UCSC Policy on Sexual Assault, Dating Violence, Domestic Violence and Stalking and Procedures for Reporting Sexual Assault, Dating Violence, Domestic Violence and Stalking (Interim March 2014)

UCSC Policy on Sexual Harassment and Procedures for Reports of Sexual Harassment

December 1994
• Amended January 2005
• Amended August 2011
• Amended February 2012
• Amended December 2012
• Amended March 2014
I. POLICY SUMMARY

The University of California, Santa Cruz is committed to creating and maintaining a community where all individuals who participate in University programs and activities can work together in an atmosphere free of violence, harassment, discrimination, exploitation, or intimidation. Every member of the community should be aware that the University prohibits sexual assault, sexual harassment, domestic violence, dating violence, stalking, and retaliation, and that such behavior violates both law and University policy. The University will respond promptly and effectively to reports of sexual assault, dating violence, domestic violence, stalking and sexual harassment, and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates these Policies.

- UCSC Violence Against Women Act (VAWA) 2014 Reporting Options
- To review information on confidential and non-confidential resources, and where to report sexual assault, dating violence, domestic violence and stalking see: Procedures for Reports of Sexual Assault, Dating Violence, Domestic Violence and Stalking.
- To review information on resources and where and how to report sexual harassment go to Procedures For Reports of Sexual Harassment.

As a recipient of federal funds, the university is required to comply with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. §1681 et seq ("Title IX"), which prohibits discrimination on the basis of sex in education programs or activities. Sexual assault, dating violence, domestic violence, stalking and sexual harassment as defined in this policy, are a form of sex discrimination prohibited by Title IX. In addition, the university is required to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act 1998 (Clery Act). The Violence Against Women Act 2013 (VAWA) and the Campus Sexual Violence Elimination Act 2013 (Campus SaVE). VAWA and Campus SaVE amended the Clery Act and affords additional rights to campus victims of sexual assault, dating violence, domestic violence and stalking.

Any person who is the target of sexual assault, dating violence, domestic violence, stalking or sexual harassment should immediately consult the Title IX Officer for advice, options, and information on informal resolutions and fact-finding investigations. All reports and complaints of sexual assault, dating violence, domestic violence, stalking or sexual harassment, made to any university official or Clery Security Authority must be reported to the Title IX Officer by the person receiving the report preferably within 48 hours of receipt.

These policies apply to all employees and students at UC Santa Cruz. These policies further the University's commitment to compliance with the law and to the highest standards of ethical conduct as outlined in the University's Statement of Ethical Values and Standards of Ethical Conduct.
II. DEFINITIONS

I. SEXUAL ASSAULT occurs when physical sexual activity is engaged without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation (including voluntary intoxication).

II. CONSENT is informed.
   a. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.
   b. Consent is voluntary. It must be given without coercion, force, threats, or intimidation.
   c. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.
   d. Consent is revocable.
   e. Consent to some form of sexual activity does not imply consent to other forms of sexual activity.
   f. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion.
   g. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent. Even in the context of a relationship, there must be mutual consent to engage in sexual activity.
   h. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.
   i. Consent cannot be given when a person is incapacitated. A person cannot consent if s/he is unconscious or coming in and out of consciousness.
   j. A person cannot consent if s/he is under the threat of violence, bodily injury or other forms of coercion.
   k. A person cannot consent if his/her understanding of the act is affected by a physical or mental impairment.
   l. For purposes of this Policy, the age of consent is consistent with California Penal Code Section 261.5.

III. INCAPACITATION is defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person's decision-making capacity, awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one's responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was incapacitated.

IV. DOMESTIC VIOLENCE is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or
V. **DATING VIOLENCE** is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

VI. **STALKING** is behavior in which a person repeatedly engages in conduct directed at a specific person that places that person in reasonable fear of his or her safety or the safety of others.

VII. **SEXUAL HARASSMENT** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. Sexual harassment includes sexual violence (see definition below). The University will respond to reports of any such conduct in accordance with the UC Policy on Sexual Harassment.

Sexual harassment may include incidents between any members of the University community, including faculty and other academic appointees, staff, student employees, students, coaches, residents, interns, and non-student or non-employee participants in University programs (e.g., vendors, contractors, visitors, and patients). Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

Consistent with the University of California Policies Applying to Campus Activities, Organizations, and Students, Policy 100.00 on Student Conduct and Discipline, [Section 102.09](#), harassment of one student by another student is defined as unwelcome conduct of a sexual nature that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to University programs or activities that the person is effectively denied equal access to the University's resources and opportunities.

**Additional types of misconduct covered by these Policies:**

a. Electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person;

b. Allowing third parties to observe sexual acts;

c. Engaging in voyeurism;

d. Exposing oneself;

e. Falsifying a posting on an electronic site involving sex or sexual activity;

f. Knowingly transmitting a sexually transmitted infection, including HIV, to another person.

VIII. **EXECUTIVE OFFICER**
The University President, Chancellor, Lawrence Berkeley National Laboratory Director, or Vice President of Agricultural and Natural Resources.
III. POLICY TEXT

A. GENERAL
The University prohibits sexual assault, sexual harassment, dating violence, domestic violence, and stalking. Such behavior violates both law and University policy. The University will respond promptly and effectively to reports of sexual assault, sexual harassment, dating violence, domestic violence, and stalking and will take appropriate action to prevent, to correct, and when necessary, to discipline behavior that violates these Policies.

B. PROHIBITED ACTS
These Policies prohibits sexual assault, sexual harassment, dating violence, domestic violence, and stalking as defined in the previous definitions section. Conduct by an employee that is in violation of these Policies is considered to be outside the normal course and scope of employment.

C. CONSENSUAL RELATIONSHIPS
These Policies cover unwelcome conduct of a sexual or violent nature. Consensual romantic relationships between members of the University community are subject to other University policies. For example, policies governing faculty-student relationships are detailed in The Faculty Code of Conduct. While romantic relationships between members of the University community may begin as consensual, they may evolve into situations that lead to charges of sexual assault, sexual harassment, dating violence, domestic violence, and/or stalking covered by these Policies.

D. GENDER IDENTITY, GENDER EXPRESSION, OR SEXUAL ORIENTATION DISCRIMINATION HARASSMENT
Gender Identity, Gender Expression, or Sexual Orientation Discrimination Harassment that is not sexual in nature but is based on gender, gender identity, gender expression, sex-or-gender-stereotyping, or sexual orientation also is prohibited by the University's non-discrimination policies if it denies or limits a person's ability to participate in or benefit from University educational programs, employment, or services. While discrimination based on these factors may be distinguished from sexual assault, sexual harassment, dating violence, domestic violence and stalking these types of discrimination may contribute to the creation of a hostile work or academic environment. Thus, in determining whether a policy violation exists due to sexual assault, sexual harassment, dating violence, domestic violence or stalking, the University may take into account acts of discrimination based on gender, gender identity, gender expression, sex-stereotyping, or sexual orientation.

E. RETALIATION
These Policies also prohibit retaliation against a person who reports sexual assault, sexual harassment, dating violence, domestic violence or stalking, assists someone with a report of sexual assault, sexual harassment, dating violence, domestic violence or stalking or participates in any manner in an investigation or resolution of misconduct covered by these Policies. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

F. DISSEMINATION OF THE POLICY, EDUCATIONAL PROGRAMS, AND EMPLOYEE TRAINING
As part of the University's commitment to providing a working and learning environment free from sexual assault, sexual harassment, dating violence, domestic violence and stalking, these policies shall be disseminated widely to the UCSC community through publications, websites, new employee
orientations, student orientations, and other appropriate channels of communication. UCSC has preventive educational materials available to all members of the University community to promote compliance with these policies and familiarity with local reporting procedures. All UCSC university officials and UCSC Clery Security Authorities (CSA) may receive reports of sexual assault, sexual harassment, dating violence, domestic violence and stalking. Once a report is made to any university official or CSA, in whatever form, the report must be promptly forwarded to the Title IX Office by the person who received it, preferably within 48 hours. University officials and CSA's are responsible for completing training and keeping abreast of university policy and procedures concerning sexual assault, sexual harassment, dating violence, domestic violence and stalking.

