices on campus.

All individuals are encouraged to report concerns about the failure of another to abide by any restrictions imposed by a Supportive Measure. The University will take immediate action to enforce a previously implemented measure and disciplinary penalties can be imposed for failing to abide by a University-imposed measure utilizing the disciplinary process deemed appropriate by the Title IX Coordinator(s).

4.2.1 INTERIM REMOVAL

In connection with this policy, in circumstances seriously affecting the health or well-being of any person, or where physical safety is seriously threatened, or where the ability of the University to carry out its essential operations is seriously threatened or impaired, an authorized representative may summarily suspend, dismiss, or bar any person from the University. Prior to taking action against a student in response to an allegation that arises from a complaint under the jurisdiction of Title IX, the University will undertake an individualized safety and risk analysis and provide written notice to the Party. In all such cases involving students, actions taken will be reviewed promptly, typically within one week, by the appropriate University authority and removals subject to Title IX will include an opportunity for redress (appeal) by the Respondent. Complaints involving employees as the Respondent will be subject to the leave provisions that rest within Human Resources and could involve placing the employee on administrative leave (with or without pay) depending of the nature of the reported offense, the determination of an ongoing risk to public safety, and/or other factors as determined by Human Resources.

4.3 RIGHTS AND OPTIONS

The Title IX Coordinator(s) will ensure that the Complainant receives an explanation of rights and options written in plain language with concise information. The written notification of rights and options will include the following:

- The importance of obtaining and preserving forensic and other evidence;
- The right to report or not report the alleged incident to the University, law enforcement or both, including information about the survivor's right to privacy and which reporting methods are confidential;
- The right to request and receive assistance from campus authorities in notifying law enforcement;
- The right to request and receive assistance in obtaining and enforcing a campus-issued order of protection or no contact order;
- The right to speak to and receive assistance from on and off campus Confidential Resources and other organizations that provide support and services to victims and survivors;
- The right to assistance from the University in accessing and navigating campus and local health and mental health services, counseling, advocacy services, legal assistance, financial aid services and immigration/Visa assistance;
- The right to Supportive Measures with or without the filing of a formal Complainant, no matter where the incident is reported to have occurred and that the University will consider the Complainant's wishes with respect to available supportive measures including without limitation changes to academic, living, dining, working, and transportation situations;
- The right to request a Formal or Informal Resolution Process if cause is found to proceed under this Policy and a summary of the appropriate complaint resolution procedures;
- Contact information for all of the people and organizations listed herein; and
- Complainants have the right to request an end to the process except as set forth in this Policy.

In the event that a Complaint is filed, the Complainant and the Respondent will receive a written notification of rights and options regarding the adjudication process, to include the following:

- The right for Complainants and Respondents to be treated equitably by the University which includes providing remedies to a Complainant where a determination of responsibility for sexual harassment has been made against the Respondent, and by following a grievance process that complies with this policy;
- The right to a fair, impartial, proceeding that begins promptly and is completed within reasonably prompt timeframes;
- The right to a resolution process that is consistent with the University's policies, transparent to the Complainant and Respondent, and in which the burden of proof and of gathering evidence rests with the University and not the Parties;
- The right to a Support Person of the Party's choosing during the grievance process and to an Advisor of the Party's choosing for any hearing under the Title IX Grievance process. If a Party does not have an Advisor present at the hearing, the University will provide without fee or charge, an advisor of the University's choice for purposes of conducting cross examination;
- The right to reasonable accommodations during any hearing, such as not being in the same room as the other Party;
- The right to an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence—and provide that credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness;
- The right to a determination regarding responsibility made at the conclusion of the resolution process and that the University makes no prior presumption of responsibility; and

- The right not to be retaliated against for filing a Complaint and/or for participating in an Informal or Formal Resolution Process.

False accusations of sexual harassment and sexual violence or complaints determined not to be in good faith are taken very seriously and can possibly result in unintended negative consequences.

4.4 AMNESTY/IMMUNITY

In order to encourage reports of conduct that is prohibited under this policy, the University may offer leniency with respect to other violations that may become known because of such reports, depending on the circumstances involved. The Title IX Coordinator(s) will make the determination on behalf of the University.