G. REPORTING SEXUAL ASSAULT, SEXUAL HARASSMENT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING
Any member of the University community may report conduct that may constitute sexual assault, sexual harassment, dating violence, domestic violence, and stalking to any supervisor, manager, or Title IX Officer. UCSC supervisors, managers, and other designated employees, like Clery Security Authorities, are responsible for promptly forwarding such reports to the Title IX Office. Any manager, supervisor, or designated employee responsible for reporting or responding to sexual assault, sexual harassment, dating violence, domestic violence, and stalking who knew about the incident and took no action to stop it or failed to report the prohibited act to the Title IX officer may be subject to disciplinary action.

UCSC's confidential resources with whom members of the University community can consult for advice and information regarding making a report of sexual assault, dating violence, domestic violence, and stalking may be found in the Procedures For Reports of Sexual Assault, Dating Violence, Domestic Violence, and Stalking. These same confidential resources are also available to discuss reports of sexual harassment. Requests regarding the confidentiality of reports of sexual assault, sexual harassment, dating violence, domestic violence, and stalking will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the University's obligation to ensure a working and learning environment free from sexual assault, sexual harassment, dating violence, domestic violence, and stalking and the due process rights of the accused to be informed of the allegations and their source. Also, an individual may file a complaint or grievance alleging sexual assault, sexual harassment, dating violence, domestic violence, and stalking under the applicable University complaint resolution or grievance procedure (Appendix I: University Complaint Resolution and Grievance Procedures).

H. RESPONSE TO REPORTS OF SEXUAL ASSAULT, SEXUAL HARASSMENT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING
For information on UCSC's prompt and effective response to reports of sexual assault, sexual harassment, dating violence, domestic violence, and stalking see the Procedures for Reports of Sexual Assault, Dating Violence, Domestic Violence and Stalking and the Procedures For Reports of Sexual Harassment.

Upon a finding of a violation of the UCSC Policy on Sexual Assault, Dating Violence, Domestic Violence, and Stalking, and/or the UCSC Policy on Sexual Harassment, UCSC may offer remedies to the individual or individuals harmed by the policy violation consistent with applicable complaint resolution and grievance procedures. Such remedies may include counseling, an opportunity to repeat course work
without penalty, changes to student housing assignments, or other appropriate interventions. Any member of the University community who is found to have engaged in conduct that violates either of these policies is subject to disciplinary action up to and including dismissal in accordance with the applicable University disciplinary procedure (Appendix II: University Disciplinary Procedures) or other University policy. Generally, disciplinary action will be recommended when the conduct is sufficiently severe, persistent, or pervasive that it alters the conditions of employment or limits the opportunity to participate in or benefit from educational programs. Any manager, supervisor, or designated employee responsible for reporting or responding to sexual assault, sexual harassment, dating violence, domestic violence, and stalking who knew about the incident and took no action to stop it or failed to report the prohibited act to the Title IX Office also may be subject to disciplinary action. Conduct by an employee that is sexual assault, sexual harassment, dating violence, domestic violence, and stalking or retaliation in violation of these Policies is considered to be outside the normal course and scope of employment.

I. FREE SPEECH AND ACADEMIC FREEDOM

As participants in a public university, the faculty and other academic appointees, staff, and students of the University of California enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution and Article I, Section I of the California Constitution. These Policies is intended to protect members of the University community from discrimination, not to regulate protected speech. This Policy shall be implemented in a manner that recognizes the importance of rights to freedom of speech and expression. The University also has a compelling interest in free inquiry and the collective search for knowledge and thus recognizes principles of academic freedom as a special area of protected speech. Consistent with these principles, no provision of these Policies shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws.

J. ADDITIONAL ENFORCEMENT INFORMATION

The Federal Equal Employment Opportunity Commission (EEOC) and the California Department of Fair Employment and Housing (DFEH) also investigate complaints of unlawful harassment, including sexual assault, sexual harassment, dating violence, domestic violence and stalking in employment. The U.S. Department of Education Office for Civil Rights (OCR) investigates complaints of unlawful sexual assault, sexual harassment, dating violence, domestic violence and stalking by students in educational programs or activities.

These agencies may serve as neutral fact finders and attempt to facilitate the voluntary resolution of disputes with the parties. For more information, contact the nearest office of the EEOC, DFEH or OCR listed on the web or in the telephone directory.

K. UCSC TITLE IX/SEXUAL HARASSMENT OFFICE RECORDS AND FILES

UCSC Title IX Office’s Records and Files: The Title IX Officer will maintain confidential records of all reports and complaints of sexual assault, sexual harassment, dating violence, domestic violence and stalking.
Two types of files will be maintained:

1. **Formal Complaint File**
   A formal complaint file will be maintained by the Title IX Officer by the last name of the accused. This file will contain all formal review documents, such as the complaint form, the Title IX Officer investigation report, any response by the accused to the report, any record of appeal by the complainant of the Title IX Officer findings and/or remedies and the result of the appeal, and a record of correspondence notifying the complainant and accused of actions taken and the progress of the complaint.

2. **Education/ Report File**
   Files will be maintained by the Title IX Officer on all reports whether they result in a formal investigation or not. These files will be maintained by the last name of the respondent and will include a summary of the report and the resolution of the problem, including any education the respondent received as a result of the report.

**Access to Title IX Files:**
Title IX records are considered private on a need and/or right to know only for purposes of access and will be maintained in a secure location. Both the complainant and respondent may have access to the record to the extent permitted by existing law. Other University officials may have access if the disclosure is relevant and necessary in the ordinary course of the performance of their official duties and is related to the purpose for which the information was acquired. Access may also be given in response to a subpoena, court order or other compulsory legal process; before the disclosure, the Title IX Officer should reasonably attempt to notify the individual to whom the record pertains, if the notification is not prohibited by law.

**Records Retention:**
All Title IX files in the Title IX office will be retained until seven (7) years after separation of the respondent from university employment or in the case of a student until seven (7) years after graduation; provided there has been no further report or complaint concerning the conduct of the respondent for seven (7) continuous years, from the date of the last report or complaint, the file will be destroyed. All records pertaining to pending litigation or a request for records shall be maintained in accordance with instructions from legal counsel.

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**IV. PROCEDURES FOR REPORTS OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING**

**I. COMPLETELY CONFIDENTIAL RESOURCE ASSISTANCE FOR SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING**

These resources are available to assist a member of the UCSC community who has been sexually assaulted, stalked or the target of dating or domestic violence. These offices offer direct services, assistance and referrals. All reports are confidential. Reports to these resources will not be considered a report to UC Santa Cruz.

Sexual Assault Prevention Educator
(831) 459-2721
http://healthcenter.ucsc.edu/shop/sadv/index.html
II. WHERE TO REPORT SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING
The university encourages the timely reporting of all crimes, including sexual assault, dating violence, domestic violence and stalking. UC Santa Cruz employs law enforcement officers and professionals who are trained in the field to assist survivors in reporting crimes, obtaining help, including immediate medical care, counseling and other essential services.

UCSC Police Department:
- Emergency or Crimes in progress or just occurred call: 911
- Non-emergency incidents or inquiries: (831) 459-2231
- Visit in Person. The police department is located at the base of campus in the Emergency Response Center [http://police.ucsc.edu/about/directions.html](http://police.ucsc.edu/about/directions.html)
- Police Anonymous Tip Line: (831) 459-3847

UC Santa Cruz encourages any person who has been the victim of sexual assault, dating violence, domestic violence and stalking, or any student or academic or staff personnel who has witnessed a crime to immediately report the incident to the UCSC Police Department. If the crime did not occur within the jurisdiction of the UCSC Police department, UCSC officers may notify the appropriate authorities having jurisdiction on the victim's behalf or the victim may contact the appropriate law enforcement agency (Santa Cruz Police, County of Santa Cruz Sheriff's Office, Capitola Police, Watsonville Police etc) directly.

Seek Immediate Medical Attention
It is important to seek immediate and follow-up medical attention for several reasons: first, to assess
and treat any physical injuries; second, to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; and third, to gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within 24 hours of the assault. Even if no physical injuries are present, the collection of physical evidence is strongly recommended to maintain all legal options. After the evidence is collected, it may be stored in evidence until such time a decision to prosecute is made.

Victims may receive the exam free by reporting a sexual assault to the UCSC Police or local law enforcement.

If the victim does not wish to involve law enforcement at this time, s/he may go to:

Dominican Hospital
1555 Soquel Drive
Santa Cruz, CA 95065

or

Watsonville Community Hospital
75 Neilson Street
Watsonville, CA 95076

The victim should inform hospital staff that s/he would like a SAFE exam. Because the hospital staff are mandated reporters they will call law enforcement and the victim will have to decline to speak to law enforcement. The SAFE exam will then be performed.

UCSC Title IX Office:
Tracey Tsugawa, Title IX Officer
105 Kerr Hall
(831) 459-2462 (call for appointment)
http://www2.ucsc.edu/title9-sh

The Title IX officer is responsible for receiving and conducting the administrative investigation of all reports of sexual assault, dating violence, domestic violence and stalking filed by students, academic and non-academic employees. The Title IX office is available to provide referrals to support services and resources, explain university policies and procedures and discuss options for early resolution and fact-finding investigations. Complainants are welcome to bring any support person of her/his choosing to the Title IX office and may receive information and advice without disclosing her/his name or the name of the alleged respondent.

The University’s first responsibility in responding to such reports is attending to the needs of the individuals involved (e.g., the complainant, the respondent, and potential witnesses). The University is also dedicated to ensuring that both students alleging a violation of this policy and accused of violating this policy are treated fairly by the University. All reports are taken with the utmost seriousness; students and employees will be provided a fair process and referred to appropriate services for assistance. The University recognizes the concern for privacy inherent in allegations of sexual assault, dating violence, domestic violence and stalking, and will maintain confidentiality regarding all dealings related to allegations to the extent possible, and as permitted by law or University policy.
Students and employees may feel more comfortable reporting sexual assault, dating violence, domestic violence, stalking or harassment to a university staff member, faculty member or university official. Therefore, all reports and complaints of sexual assault, dating violence, domestic violence, stalking or sexual harassment, must be reported to the Title IX Officer by the employee or faculty member receiving the report preferably within 48 hours of receipt. Information on UCSC’s required compliance efforts and responsibilities in implementing this policy and procedures can be found in Sections IV & V of the University of California Policy-Sexual Harassment & Sexual Violence.

Reporting and Responding to Reports of Sexual Assault, Dating Violence, Domestic Violence and Stalking
All members of the UCSC community are encouraged to contact the UCSC Title IX Office if they observe or encounter conduct that may be subject to the UCSC Policy on Sexual Assault, Dating Violence, Domestic Violence and Stalking. This includes conduct by employees, students, or third parties. Reports of possible policy violations may be brought to the Title IX Officer or to any manager, supervisor, or other designated employee responsible for responding to reports of sexual assault, dating violence, domestic violence and stalking. If the person to whom a report normally would be made is the individual accused of possibly violating the policy, reports may be made to another manager, supervisor, or designated employee. Managers, supervisors, and designated employees are required to notify the UCSC Title IX Officer of a report received preferably within 48 hours.

Reports of sexual assault, dating violence, domestic violence and stalking should be brought forward as soon as possible after the alleged conduct occurs. While there is no stated timeframe for reporting, prompt reporting will better enable the University to respond to the report, determine the issues, and provide an appropriate remedy and/or action. All incidents should be reported even if a significant amount of time has passed. However, delaying a report may impede the University's ability to conduct an investigation and/or to take appropriate remedial actions.

Required Notifications For Reports of Sexual Assault, Dating Violence, Domestic Violence and Stalking
UCSC will provide a written explanation of available rights and options, including procedures to follow, when UCSC receives a report that the student or employee has been a victim of sexual assault, dating violence, domestic violence or stalking, whether the offense occurred on- or off-campus or in connection with any University program. Contact the Title IX office for a copy of the available rights and options.

III. TITLE IX OFFICE PROCEDURES FOR THE RESOLUTION OF REPORTS AND COMPLAINTS OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING

A. RESOLUTION OF REPORTS OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING
The Title IX Officer shall attempt to resolve any reports of sexual assault, dating violence, domestic violence and stalking by informing, educating, mediating, or negotiating voluntary agreements in accordance with University policy. If no resolution can be reached that is acceptable to both parties and to the University, the Title IX Officer may, if appropriate, institute an investigation, at the request of the complainant or because the Title IX officer believes a fact-finding investigation is warranted.
The goal of early resolution is to resolve concerns at the earliest stage possible, with the cooperation of all parties involved. Early resolution may include an inquiry into the facts, but typically does not include a formal investigation. Means for resolution shall be flexible and encompass a full range of possible appropriate outcomes. Early resolution can include options such as discussions with the parties, making recommendations for resolution, and conducting follow-up after a period of time to assure that the resolution has been implemented effectively. Early resolution may be appropriate for responding to anonymous reports and/or third party reports. Steps taken to encourage resolution and agreements reached through early resolution efforts should be documented.

B. RESOLUTION OF COMPLAINT(S) OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING

The Title IX Officer shall investigate all written complaints of sexual assault, dating violence, domestic violence and stalking. The Title IX Officer may also determine that an investigation is warranted without a written complaint, either because of the severity of the allegations reported, or because of the frequency of allegations against the respondent, or for any other reason.

In cases involving students, upon the initiation of an investigation, the Title IX Officer will send a letter of notification within five (5) working days of receiving a request from a complainant for a Title IX investigation, or within five (5) working days of the initiation of an investigation by the Title IX Officer to the respondent which:

1. advises the student of the initiation of a fact-finding investigation;
2. includes the name of the complainant(s);
3. includes a full and complete written statement of the allegations;
4. identifies the violation(s) of policy including the Policy on Student Conduct and Discipline represented by the allegations;
5. provides the website address of where the student can locate a copy of the UCSC Policy on Sexual Assault, Dating Violence, Domestic Violence and Stalking and Procedures for Reports of Sexual Assault, Dating Violence, Domestic Violence and Stalking and the Policy on Student Conduct and Discipline;
6. and, describes the need to contact the Title IX Officer within five (5) working days of being notified of the investigation to schedule an appointment to respond to the allegation(s).

In cases involving staff and academic appointees, upon the initiation of an investigation, the Title IX Officer shall send a letter of notification to the respondent within five (5) working days of receiving a written complaint or within five (5) working days of the initiation of an investigation by the Title IX Officer that:

1. informs the accused of the identity of the complainant(s);
2. includes a full and complete written statement of the allegation(s);
3. provides a web site address of where the respondent can locate a copy of the UCSC Policy on Sexual Assault, Dating Violence, Domestic Violence and Stalking and Procedures for Reports of Sexual Assault, Dating Violence, Domestic Violence and Stalking;
4. and explains that the respondent must respond in writing to a full accounting of the allegation(s) to the Title IX Officer within fifteen (15) working days after having been informed of the complaint.
FACT-FINDING INVESTIGATION

The Title IX Officer shall investigate the circumstances of the alleged offense to the extent necessary to make a determination as to whether the allegations contained in the complaint constitute a violation of the UCSC Policy on Sexual Assault, Dating Violence, Domestic Violence and Stalking. The investigation shall be completed as promptly as possible and in most cases within sixty (60) working days of the date the request for formal investigation was filed. If the investigation cannot be completed within that time, the Title IX Officer will so inform the complainant and the respondent of the need for a time extension.

The Title IX Officer will interview anyone and examine any evidence deemed necessary to investigate the complaint fully. The investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed and a review of relevant documents as appropriate. Disclosure of facts to parties and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation.

Upon request, the complainant and the respondent may each have a representative present when he or she is interviewed. Other witnesses may have a representative present at the discretion of the investigator or as required by applicable University policy or collective bargaining agreement.

At any time during the investigation, the investigator may recommend that interim protections or remedies for the complainant, respondent or witnesses be provided by appropriate University officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative working or student housing arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of the UCSC Policy on Sexual Assault, Dating Violence, Domestic Violence and Stalking.

Generally, an investigation should result in a written report that at minimum includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of fact, and a determination by the investigator as to whether it is more likely than not that the conduct occurred (preponderance of the evidence standard) which constitutes a prime facie violation of the UCSC Policy on Sexual Assault, Dating Violence, Domestic Violence and Stalking or a determination that the facts do not support the allegations and the complaint shall be dismissed. The report also may contain a recommendation for actions to resolve the complaint, including educational programs, remedies for the complainant, appropriate discipline for the respondent and a referral to disciplinary procedures as appropriate. The report may be used as evidence in other related procedures, such as subsequent complaints, grievances and/or disciplinary actions.

In cases where there is a prima facie finding that the UCSC Policy on Sexual Assault, Dating Violence, Domestic Violence and Stalking has been violated the report will be forwarded to the appropriate principal officer. (For additional information see Section IV. Administrative Action) The Title IX Officer in cooperation with the relevant University officials will ensure that the appropriate remedies are provided to the complainant, regardless of the outcome of the disciplinary process.