4.5 TIMELY WARNING

If the University receives a report of a Clery reportable crime that has occurred within the institution's Clery reportable geography, the institution will assess the report for purposes of sending a Timely Warning Notice (TWN). A TWN will be sent for reports that constitute a serious and continuing threat to the campus community and the UST Police Department will issue these according to University policy. In all cases of sexual misconduct, the Title IX Coordinator(s) will be notified. UST PD, as required by law, may also be required to complete an incident report, and publicly disclose the reported incident of sexual misconduct in the annual security report less personally identifying information. In addition, the University may also share non-identifying information, including data about outcomes and penalties, in aggregate form. At no time will the University release the name or other personally identifiable information of the Complainant to the general public without the express consent of the Complainant or as otherwise permitted or required by law.

4.6 OPTIONS FOR PROCEEDING THROUGH UNIVERSITY PROCESS

4.6.1 INFORMAL AND FORMAL COMPLAINTS

To initiate the UST informal resolution process or formal resolution process, a Complainant must file a Complaint. A Complaint means a written statement filed by a Complainant or signed by the Title IX Coordinator(s) alleging Prohibited Conduct against a Respondent and requesting resolution of the alleged behavior. A complaint may be completed by the Complainant in person or submitted by email, mail or by phone to the Title IX Coordinator(s).

4.6.2 NO COMPLAINT

Complainants have the right not to file a complaint, yet they are highly encouraged to seek medical attention and counseling. Complainants, who wish to file a complaint at a later date, may do so by utilizing any of the options outlined in this policy. However, please note that a delay in reporting could create obstacles to the University's process for stopping harassment and/or discrimination, remedying its effects, and preventing recurrence as well as potentially weakening evidence that could be useful in determining whether Prohibited Conduct occurred, in obtaining an order of protection or for the State in being able to proceed with a criminal proceeding.

4.6.3 UNIVERSITY -INITIATED COMPLAINTS

In limited cases, the Title IX Coordinator(s) may initiate a complaint without a request by the Complainant upon receipt of a report of Sexual Misconduct. The Title IX Coordinator(s) will initiate the complaint when the Title IX Coordinator(s), in his or her discretion, determines that a grievance process is warranted given the reported behavior. A Complainant retains standing as a Complainant even in cases where the Title IX Coordinator(s) initiates the complaint. If the Title IX Coordinator(s) initiates a complaint, they will advise the Complainant that they have done so and will provide the rationale to the Complainant regarding why they proceeded.

4.6.4 DISMISSALS

If the Title IX Coordinator(s) determines that the complaint, even if substantiated, would not rise to the level of a violation of this policy, the Title IX Coordinator(s) may dismiss the complaint or refer the complaint to another office for review. A case may also be dismissed for not meeting the threshold and jurisdictional requirements for Title IX, however, a dismissal of a case for purposes of Title IX, does not preclude the University from utilizing this policy for non-Title IX Sexual Misconduct and referring the matter for Non-Title IX Resolution.

If at any time during the investigation or hearing a Complainant notifies the Title IX Coordinator(s) in writing that the Complainant would like to withdraw the formal resolution process or withdraw any allegations therein; the Respondent is no longer enrolled or employed by the recipient; or specific circumstances prevent the recipient from gathering evidence sufficient to reach a determination as to the formal complaint or allegations, the University may dismiss the complaint and end the formal resolution process. The decision as to whether to dismiss the complaint will be determined by the Title IX Coordinator(s) based on the stated goals of this policy. Upon a dismissal permitted pursuant to this section, the University will promptly send written notice of the dismissal and reason(s) therefor simultaneously to the Parties.

Either party may appeal the University's dismissal of a Complaint or any allegations by submitting a written appeal within five business days of the dismissal. Appeals may follow the grounds outlined in the Appeals section of this policy. If the appeal is denied, the dismissal of the complaint will remain in effect.

4.6.5 CONSOLIDATIONS

The Title IX Coordinator(s) has the discretion to consolidate multiple complaints or reports into a single investigation if evidence relevant to one incident might be relevant to the others. Where a grievance process involves more than one Complainant or more than one Respondent, references in this section to the singular "Party," "Complainant," or "Respondent" include the plural, as applicable.