The complainant shall be informed if there were findings made that the policy was or was not violated that are directly related to the complainant, such as an order that the respondent not contact the complainant. In accordance with University policies protecting individuals' privacy, the complainant may be notified generally that the matter has been referred for disciplinary action, but shall not be
informed of the details of the disciplinary action without the consent of the accused, consistent with Section V. Privacy.

The complainant and the respondent will be notified that they may request a copy of the investigative report pursuant to University policy governing privacy and access to personal information. However, the report shall be redacted to protect the privacy of personal and confidential information regarding all individuals other than the individual requesting the report in accordance with University policy. Even if the Title IX Officer does not make a prima facie finding of a violation of the UC Policy on Sexual Harassment, but the Title IX Officer believes the behavior complained of may constitute misconduct, the Title IX Officer may refer the matter pursuant to Section IV. Administrative Action.

IV. ADMINISTRATIVE ACTION

STUDENTS
If the respondent is a student and the Title IX Officer's investigation finds that a prima facie (more likely than not) violation of the UCSC Policy on Sexual Assault, Dating Violence, Domestic Violence and Stalking has occurred, the Title IX Officer shall refer the report, including proposed remedies for the complainant and proposed sanctions for the respondent (if appropriate) to the principal officer. The principal officer, or her/his designee, will inform the respondent to whom the principal officer will be referring the report to for action within fifteen (15) working days of receiving the report from the Title IX Officer. Disciplinary action taken by the University will follow the guidelines in the Policy on Student Conduct and Discipline.

In all cases, the University, normally shall determine appropriate disciplinary action within forty-five (45) working days from receiving the report from the Title IX officer, or notify the complainant and the respondent of the need for a time extension.

Within five (5) working days of taking the appropriate corrective or disciplinary action against the respondent, the University shall notify the Title IX Officer in writing of the action taken who shall then provide the complainant with a written notice indicating:

1. the finding (which violation of the Code of Student Conduct);
2. all individual remedies available to the complainant;
3. and all sanctions against the offender of which the complainant needs to be aware in order for the sanctions to be fully effective.

At the conclusion of the discipline process both the complainant and the respondent have the right to request an Administrative Review of the Findings. For additional information go to the Policy on Student Grievance Procedures Section 115.21.

ACADEMIC SENATE MEMBERS
If the respondent is a member of the Academic Senate and the Title IX Officer's investigation finds that a prima facie violation of the UCSC Policy on Sexual Assault, Dating Violence, Domestic Violence and Stalking has occurred, there may be a violation of the Faculty Code of Conduct; therefore, the case and investigation materials should be referred to the Campus Provost/Executive Vice Chancellor for consideration of charges.
• The Campus Provost/Executive Vice Chancellor will refer the case to the Charges Committee within fifteen (15) working days of receiving the report from the Title IX Officer, or notify the complainant and the respondent of the need for a time extension.

• The matter will then proceed according to the campus procedure for the University Policy on Faculty Conduct and the Administration of Discipline and Academic Senate By-Law 335. (see also CAPM 002.015)

NON-SENATE ACADEMIC APPOINTEES
If the respondent is a non-Senate academic appointee and the Title IX Officer's investigation finds that a prima facie violation of the UCSC Policy on Sexual Assault, Dating Violence, Domestic Violence and Stalking has occurred, the Title IX Officer will refer the case and investigation materials to the Campus Provost/Executive Vice Chancellor, who will refer the case to the appropriate academic administrator to take action within fifteen (15) working days of receiving the report from the Title IX Officer, or notify the complainant and the respondent of the need for a time extension.

Formal corrective or disciplinary action taken against the respondent shall be in accordance with applicable university policy, as stated in Academic Personnel Policy 150 - Corrective Action and Dismissal, or as provided in the relevant collective bargaining agreements. The respondent shall be notified of her/his right to file a grievance regarding such corrective or disciplinary action. (http://apo.ucsc.edu)

STAFF MEMBERS
If the respondent is a staff member and the Title IX Officer's investigation finds that a prima facie violation of the UCSC Policy on Sexual Assault, Dating Violence, Domestic Violence and Stalking has occurred, the Title IX Officer shall forward the final report to the appropriate principal officer, who will either take action or will refer the report to the appropriate supervisor for action within fifteen (15) working days of receiving the report from the Title IX Officer, or notify the complainant and the respondent of the need for a time extension.

The person responsible for taking action will notify the respondent within ten (10) working days of receiving the report from the principal officer that he/she is responsible for responding to the Title IX investigation.

Formal corrective or disciplinary action taken against the respondent shall be in accordance with applicable university policy as stated in the Personnel Policies for Staff Members, or Personnel Policies for Senior Managers, or as provided for in relevant collective bargaining agreements. The respondent shall be notified of her/his right to file a grievance regarding such corrective or disciplinary action (see: http://shr.ucsc.edu/elr/contracts).

Within five (5) working days of taking the appropriate corrective or disciplinary action against the respondent, the appropriate principal officer shall notify the Title IX Officer in writing of the action taken who shall then provide the complainant with a written notice indicating:

1. the finding (the outcome of the fact-finding investigation);
2. all individual remedies available to the complainant;
3. and all sanctions against the offender of which the complainant needs to be aware in order for the sanctions to be fully effective.

V. PRIVACY
The University shall protect the privacy of individuals involved in a report of sexual assault, dating violence, domestic violence and stalking to the extent required by law and University policy. A report of a possible violation of this policy may result in the gathering of extremely sensitive information about individuals in the University community. While such information is considered confidential, University policy regarding access to public records and disclosure of personal information may require disclosure of certain information concerning a report of sexual assault, dating violence, domestic violence and stalking. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals. An individual who has made a report of sexual assault, dating violence, domestic violence and stalking may be advised of sanctions imposed against the respondent when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). However, information regarding disciplinary action taken against the respondent shall not be disclosed without the respondent’s consent, unless it is necessary to ensure compliance with UC policy, state or federal law or the safety of individuals.

CONFIDENTIAL RESOURCES FOR REPORTS OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING
Confidential resources are available for information regarding resources, options for reporting or how to file a complaint. These resources provide individuals who may be interested in bringing a report with a safe place to discuss their concerns and learn about the procedures and potential outcomes involved. Individuals who consult with these confidential resources shall be advised that their discussions in these settings are not considered official reports to the University and that without additional action by the individual, such as reporting to the Title IX Officer, the Police or other University Official, the discussions will not result in any action by the University to resolve their concerns.

Sexual Assault Prevention Educator
(831) 459-2721
http://healthcenter.ucsc.edu/shop/sadv/index.html

UCSC Counseling & Psychological Services (students only)
(831) 459-2628
http://caps.ucsc.edu/
After Hours through Campus Dispatch (831) 459-2100

Monarch Services (previously known as Women's Crisis Support/Defensa de Mujeres)
1(888) 900-4232
http://www.wcs-ddm.org/

EAP Program (staff & faculty only)
1(866) 808-6205
http://shr.ucsc.edu/benefits/eap/
Campus Conflict Resolution Services  
(831) 459-2290  
http://conflictresolution.ucsc.edu

UC Hotline for Anonymous Reporting of any Misconduct or Climate Issues  
1-800-403-4744  
or via an anonymous form at: http://whistleblower.ucsc.edu/about/form.pdf

Certain University employees, such as the Title IX Officer, managers, supervisors, and other designated employees have an obligation to respond to reports of sexual assault, dating violence, domestic violence, and stalking, even if the individual making the report requests that no action be taken. An individual's request regarding confidentiality will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of the University's legal obligation to ensure a working and learning environment free from sexual assault, dating violence, domestic violence and stalking and the due process rights of the respondent to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the University will comply with requests for confidentiality to the extent possible.

VI. RECORDS
Letters of warning and records of other disciplinary actions concerning violations of this policy are to be kept in staff or faculty personnel files and in a student's confidential file.

• Where there has been a finding, after a due process hearing or after investigation, or an acknowledgment of wrong-doing by staff or faculty, notice shall be placed in their personnel files.
• Where there has been a finding, after a due process hearing or after investigation, or an acknowledgment of wrong-doing, notice shall be placed in the student's discipline file.

VII. GRIEVANCES INVOLVING ALLEGATIONS OF SEXUAL VIOLENCE, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING
An individual who believes he or she has been subjected to sexual assault, dating violence, domestic violence or stalking may file a grievance pursuant to the applicable grievance procedure listed in Appendix I: University Complaint Resolution and Grievance Procedures. Such grievance may be filed either instead of or in addition to making a report to the Title IX Officer under this policy. A grievance alleging sexual assault, dating violence, domestic violence or stalking must meet all the requirements under the applicable grievance procedure, including time limits for filing.

If a grievance alleging violation of this policy is filed in addition to a report made to the Title IX Officer the grievance shall be held in abeyance subject to the requirements of any applicable grievance procedure, pending the outcome of the Early Resolution or Formal Investigation procedures by the Title IX Officer. If the individual wishes to proceed with the grievance, the Early Resolution or Formal Investigation shall constitute the first step or steps of the applicable grievance procedure.

An individual who has made a report of a possible violation of this policy may also file a grievance alleging that the actions taken in response to the report of sexual assault, dating violence, domestic
violence or stalking did not follow policy and procedures. Such a grievance may not be filed to address a disciplinary sanction imposed upon the accused. Any grievance regarding the resolution of a report of violation of this policy must be filed in a timely manner. The time period for filing begins on the date the individual was notified of the outcome of the investigation or other resolution process pursuant to this policy, and/or of the actions taken by the administration in response to the report of sexual assault, dating violence, domestic violence or stalking, whichever is later.

VIII. EXTERNAL OPTIONS AVAILABLE TO COMPLAINANT OR RESPONDENT FOR RESOLUTION OF SEXUAL HARASSMENT COMPLAINTS
Students may file complaints under Title IX with the Office for Civil Rights, U.S. Department of Education, or with the Office for Student Conduct and Discipline. Contact the campus Title IX Office for current information.

Staff and faculty may file discrimination or harassment complaints under Title VII, with the Equal Employment Opportunity Commission; or with the California Department of Fair Employment and Housing. Contact the Title IX Office for current information.

The time limits for filing complaints with State or Federal agencies vary. Contact the Title IX Office for further information. Staff, faculty, and students may file a civil lawsuit against the offending party.

V. UC SANTA CRUZ PROCEDURES FOR REPORTING SEXUAL HARASSMENT

I. DEFINITION OF SEXUAL HARASSMENT
Definition of Sexual Harassment
Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive. The University will respond to reports of any such conduct in accordance with the policy and procedures.

Sexual harassment may include incidents between any members of the University community, including faculty and other academic appointees, staff, student employees, students, coaches, residents, interns, and non-student or non-employee participants in University programs (e.g., vendors, contractors, visitors, and patients). Sexual harassment may occur in hierarchical relationships, between peers, or between individuals of the same sex or opposite sex. To determine whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

Consistent with the University of California Policies Applying to Campus Activities, Organizations, and Students, Policy 100.00 on Student Conduct and Discipline, Section 102.09, harassment of one student by another student is defined as unwelcome conduct of a sexual nature that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person's access to University
programs or activities that the person is effectively denied equal access to the University's resources and opportunities.

In determining whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

A. Completely Confidential Resource Assistance for Sexual Harassment Incidents

Sexual Assault Prevention Educator
(831) 459-2721
http://healthcenter.ucsc.edu/shop/sadv/index.html

UCSC Counseling & Psychological Services (students only)
(831) 459-2628
http://caps.ucsc.edu/
After Hours through Campus Dispatch (831) 459-2100

Monarch Services (previously known as Women's Crisis Support/Defensa de Mujeres)
1(888) 900-4232
http://www.wcs-ddm.org/

EAP Program (staff & faculty only)
1(866) 808-6205
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Campus Conflict Resolution Services
(831) 459-2290
http://conflictresolution.ucsc.edu

UC Hotline for Anonymous Reporting of any Misconduct or Climate Issues
1-800-403-4744
or via an anonymous form at: http://whistleblower.ucsc.edu/about/form.pdf

B. Where to Report Sexual Harassment

UCSC Title IX Office:
Tracey Tsugawa, Title IX Officer
105 Kerr Hall (call for appointment)
(831) 459-2462
http://www2.ucsc.edu/title9-sh

Department Chair, Faculty, College Administration, supervisor, manager or other University official
II. OVERVIEW OF REPORTS AND COMPLAINT OF SEXUAL HARASSMENT
A report of sexual harassment shall be defined as any meeting or discussion with a University official, in order to inform the University that sexual harassment may have occurred. Another example of a report would be information contained in a student evaluation of a course or in a report made anonymously. Once a report has been made, in whatever form, the Title IX Officer must be advised of the report by the University official or Clery Security Advisor who has received it, preferably within 48 hours of receiving the report.

Reports of sexual harassment may be resolved informally, either by the Title IX Officer, or a trained University official in cooperation with the Title IX Officer. Any University official participating in informal resolution of a report must consult the Title IX Officer to determine what action, if any, is appropriate to the situation, and report the actions taken to the Title IX Officer.

A complaint of sexual harassment shall be defined as a signed, written statement, informing the University that sexual harassment may have occurred and providing information sufficient for further inquiry. Complaints require an investigation by the Title IX Officer and may result in disciplinary or corrective action after due process is provided to the respondent, if it is found that the UCSC Policy on Sexual Harassment has been violated. All persons wishing to have sexual harassment allegations investigated must be referred to the Title IX Officer.

Although responsible University officials will attempt to respect the wishes of the complainant with regard to action taken in response to the complaint, the University will take appropriate disciplinary or corrective action whenever deemed necessary to meet the University's responsibilities to provide an environment free from harassment and discrimination for students and employees. The only case in which a complainant ordinarily may ensure that no action is taken on the basis of her/his complaint is when s/he does not disclose the name or other details that would identify the accused.

Repeated sexual harassment of one or more individuals by the same offender must be taken as a more serious offense for purposes of disciplinary action; therefore, all reports and complaints of sexual harassment must be reported to the Title IX Officer, who is authorized to keep records of sexual harassment reports and complaints.

III. ROLES OF UNIVERSITY OFFICIALS AND TITLE IX OFFICER IN THE RESOLUTION OF REPORTS AND COMPLAINTS OF SEXUAL HARASSMENT
A. UNIVERSITY OFFICIALS
Although all persons who wish to report incidents of sexual harassment are strongly urged to consult directly with the Title IX Officer, they may choose to inform another University official instead. Such persons may be able to achieve an informal resolution of a report of sexual harassment, but must always consult with the Title IX Officer for guidance on University policy and appropriate resolution, and inform the Title IX Officer of any actions taken to resolve the report. If a student or employee wishes to file a complaint of sexual harassment, as defined above, the complainant should be referred immediately to the Title IX Officer.

The responsibilities of University officials who receive reports of sexual harassment:
1. Reporting the matter to the Title IX Officer as soon as possible, preferably within 48 hours;
2. informing complainants of their right to see the Title IX Officer to get information on filing a complaint or about options for informal resolution;
3. advising the complainant of support services;
4. respecting the complainant's wishes regarding anonymity and desired actions to the extent possible within policy and law;
5. protecting the rights of the accused and the complainant, including rights to due process and privacy;
6. staying current and informed on University policy and procedures related to sexual assault, sexual harassment, dating violence, domestic violence and stalking by insuring that appropriate training has been completed.

Upon request by and in cooperation with the Title IX Officer other actions to be taken by a University official in response to a report of sexual harassment may include informing the accused that another person, anonymous or not, has reported her/his behavior to be unwelcome; educating the accused about appropriate behavior; and negotiating informal resolutions. Under no circumstance can mediation between the parties be required in order to resolve reports or complaints of sexual harassment.

If no mutually acceptable informal resolution can be reached, and the versions of complainant and respondent differ such that only a thorough investigation can determine the facts of the case so that appropriate action may be taken, the case must be referred to the Title IX Officer. In addition, if a supervisor thinks s/he may be involved in a conflict of interest or other potential difficulty dealing with the complainant and the accused, s/he should refer the complainant immediately to the Title IX Officer.

B. THE TITLE IX OFFICER
The Title IX Officer is authorized by the Chancellor to receive and resolve reports and complaints of sexual harassment. Aside from complaints filed by academic appointees through other formal campus grievance procedures (Appendix I), the Title IX Officer is the only University official authorized to conduct fact-finding investigations of sexual harassment complaints. The Title IX Officer may, at her/his discretion, conduct a survey of any class taught by a faculty member or instructor about whom a sexual harassment complaint has been made and may request the attendance of a department chair and/or dean at any meeting with a faculty member or instructor to discuss a sexual harassment complaint filed against that person. All members of the campus community will cooperate fully with the Title IX Officer in the fulfillment of her/his responsibilities.