If a case involves violations of other UST policies, the Title IX Coordinator(s), in consultation with other school officials, will determine which grievance process to use or if different grievance processes would be more appropriate.

5 INFORMAL RESOLUTION PROCESS

At the time of the filing of a Complaint or at any time prior to a determination of responsibility, either Party may request to proceed under a voluntary Informal Resolution Process that does not involve a full investigation. The Title IX Coordinator(s) will determine, based on the totality of the circumstances,

whether an Informal Resolution Process is appropriate given the facts and participants. For example, an Informal Resolution Process is never appropriate for resolving reports alleging sexual harassment of a student by an employee.

Upon request and written agreement by the Parties and the Title IX Coordinator(s) that the Informal Resolution Process is appropriate, the Title IX Coordinator(s) will provide to the parties a written notice disclosing the allegations, and the requirements of the Informal Resolution Process, including when the Parties are precluded from resuming a Formal Resolution Process, any consequences resulting from participating in the Informal Resolution, and the records that will be maintained and shared. Informal Resolutions are not subject to appeal by any Party.

Informal Resolutions may include, but are not limited to:

- Placing a Respondent on notice that, if such behavior has occurred or is occurring, such conduct should cease immediately;
- A written warning;
- Education and/or training for a Respondent and/or department;
- Permanent Supportive Measures for Complainant;
- Mediation or other informal communication between the Complainant and Respondent;
- Messaging to the campus community;
- Events and/or trainings offered to the campus community or particular departments; and/or
- Referral and/or collaboration with another University department in order to address the allegations and eliminate any potential sexual misconduct.

For cases that meet the Title IX threshold, the Parties may withdraw from the Informal Resolution Process at any time prior to agreeing to a resolution and resume the Formal Resolution Process with respect to the Complaint.

5.1 NOTICE OF ALLEGATION AND ASSIGNMENT TO AN INVESTIGATOR

Upon filing of a complaint requesting a Formal Resolution, the Complainant and Respondent will receive written notice from the Title IX Coordinator(s) of the allegations of sexual harassment, including sufficient details known at the time with sufficient time to prepare before any initial interview. The Parties will receive written simultaneous notification of additional allegations as appropriate.

The Title IX Coordinator(s) will assign one or more Investigators to the case and/or will conduct the investigation personally. The Parties will be provided with the name(s) of the Investigator(s) and allowed five business days to request the removal and replacement of an Investigator based on bias or conflict of interest. Any request for a change in an Investigator must be accompanied by supporting information and the decision to assign a new Investigator will be made to the Title IX Coordinator(s).

Throughout the grievance process, the Title IX Coordinator(s) will provide to a Party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of meetings, investigative interviews, and hearings, with sufficient time for the Party to prepare to participate as well as advise the Party of the opportunity to present evidence and witness information, if applicable.

5.2 OVERVIEW OF INVESTIGATION

5.2.1 TIMEFRAME

The Title IX Coordinator(s) will seek to complete the investigation and any resulting disciplinary process, excluding appeals, within 45 business days after receipt of the complaint.

There may be circumstances that require the extension of timeframes for good cause, including extension beyond 45 business days. Timeframes may be extended to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, or accommodate delays by the Parties; or for other legitimate reasons, including the complexity of the investigation and the severity and extent of the alleged misconduct. The University will notify the Parties in writing of any extension of the timeframes for good cause, and the reason for the extension.

Although cooperation with law enforcement may require the University to temporarily suspend the fact-finding aspect of a Title IX investigation, the University will promptly resume its Title IX investigation as soon as it is notified by the law enforcement agency that the agency has completed the evidence gathering process. The University, however, will not wait for the conclusion of a criminal proceeding to begin its own investigation and, if needed, will take immediate steps to provide interim measures for the complainant.

Investigations will proceed according to the aforementioned timeframes during the summer and at other times when the University is not in session. The Title IX Coordinator(s) will work with the Parties to balance the need for promptness and the preference for in-person meetings regarding the investigation.

Timeframes for all phases of the disciplinary process, including the investigation, any related disciplinary proceedings, and any related appeal, apply equally to both Parties.