The Title IX Officer shall manage the local sexual harassment education and training programs. The Title IX Officer shall serve as consultant to University officials who receive and resolve reports of sexual harassment and shall serve as principal campus advisor on sexual harassment policy and procedures. The Title IX Officer shall maintain files of all reports and complaints of sexual harassment, separate from any other personnel files, and shall maintain information on the number, location, and nature of reports and complaints.
IV. TITLE IX OFFICE PROCEDURES FOR THE RESOLUTION OF REPORTS AND COMPLAINTS OF SEXUAL HARRASSMENT

A. RESOLUTION OF REPORTS OF SEXUAL HARASSMENT

The Title IX Officer shall attempt to resolve any reports of sexual harassment by informing, educating, or negotiating voluntary agreements in accordance with University policy and procedures. If no resolution can be reached that is acceptable to both parties and to the University, the Title IX Officer may, if appropriate, institute a sexual harassment investigation, at the request of the complainant, as outlined below in Section B.

The goal of early resolution is to resolve concerns at the earliest stage possible, with the cooperation of all parties involved. Early resolution may include an inquiry into the facts, but typically does not include a formal investigation. Means for resolution shall be flexible and encompass a full range of possible appropriate outcomes. Early resolution can include options such as discussions with the parties, making recommendations for resolution, and conducting follow-up after a period of time to assure that the resolution has been implemented effectively. Early resolution may be appropriate for responding to anonymous reports and/or third party reports. Steps taken to encourage resolution and agreements reached through early resolution efforts should be documented.

B. RESOLUTION OF COMPLAINTS OF SEXUAL HARASSMENT

The Title IX Officer shall investigate all written complaints of sexual harassment. The Title IX Officer may also determine that an investigation is warranted without a written complaint, either because of the severity of the allegations reported, or because of the frequency of allegations against the accused, or for any other reason.

In cases involving students, upon the initiation of an investigation, the Title IX Officer will send a letter of notification within five (5) working days of receiving a request from a complainant for a Title IX investigation, or within five (5) working days of the initiation of an investigation by the Title IX Officer to the respondent which:

1. advises the student of the initiation of a fact-finding investigation;
2. includes the name of the complainant(s);
3. includes a full and complete written statement of the allegations;
4. identifies the violation(s) of policy including the Policy on Student Conduct and Discipline represented by the allegations;
5. provides the website address of where the student can locate a copy of the UCSC Policy on Sexual Harassment and Procedures For Reports of Sexual Harassment and the Policy on Student Conduct and Discipline; and,
6. describes the need to schedule an appointment with the Title IX Officer within five (5) working days of being notified to respond to the allegation(s).

In cases involving staff and academic appointees, upon the initiation of an investigation, the Title IX Officer shall send a letter of notification to the respondent within five (5) working days of receiving a complaint or within five (5) working days of the initiation of an investigation by the Title IX Officer that:

1. informs the accused of the identity of the complainant(s);
2. includes a full and complete written statement of the allegation(s);
3. provides a web site address of where the respondent can locate a copy of the UCSC Policy on Sexual Harassment and Procedures For Reports of Sexual Harassment;
4. explains that the respondent must respond in writing to a full accounting of the allegation(s) to the Title IX Officer within fifteen (15) working days after having been informed.

C. FACT-FINDING INVESTIGATION

The Title IX Officer shall investigate the circumstances of the alleged offense to the extent necessary to make a determination as to whether the allegations contained in the complaint constitute a violation of the UCSC Policy on Sexual Harassment. This investigation should normally be completed within sixty (60) working days. If the investigation cannot be completed within that time, the Title IX Officer will so inform the complainant and the accused.

The Title IX Officer will interview anyone and examine any evidence deemed necessary to investigate the complaint fully. The investigation generally shall include interviews with the parties if available, interviews with other witnesses as needed and a review of relevant documents as appropriate. Disclosure of facts to parties and witnesses shall be limited to what is reasonably necessary to conduct a fair and thorough investigation.

Upon request, the complainant and the respondent may each have a representative present when he or she is interviewed. Other witnesses may have a representative present at the discretion of the investigator or as required by applicable University policy or collective bargaining agreement. At any time during the investigation, the investigator may recommend that interim protections or remedies for the complainant, respondent or witnesses be provided by appropriate University officials. These protections or remedies may include separating the parties, placing limitations on contact between the parties, or making alternative working or student housing arrangements. Failure to comply with the terms of interim protections may be considered a separate violation of the UCSC Policy on Sexual Harassment.

Generally, an investigation should result in a written report that at minimum includes a statement of the allegations and issues, the positions of the parties, a summary of the evidence, findings of fact, and a determination by the investigator as to whether it is more likely than not that the conduct occurred (preponderance of the evidence standard) which constitutes a prime facie violation of the UCSC Policy on Sexual Harassment or that the facts do not support the allegations and the complaint shall be dismissed. The report also may contain a recommendation for actions to resolve the complaint, including educational programs, remedies for the complainant, appropriate discipline for the respondent and a referral to disciplinary procedures as appropriate. The report may be used as evidence in other related procedures, such as subsequent complaints, grievances and/or disciplinary actions.

In cases where there has been a prima facie finding that the UCSC Policy on Sexual Harassment has been violated the report will be forwarded to the appropriate principal officer (For additional information see Section V. Administrative Action). The Title IX Officer in cooperation with the relevant University officials will ensure that the appropriate remedies are provided to the complainant, regardless of the outcome of the disciplinary process. The complainant and the respondent shall be informed promptly in writing when the investigation is completed.
The complainant shall be informed if there were findings made that the policy was or was not violated and of actions taken to resolve the complaint, if any, that are directly related to the complainant, such as an order that the respondent not contact the complainant. In accordance with University policies protecting individuals' privacy, the complainant may be notified generally that the matter has been referred for disciplinary action, but shall not be informed of the details of the disciplinary action. The complainant and the respondent may request a copy of the investigative report pursuant to University policy governing privacy and access to personal information. However, the report shall be redacted to protect the privacy of personal and confidential information regarding all individuals other than the individual requesting the report in accordance with University policy.

Even if the Title IX Officer does not make a *prima facie* finding of a violation of the *UCSC Policy on Sexual Harassment*, but the Title IX Officer believes the behavior complained of may constitute misconduct, the Title IX Officer may refer the matter pursuant to Section V, Administrative Action.

V. ADMINISTRATIVE ACTION

A. STUDENTS

If the respondent is a student and the Title IX Officer's investigation finds that a *prima facie* (preponderance of the evidence standard) violation of the *UCSC Policy on Sexual Harassment* has occurred, the Title IX Officer shall refer the report, including proposed remedies for the complainant and proposed sanctions for the respondent (if appropriate) to the principal officer. The principal officer, or her/his designee, will inform the respondent to whom the principal officer will be referring the report for action, within fifteen (15) working days of receiving the report from the Title IX Officer. Disciplinary action taken by the University will follow the guidelines in the *Policy on Student Conduct and Discipline*.

In all cases, the University, normally shall determine appropriate disciplinary action within forty-five (45) working days from receiving the report from the Title IX officer, or notify the complainant and the respondent of the need for a time extension. Within five (5) working days of taking the appropriate corrective or disciplinary action against the respondent, the University, shall notify the Title IX Officer in writing of the action taken who shall then provide the complainant with a written notice indicating:

1. the finding (which violation of the Code of Student Conduct);
2. all individual remedies available to the complainant;
3. and all sanctions against the offender of which the complainant needs to be aware in order for the sanctions to be fully effective.

At the conclusion of the discipline process both the complainant and the respondent have the right to request an Administrative Review of the Findings. For additional information go to the *Policy on Student Grievance Procedures Section 115.21*.

B. ACADEMIC SENATE MEMBERS

If the respondent is a member of the Academic Senate and the Title IX Officer's investigation finds that a *prima facie* violation of the *UCSC Policy on Sexual Harassment* has occurred, there may be a violation of the Faculty Code of Conduct; therefore, the case and investigation materials should be referred to the Campus Provost/Executive Vice Chancellor for consideration of charges. The Campus Provost/Executive Vice Chancellor will refer the case to the Charges Committee within fifteen (15)
working days of receiving the report from the Title IX Officer, or notify the complainant and the respondent of the need for a time extension. The matter will then proceed according to the campus procedure for the University Policy on Faculty Conduct and the Administration of Discipline and Academic Senate By-Law 335.
(see also CAPM 002.015)

C. NON-SENATE ACADEMIC APPOINTEES
If the respondent is a non-Senate academic appointee and the Title IX Officer’s investigation finds that a prima facie violation of the UCSC Policy on Sexual Harassment has occurred, the Title IX Officer will refer the case and investigation materials to the Campus Provost/Executive Vice Chancellor, who will refer the case to the appropriate academic administrator to take action within fifteen (15) working days of receiving the report from the Title IX Officer, or notify the complainant and the respondent of the need for a time extension. Formal corrective or disciplinary action taken against the respondent shall be in accordance with applicable university policy, as stated in Academic Personnel Policy 150 - Corrective Action and Dismissal, or as provided in the relevant collective bargaining agreements. The respondent shall be notified of her/his right to file a grievance regarding such corrective or disciplinary action.