5.2.2 INVESTIGATION OVERVIEW

During the investigation, the parties will have an equal opportunity to be heard, to submit information and other inculpatory and exculpatory evidence, to identify witnesses including fact and expert witnesses, and to submit questions that they believe should be directed by the investigator to the other or to any witness. The investigator will notify and seek to meet separately with the parties and third-party witnesses and will gather other relevant and available information including, without limitation, electronic or other records of communications between the parties or witnesses, photographs, and written documentation.

The University will not require, allow, rely upon, or otherwise use questions or evidence during the investigation, hearing, or determination of responsibility that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The University will not allow questions or evidence, during the investigation, hearing, or determination of responsibility, about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such 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, or 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.

The University will not restrict either Party from discussing allegations under investigation or from presenting relevant evidence.

5.2.3 PARTICIPATION

Exclusive of the Complainant and the Respondent, UST encourages all members of the University community to cooperate fully with Title IX investigation and disciplinary procedures.

It is understood that there may be circumstances in which a Complainant wishes to limit their participation. The complainant retains this right and will not be subject to discipline, although the University may be obligated to conduct an investigation.

Equally, there are numerous reasons why a Respondent may choose not to participate in the process. If a Respondent chooses not to participate in an investigation for any reason, the University process will continue, findings will be reached with respect to the alleged conduct, and the University will issue any sanctions, as appropriate. The University, however, will not draw any adverse inference from a Respondent's silence or stated desire to not participate.

The University will protect the privacy of the participating Parties and witnesses in any proceeding, meeting, or hearing to resolve complaints

5.3 INSPECTION OF EVIDENCE AND THE INVESTIGATIVE REPORT

Prior to completion of the investigative report, the Title IX Coordinator(s) will send to each Party a preliminary investigative report containing the evidence subject to inspection and review, redacted of personally identifiable information as necessary, in an electronic format or a hard copy. The Parties will have 10 business days to submit a written response, to meet again with the Investigator, and/or to request the collection of additional evidence by the Investigator. The evidence subject to inspection and review includes any evidence obtained as part of the investigation that is directly related to the allegation including the evidence upon which the University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source. The evidence subject to inspection and review will not contain any privileged or inadmissible information as defined in this policy.

Following the opportunity to review the preliminary investigative report, the Investigator will create a final investigative report that incorporates any written response or new information from the Parties or collected by the Investigator. The final investigative report will also fairly summarize the relevant evidence. The Investigator has the discretion to determine the relevance of any proffered evidence.

The Title IX Coordinator(s) will send to each Party the final investigative report in an electronic format or a hard copy, for their review and the parties will have 10 business days to submit a written response.

If there is significant, substantive, new information and/or evidence provided in the written response, the Investigator would make the final determination regarding whether a revised Final Investigative Report will be issued to both Parties. The Final Investigative Report and any written responses will be provided to the Decision-Maker at least three business days prior to the date of the hearing.

For cases that meet the threshold for Title IX, the Title IX Coordinator(s) will secure written permission from the Parties to share the preliminary and final investigative reports with the Party's Advisor. The University will not share reports with any support person not acting in the role of the Advisor of Choice.

5.3.1 ASSIGNMENT TO GRIEVANCE PROCEDURES

If at the conclusion of the investigation, the University has not previously determined if the case meets the threshold and jurisdiction for Title IX, the Title IX Coordinator(s) will make a final determination as to whether to proceed under the Title IX or Non-Title IX Grievance Procedures. If the case does not meet the threshold and jurisdiction for Title IX, the Title IX Coordinator(s) will dismiss the case for purposes of Title IX and proceed under the Non-Title IX Grievance Procedures.

5.4 DETERMINATION REGARDING RESPONSIBILITY

At the conclusion of the Investigation, the Parties will be provided with the name(s) of the Decision-Maker(s) and will be allowed five business days to request the removal and replacement of a Decision-Maker based on bias or conflict of interest. Any request for a change in a Decision-Maker must be accompanied by supporting information and the decision to assign a new Decision-Maker will be made by the Title IX Coordinator(s). At that time, either party may also request that the Parties not to be in the same room for any hearing or meeting in which both may attend. The University will determine the appropriate use of technology to satisfy the request.

5.4.1 NON-TITLE IX GRIEVANCE PROCEDURES--STUDENTS

For Non-Title IX cases in which the Respondent is a student, the determination regarding responsibility will be made at a live hearing utilizing the procedures outlined in this section.

The Parties may have an Advisor of Choice to accompany them to the hearing. The Advisor of Choice may not actively participate but may confer with the Party as is reasonably necessary. If the Advisor of Choice violates the rules or engages in behavior or advocacy that harasses, abuses, or intimidates either Party, a witness, or the Decision-Maker, that Advisor of Choice may be prohibited from further participation.

At least five business days prior to the hearing, the Parties must submit names of witnesses they would like to appear at the hearing and any relevant questions to be asked of the witnesses and the other party. The Party's may ask additional relevant questions at the hearing, but pre-submitted questions will be vetted in advance for relevancy and admissibility and ruled on during the live proceeding. Questions at the hearing are limited to those assessing credibility and relevant questions that have not previously been asked and answered in the final investigative report.

At the hearing, the Decision-Maker is responsible for maintaining an orderly, fair, impartial, and respectful hearing. The Decision-Maker has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding any offending person. The Decision-Maker will determine the method for questioning at the hearing, but exclusively the Decision-Maker will ask all questions posed by the Parties.

In the absence of good cause, as determined by the Decision-Maker, information, witnesses, and other evidence discoverable through the exercise of due diligence that is not provided to the Investigator during the investigation will not be considered at the hearing.

All hearings are closed to the public. The University will make a recording but all other recordings are prohibited.

A Complainant, Respondent, or witness may decline to participate in the hearing. The Decision-Maker will not draw an inference about the responsibility determination based solely on a party's or witness' absence from the Hearing or refusal to submit to questions.

5.4.2 NON-TITLE IX GRIEVANCE PROCEDURES—EMPLOYEES

For Non-Title IX cases in which the Respondent is an employee, the determination regarding responsibility will be made by the Decision-Maker based on the final investigative report (there is no live hearing.) The Decision-Maker is responsible for maintaining an orderly, fair, and impartial process. The Decision-Maker, in his or her discretion, may pose additional questions to the Parties or to witnesses in writing or in person. A Complainant, Respondent, or witness may decline to further participate. The Decision-Maker will not draw an inference about the responsibility determination based solely on a party's or witness' refusal to submit to additional questions.

In the absence of good cause, as determined by the Decision-Maker, information, witnesses, and other evidence discoverable through the exercise of due diligence that is not provided to the Investigator during the investigation will not be considered at the hearing.

5.4.3 TITLE IX GRIEVANCE PROCEDURES FOR STUDENTS AND EMPLOYEES

For cases that have been determined by the Title IX Coordinator(s) to meet the threshold for Title IX Sexual Harassment as well as the Title IX jurisdictional requirements, the determination regarding responsibility will be made at a live hearing utilizing the procedures outlined in this section.

The Parties may have an Advisor of Choice at the hearing. The Advisor is responsible for conducting the cross-examination, which includes asking the other Party, and any witnesses all relevant questions and follow-up questions, including those challenging credibility. If a Party does not have an Advisor, the University will appoint one on behalf of the Party free of charge. In this capacity, the Advisor will be appointed for the sole purpose of conducting cross-examination of the other Party and witnesses. If the Advisor violates the rules or engages in behavior or advocacy that harasses, abuses, or intimidates either Party, a witness, or the Decision-Maker, that Advisor or Support Person may be prohibited from further participation.

At the hearing, the Decision-Maker is responsible for maintaining an orderly, fair, impartial, and respectful hearing. The Decision-Maker has broad authority to respond to disruptive or harassing behaviors, including adjourning the hearing or excluding any offending person. The Decision-Maker will determine the method for questioning at the hearing. Only relevant cross-examination and other questions may be asked of a Party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-Maker must explain to the Party proposing the questions any decision to exclude a question as not relevant.

In the absence of good cause, as determined by the Decision-Maker, information, witnesses, and other evidence discoverable through the exercise of due diligence that is not provided to the Investigator during the investigation will not be considered at the hearing.

All hearings are closed to the public. The University will make a recording, but all other recordings are prohibited.

A Complainant, Respondent, or witness may decline to participate in the hearing and the Decision-Maker will not rely on any previous statement of that party or witness in reaching a determination as to responsibility. The Decision-Maker will not draw an inference about the responsibility determination based solely on a party's or witness' absence from the Hearing or refusal to submit to questions.