D. STAFF MEMBERS
If the respondent is a staff member and the Title IX Officer’s investigation finds that a prima facie violation of the UCSC Policy on Sexual Harassment has occurred, the Title IX Officer shall forward the final report to the appropriate principal officer, who will either take action or refer the case and investigation materials to the appropriate supervisor for action within fifteen (15) working days of receiving the report from the Title IX Officer, or notify the complainant and the respondent of the need for a time extension. The person responsible for taking action will notify the respondent within ten (10) working days of receiving the report from the principal officer that he/she is responsible for responding to the Title IX investigation. Formal corrective or disciplinary action taken against the respondent shall be in accordance with applicable university policy as stated in the Personnel Policies for Staff Members, or Personnel Policies for Senior Managers, or as provided for in relevant collective bargaining agreements. The respondent shall be notified of her/his right to file a grievance regarding such corrective or disciplinary action.

Within five (5) working days of taking the appropriate corrective or disciplinary action against the respondent, the appropriate principal officer shall notify the Title IX Officer in writing of the action taken who shall then provide the complainant with a written notice indicating:

1. the finding (the outcome of the fact-finding investigation);
2. all individual remedies available to the complainant;
3. and all sanctions against the offender of which the complainant needs to be aware in order for the sanctions to be fully effective.

VI. PRIVACY
The University shall protect the privacy of individuals involved in a report of sexual harassment to the extent required by law and University policy. A report of sexual harassment may result in the gathering of extremely sensitive information about individuals in the University community. While such information is considered confidential, University policy regarding access to public records and
disclosure of personal information may require disclosure of certain information concerning a report of sexual harassment. In such cases, every effort shall be made to redact the records in order to protect the privacy of individuals. An individual who has made a report of sexual harassment may be advised of sanctions imposed against the respondent when the individual needs to be aware of the sanction in order for it to be fully effective (such as restrictions on communication or contact with the individual who made the report). However, information regarding disciplinary action taken against the respondent shall not be disclosed without the respondent's consent, unless it is necessary to ensure compliance with UC policy, state or federal law or the safety of individuals.

VII. CONFIDENTIALITY OF REPORTS OF SEXUAL HARASSMENT
Confidential resources are available for information regarding resources, options for reports of sexual harassment or how to file a complaint of sexual harassment. These resources provide individuals who may be interested in bringing a report of sexual harassment with a safe place to discuss their concerns and learn about the procedures and potential outcomes involved. Individuals who consult with these confidential resources shall be advised that their discussions in these settings are not considered reports of sexual harassment and that without additional action by the individual, such as reporting to the Title IX Officer, the Police or other University Official, the discussions will not result in any action by the University to resolve their concerns.

Sexual Assault Prevention Educator
(831) 459-2721
http://healthcenter.ucsc.edu/shop/sadv/index.html

UCSC Counseling & Psychological Services (students only)
(831) 459-2628
http://caps.ucsc.edu/
After Hours through Campus Dispatch (831) 459-2100

Monarch Services (previously known as Women's Crisis Support/Defensa de Mujeres)
1(888) 900-4232
http://www.wcs-ddm.org/

EAP Program (staff & faculty only)
1(866) 808-6205
http://shr.ucsc.edu/benefits/eap/

Campus Conflict Resolution Services
(831) 459-2290
http://conflictresolution.ucsc.edu

UC Hotline for Anonymous Reporting of any Misconduct or Climate Issues
1-800-403-4744
or via an anonymous form at: http://whistleblower.ucsc.edu/about/form.pdf

Certain University employees, such as the Title IX Officer, managers, supervisors, and other designated employees have an obligation to respond to reports of sexual harassment, even if the individual making the report requests that no action be taken. An individual's request regarding the confidentiality of reports of sexual harassment will be considered in determining an appropriate
response; however, such requests will be considered in the dual contexts of the University's legal obligation to ensure a working and learning environment free from sexual harassment and the due process rights of the respondent to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation, although the University will comply with requests for confidentiality to the extent possible.

VIII. RECORDS
Letters of warning and records of other disciplinary actions concerning sexual harassment are to be kept in staff or faculty personnel files and in a student's confidential file. Where there has been a finding, after a due process hearing or after investigation, or an acknowledgment of wrong-doing by staff or faculty, notice shall be placed in their personnel files. Where there has been a finding, after a due process hearing or after investigation, or an acknowledgment of wrong-doing, notice shall be placed in the student's discipline file.

IX. EXTERNAL OPTIONS AVAILABLE TO COMPLAINANT OR RESPONDENT FOR RESOLUTION OF SEXUAL HARASSMENT COMPLAINTS
Students may file complaints under Title IX with the Office for Civil Rights, U.S. Department of Education, or with the California Department of Fair Employment and Housing. Contact the campus Title IX Office for current information.

Staff and faculty may file discrimination or harassment complaints under Title VII, with the Equal Employment Opportunity Commission; or with the State Department of Fair Employment and Housing. Contact the Title IX Office for current information.

The time limits for filing complaints with State or Federal agencies vary. Contact the Title IX Office for further information. Staff, faculty, and students may file a civil lawsuit against the offending party.
VI. APPENDICES

A. Appendix I: University Complaint Resolution and Grievance Procedures

B. Appendix II: University Disciplinary Procedures

Appendix I: University Complaint Resolution and Grievance Procedures

Applicable complaint resolution and grievance procedures if a member of the University community:

**Academic Personnel:**

- Members of the Academic Senate: Senate Bylaw 335
- Non-Senate Academic Appointees: APM - 140
- Exclusively Represented Academic Appointees: Applicable collective bargaining agreement

**Students:**

Policies Applying to Campus Activities, Organizations and Students, Section 110.00

**Staff Personnel:**

- Senior Managers: PPSM II-70
- Managers and Senior Professionals, Salary Grades VIII and IX: PPSM 71
- Managers and Senior Professionals, Salary Grades I - VII; and Professional and Support Staff: PPSM 70
- Exclusively Represented Staff Personnel: Applicable collective bargaining agreement

- Lawrence Berkeley National Laboratory Employees: Applicable Laboratory policy

**All:**

The University of California Policy on Reporting and Investigating Allegations of Suspected Improper Governmental Activities (Whistleblower Policy) and the University of California Policy for Protection of Whistleblowers from Retaliation and Guidelines for Reviewing Retaliation Complaints (Whistleblower Protection Policy), which govern the reporting and investigation of violations of state or federal laws or regulations and University policy, including sexual harassment.
Appendix II: University Disciplinary Procedures

Applicable disciplinary action procedures if a report of sexual harassment or sexual violence results in a recommendation for disciplinary action: (At UC Santa Cruz the UCSC Policy on Sexual Assault, Dating Violence, Domestic Violence and Stalking and the UCSC Policy on Sexual Harassment are UCSC’s version of the UCOP Policy on Sexual Harassment and Sexual Violence.)

A. The Faculty Code of Conduct (APM - 015) as approved by the Assembly of the Academic Senate and by The Regents outlines ethical and professional standards which University faculty are expected to observe. It also identifies various forms of unacceptable behavior which are applicable in cases of sexual harassment or sexual violence. Because the forms of unacceptable behavior listed in The Faculty Code of Conduct are interpreted to apply to sexual harassment or sexual violence, a violation of the University’s Policy on Sexual Harassment and Sexual Violence constitutes a violation of the Faculty Code of Conduct. The University Policy on Faculty Conduct and the Administration of Discipline (APM - 016), as approved by the Assembly of the Academic Senate and by The Regents, outlines sanctions and disciplinary procedures for faculty.

B. Provisions of the policy on Non-Senate Academic Appointees/Corrective Action and Dismissal (APM - 150) (applicable to non-exclusively represented academic appointees) and collective bargaining agreements (applicable to exclusively represented academic appointees) provide for corrective action or dismissal for conduct which violates University policy.