5.5 FINDINGS

5.5.1 STANDARD OF EVIDENCE

The Decision-maker shall use a preponderance of the evidence standard to determine whether the alleged violation of the policy occurred. The preponderance of the evidence means a standard of proof in which the totality of the evidence offered in support of a fact is greater or more convincing than the evidence which is offered in opposition to it; given the totality of information the version of events that is more likely than not. Preponderance of the evidence is understood to require more than 50 percent certainty to determine responsibility for a policy violation (51% or greater).

5.5.2 WRITTEN DETERMINATION OF RESPONSIBILITY

The Complainant and Respondent will simultaneously receive a written determination regarding responsibility applying the preponderance of the evidence standard typically within five (5) business days of the determination of responsibility. The written determination letter, drafted by the Decision-Maker, will include:

- The allegations constituting sexual harassment;
- A description of the procedural steps taken during the grievance process;
- Findings of fact supporting the determination;
- Conclusions regarding the application of the Policy to the facts;
- A statement, and rationale for the result of each allegation including findings, sanctions, and remedies; and
- Options for appeal.

The determination of responsibility becomes final either on notification of the results of the appeal, or the date on which an appeal would no longer be considered timely.

5.5.3 SANCTIONS AND REMEDIES

If there is a finding of responsibility based on a preponderance of the evidence, the determination of sanctions and remedies will be made by the Decision-Maker in consultation with the respective trained University Administrator.

Sanctions will be determined based on the seriousness of the misconduct and the Respondent's previous disciplinary history (if any).

Remedies are designed to restore or preserve equal access to the recipient's education program or activity. Such remedies may include Supportive Measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

The following are types of disciplinary action that may be imposed, singly or in combination for student Respondents who are found to have violated this Policy:

1. **Admonition** - a written or verbal reprimand.
2. **Disciplinary Warning** - indicates that further violations may result in more severe disciplinary action. The warning shall not exceed a period of one calendar year and shall be removed automatically when the imposed period expires.
3. **Disciplinary Probation** - indicates further violations may result in additional disciplinary sanctions, up to and including expulsion. Such probation may last longer than one calendar year.
4. **Restitution** - reimbursement for damages, monies owed, or misappropriation of property. Reimbursement may take the form of service in kind.
5. **Fine** – a monetary fine applied to the student's account. Fines are used sparingly, and only if the violation warrants a fine. Fines may also be used if there is a time restraint.
6. **Educational** - an assignment designed to educate a student about the potential impact of misconduct and to prevent reoccurrence. May include referral to a campus department, educational workshops, or an assignment (i.e. reflection papers, flyer, and journal).
7. **Loss of Privileges** - a temporary or permanent loss of university privileges, including but not limited to loss of privileges to access a building(s), to hold a leadership position in a student group, to participate in study abroad programs, to hold a part-time job on campus, to register as a student group, or to participate in social or extracurricular events/activities; may also result in withholding of an official transcript or blocking enrollment for a specified period of time. This flexible penalty may impose limitations to fit the particular case.
8. **Residence Hall Suspension** – a temporary or permanent removal of a student from a specific residence hall or from all University housing.
9. **Student Group Suspension** – removal of privileges and recognitions accorded to student groups for a specified period.
10. **Suspension from the University** - prohibits the student during the period of suspension from entering the University campus, attending University-sponsored functions, and from registering for or attending classes.
11. **Expulsion from the University** - permanent severance from the University.
12. **University Withdrawal** – a student may be administratively withdrawn from a class, a course, or all courses. A withdrawn student may also be prohibited from entering University premises and barred from re-enrollment until specific conditions are met. Reasons for University withdrawal include, but are not limited to, (1) to prevent the disruption of the education process; (2) the student failed to respond to an official summons from a University official; (3) the student has been suspended or expelled from the University.
13. **Immediate Suspension** – immediate removal from all or part of the University premises while the conduct process is pending when a violation reasonable indicates that the student's

continued presence poses a substantial or immediate danger to the health, safety or welfare of any member of the University community or to the University premises (This is applicable only to Non-Title IX complaints.)

14. **No-Contact Order** – the Dean of Students may impose a limited or campus-wide No-Contact Order between parties involved in a conduct matter when the fear of retaliation and/or harassment may be present. Specific instructions will accompany the No-Contact Order outlining expected behavior including face-to-face contact, correspondence, email, social media, or telephone. Friends and relatives are also prohibited from contact on behalf of either party.
15. **Removal of Good Conduct Standing** – a temporary or permanent removal of good conduct standing, which may prevent the student from accepting / maintaining leadership roles on campus.

The following are types of disciplinary action that may be imposed, singly or in combination for employee Respondents who are found to have violated this Policy:

1. **Oral Warning**-For infractions that the University deems to be minor, the employee will at a minimum be issued an oral warning.
2. **Written Warning Notice**- The employee will, at a minimum, be issued a written warning notice for repeated minor infractions or for a more substantial infraction. The written warning notice for a more substantial infraction may include a probationary statement with possible dismissal. The written warning notice should be prepared following a corrective action discussion with the employee. The employee will be given an opportunity to comment in writing and should be asked to sign the notice, acknowledging receipt. Three copies of the notice will be distributed as follows: (1) employee; (2) supervisor, and (3) personnel file.
3. **Discharge**-For infractions management deems to be sufficiently serious or continued failure to respond appropriately to prior corrective action, discharge is appropriate. The approval of the President or Associate Vice President of Human Resources must be obtained prior to the discharge of an employee under any circumstances.

The Complainant and the Respondent have equal rights to an impartial appeal. All appeals will be referred to an Appellate Decision-Maker appointed by the President. The Decision-Maker for the appeal will not have served as Investigators or Decision-Maker in the previous steps of the process.

A Complainant or Respondent may file a written appeal with the Title IX Coordinator(s) because:

- (A) Procedural irregularity that affected the outcome of the matter;
- (B) New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- (C) The Title IX Coordinator(s), investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.

The purpose of an appeal is not to initiate a review of substantive issues of fact or a new determination of whether a violation of University rules has occurred. The appellate Decision-Makers may decide to

uphold the original decision, to alter the imposed penalty, or to return the case for additional proceedings or other action.

The deadline for filing a written appeal is five business days from the date the Parties are provided the written determination of responsibility. If either Party files an appeal, the Title IX Coordinator(s) will notify the other Party in writing and provide both parties in writing the opportunity to submit a written statement in support of or challenging the outcome.

The Title IX Coordinator(s) will have primary responsibility for interactions with the Parties, for the gathering of information needed for the appeal, and for notifying both Parties in writing of the outcome of any appeal. The written decision regarding the appeal will be provided simultaneously within five business days after the conclusion of the review and will describe the results of the appeal and the rationale for each result.

6 RECORD-KEEPING AND ANNUAL REPORTS

The University will keep for 7 years, the following:

- All information obtained as part of each Sexual Misconduct investigation, including any determination regarding responsibility and any audio or audiovisual recording or transcript; any disciplinary sanctions and/or remedies; any appeal, including the result of the appeal; and any informal resolution and the result therefrom.
- All information regarding any action taken, including supportive measures, and a rationale as to why a Complaint was not filed. If a Complainant was not provided supportive measures, a rationale must be provided as to why supportive measures were not provided.
- All training materials used to train Title IX Coordinator(s), Investigators, Decision Makers, and those who facilitate the informal resolution process.

Generally, information from a student's discipline file is not released without the written consent of the student. However, certain information may be provided to individuals within or outside the University who have a legitimate legal or educational interest in obtaining it. Typically, the information that is released to those outside of the University is limited to information associated with findings of "in violation" which resulted in a suspension or expulsion (discipline file). Please refer to the federal Family Educational Rights and Privacy Act of 1974 (FERPA).

Personnel files are the property of the University and will not be shared without a subpoena.

7 EDUCATION PROGRAMS AND TRAINING OF TITLE IX PERSONNEL

7.1.1 TRAINING FOR THE UNIVERSITY COMMUNITY

The University engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to reduce and eliminate sexual misconduct or other forms of prohibited conduct which:

- are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome;

- consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels; and
- include primary prevention and awareness programs directed at incoming students and ongoing prevention and awareness campaigns directed at current students.

Risk Reduction means options designed to decrease perpetration and bystander action, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence. Experiencing Sexual Misconduct or other forms of prohibited conduct is never the victim's fault. Only abusers are responsible for the abuse they perpetrate. However, the following are some strategies to reduce risk of victimization. For example, The [Rape, Abuse, & Incest National Network](https://www.rainn.org) (RAINN) has created a list that can be find by clicking here: <https://www.rainn.org/safety-prevention>.

Bystanders play a critical role in the prevention of sexual and relationship violence. The University promotes a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. Individuals may not always know what to do even if they want to help. Below is a list of some ways to be an active bystander. If you or someone else is in immediate danger, dial 911, if a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like he or she could be in trouble or need help, ask if he or she is ok.
- Confront people who seclude, hit on, attempt to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this policy for support in health, counseling, or with legal assistance.

7.2 TRAINING OF TITLE IX PERSONNEL

The University will require that the Title IX Coordinator(s), Investigators, and Decision-Makers and any person who facilitates an informal resolution process receive annual training per the requirements of Title IX, the Clery Act-VAWA and Texas law, and do not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

The annual training provided includes but is not limited to the following: the definition of sexual harassment, including an understanding of educational program or activity; how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes; how to serve impartially, including avoiding prejudice about the facts at issue, conflicts of interest, and bias; the technology to be used at a live hearing; issues of relevance, including questioning, and investigative reports.

8 DISABILITY ACCOMMODATIONS AND INTERPRETIVE SERVICES

The University makes every reasonable effort to accommodate individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 (504) and the Americans with Disabilities Act Amendments Act of 2008 (ADAAA). In compliance with this commitment, UST employs a Disability Services department to determine reasonable and appropriate accommodations and auxiliary aides for access and participation in college sponsored classes, services, and programs.

Students with a disability who desire an accommodation regarding this Policy must request an accommodation with the Title IX Coordinator. The Title IX Coordinator will make a determination regarding the request after consultation with Access and Disability Services and notify the appropriate Parties. An Individual will not be considered to have a disability allowing for an accommodation unless and until the student has met with Access and Disability Services and been noted as a person to whom accommodations should be provided.

Employees with a disability should provide the required documentation to Human Resources.

If you have any questions regarding how to submit documentation with Disability Services or HR so you may receive accommodations pursuant to this policy, please contact the following persons:

Section 504 Coordinator(s):

Primary for Students: Director of Access and Disability Services (713) 525-3162

Secondary for Students: Vice President for Student Affairs (713) 525-3570

Primary for Faculty and Staff Employees: Associate Vice President of Human Resources (713) 525-3813

Secondary for Faculty and Staff Employees: Vice President of Finance and Business Affairs (713) 525-6919

Students or Employees who require interpretive services as non-native English speakers should make the request for translation services to the Title IX Coordinator(s).

9 REVISION AND INTERPRETATION

UST reserves the right to review and update the Policy in accordance with changing legal requirements and specific needs of the University.

Any questions of interpretation regarding the Policy shall be referred to the Title IX Coordinator(s). The Title IX Coordinator(s)'s determination is final.

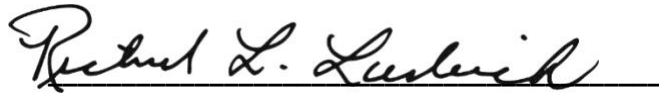
All reports received by the University after August 13, 2020 will be administered in accordance with the procedures described under this Policy.

1ST AMENDMENT CONSIDERATIONS

The University is committed to protecting, maintaining, and encouraging both freedom of expression and full academic freedom of inquiry, teaching, service, and research. Nothing in this Policy shall be construed to penalize a member of the community for expressing an opinion, theory, or idea in the process of responsible teaching and learning. Accordingly, any form of speech or conduct that is

protected by the principles of academic freedom or the First Amendment to the United States Constitution is not subject to this Policy.

APPROVED as an Interim Policy:

A handwritten signature in cursive script, reading "Richard L. Ludwick", is written over a solid horizontal line.

Dr. Richard L. Ludwick

Original Formation: 9/1/2010

Revision Dates: 12/19/2016, 7/1/2018

Current Revision Date: 8/14/2020

INTERIM POLICY