C. The Policies Applying to Campus Activities, Organizations, and Students sets forth in Section 100.00 the types of student misconduct that are subject to discipline and the types of disciplinary actions that may be imposed for violation of University policies or campus procedures.

D. Provisions of the Personnel Policies for Staff Members, and the Lawrence Berkeley National Laboratory personnel policies (applicable to non-exclusively represented staff employees), and collective bargaining agreements (applicable to exclusively represented staff employees) prohibit conduct which violates University policy with respect to sexual harassment or sexual violence and provide for disciplinary action for violation of University policy.
VII. GLOSSARY

- **Acquaintance Rape:** This is the most prevalent form of rape on college campuses. The acquaintance may be a date or boyfriend of the target, or someone the target knows only casually, from her/his residence on campus, a class, or through mutual friends. Regardless of the relationship between them, if one person uses any of the seven circumstances listed on pages 25 and 26, under the definition of rape, to force or coerce sexual intercourse with another, it is rape. The same criminal laws and penalties apply in cases of acquaintance rape as in cases of stranger rape.

- **Charges Committee:** A standing Administrative Committee, composed of at least three Senate faculty members, and appointed by the Executive Vice Chancellor. The committee conducts investigations regarding complaints made against members of the faculty, charging violation of the Faculty Code of Conduct, sufficient to warrant a recommendation for disciplinary action.

- **Complaint of Sexual Harassment:** (see Sexual Harassment Complaint)

- **Consent:** Positive cooperation in the act or attitude pursuant to an exercise of free will. A current or previous dating relationship shall not be sufficient to constitute consent.

- **Counseling and Psychological Services:** Counseling and Psychological Services offers confidential short-term and crisis counseling to all members of the campus community on an emergency basis, or by appointment. Psychiatric referrals are also available. (www2.ucsc.edu/counsel/)

- **Cunnilingus:** Act, practice, or technique of orally stimulating the female genitalia.

- **Date Rape:** (see Acquaintance Rape)

- **Disciplinary Process:** The process and procedures, which precede corrective action, discipline, or sanctions to be taken against a student, staff or member of the faculty. There are separate procedures for students, staff (by personnel program and those exclusively represented by a union), and faculty (senate, non-senate, and those exclusively represented by a union).

- **Due Process:** As with other university policies and procedures, the UCSC Policy on Sexual Assault and the UC Policy on Sexual Harassment and the procedures for reporting sexual assault(s) and sexual harassment incorporate due process protections provided by the State and Federal constitutions. The essence of due process protection is twofold: the accused's right to notice of the action to be taken and the basis for the action, and the right to respond. Accordingly, if the University intends to take adverse action against an individual, based on allegations of sexual harassment, sexual assault, or rape, the individual has a right to understand the nature of the allegations, including
who brought them, and the right to respond to those allegations. This right to notice and to respond is incorporated into the Rule Book and various university policies related to discipline and corrective action.

- **Fact-finding investigation**: Refers to process used by Title IX Officer to investigate complaints of sexual harassment and reports of sexual assault.

- **Faculty-Student Relations (Academic Personnel Manual Section 015)**: Two new sections added to Academic Personnel Policy 015 (Faculty Code of Conduct (Code) Part II.A) make it a violation of the Code for a faculty member to engage in a romantic or sexual relationship with a student for whom he or she has academic responsibility or should expect to have such responsibility. (Appendix D).

- **Fellatio**: Oral stimulation of the penis.

- **Findings**: Refers to the report of the Title IX Officer resulting from an administrative investigation when there has been an allegation of sexual harassment or when an administrative review of an alleged sexual assault or rape has been requested by a complainant.

- **Gender**: Concepts and terms relevant to gender: [http://queer.ucsc.edu/resources/trans/index.html](http://queer.ucsc.edu/resources/trans/index.html)

- **Grievances**: Separate grievance procedures exist for students, staff, and faculty. These grievance procedures can be used: 1) by a staff or faculty complainant as an alternative to the Procedures for Reporting Sexual Harassment, Sexual Assaults, or rape; or 2) by the accused to appeal corrective action or disciplinary actions taken against him/her.

- **Harassment**: Harassment that is not sexual in nature but is based on gender, sex-stereotyping, or sexual orientation also is prohibited by the University’s nondiscrimination policies if it is sufficiently severe to deny or limit a person’s ability to participate in or benefit from University educational programs, employment, or services. While discrimination based on these factors may be distinguished from sexual harassment, these types of discrimination may contribute to the creation of a hostile work or academic environment. Thus, in determining whether a hostile environment due to sexual harassment exists, the University may take into account acts of discrimination based on gender, sex-stereotyping, or sexual orientation.

- **Rape**: Rape is an act of sexual intercourse. Any sexual penetration, however slight, is sufficient to complete the crime (i.e., the penis just needs to touch the vaginal opening for rape to occur). Rape is accomplished with a person under any of the following circumstances:
  - Where a person is incapable, because of a mental disorder or developmental or physical disability, of giving legal consent, and this is known, or reasonably
should be known, to the person committing the act.

- Where the act is accomplished against a person's will by means of force, violence, duress, menace, or fear of immediate and unlawful bodily injury on the person of another.

- **Duress**: A direct or implied threat of force, violence, danger, hardship, or retribution sufficient to coerce a reasonable person of ordinary susceptibility (liable to be affected by something) to perform an act which otherwise would not have been performed, or acquiesce in an act to which one would not have submitted.

- **Menace**: Any threat, declaration or act, which shows an intention to inflict an injury upon another.

- **Consent**: Positive cooperation in the act or attitude pursuant to an exercise of free will. A current or previous dating relationship shall not be sufficient to constitute consent:
  - Where a person is prevented from resisting by any intoxicating or anesthetic substance, or any controlled substance, administered by, or with the privity (knowledge), of the accused.
  - Where a person is at the time unconscious of the nature of the act, and this is known to the accused. As used in the paragraph, "unconscious of the nature of the act" means incapable of resisting because the victim meets one of the following conditions:
    - was unconscious or asleep;
    - was not aware, knowing, perceiving, or cognizant that the act occurred;
    - was not aware, knowing, perceiving, or cognizant of the essential characteristics of the act due to the perpetrator's fraud in fact (trickery).
  - Where a person submits under the belief that the person committing the act is the victim's spouse, and this belief is induced by any artifice, pretense, or concealment practiced by the accused with intent to induce the belief.
  - Where the act is accomplished against the victim's will by threatening to retaliate in the future against the victim or any other person, and there is a reasonable possibility that the perpetrator will execute the threat.
  - Where the act is accomplished against the victim's will by threatening to use the authority of a public official to incarcerate, arrest, or deport the victim or another, and the victim has a reasonable belief that the perpetrator is a public official.

- **Remedies**: Refers to recommendations for actions to be taken to support or otherwise aid the complainant (as opposed to discipline or sanctions recommended against the accused) in the report of the Title IX Officer resulting from an administrative investigation when there has been an allegation of sexual harassment or when an administrative review of an alleged sexual assault or rape has been requested by a complainant.

Also refers to the remedies requested by a grievant, which are usually limited to actions
that would make the grievant whole, in contrast to discipline or sanctions taken against the accused.

- **Report of Sexual Harassment:** A "report" of sexual harassment is defined as any meeting or discussion with a University official in order to inform the University that sexual harassment may have occurred. Another example of a "report" would be information contained in a student evaluation of a course or in an anonymous letter. Persons experiencing problems with sexual harassment are encouraged to report them as soon as possible. Once a report has been made, the matter must be reported to the Title IX Officer by the University official who has received the report.

- **Resolution on Romantic Relationships (Academic Senate):** Resolution passed by the UCSC Academic Senate on May 20, 1987, concerning faculty-student relationships

- **Sanctions:** Corrective or disciplinary action taken against the accused after appropriate due process, or restraining actions imposed upon the accused, in order to safeguard the complainant.

- **Sexual Assault:** Sexual assault is a general term, which covers a range of crimes, including rape and sexual battery.

- **Sexual Assault Nurse Examiner (S.A.N.E.):** A specially trained nurse who collects physical evidence when an assault is reported to the police. The Sexual Assault Nurse Examiner is a member of the Sexual Assault Response Team (see S.A.R.T. below).

- **Sexual Assault Response Team (S.A.R.T.):** A specially trained team of police officers and medical personnel who handle reports of sexual assault. If the University police receive a report of sexual assault, an officer trained in sexual assault cases will be dispatched to the scene and will explain police and medical procedures to the victim. If the police transport the victim to Dominican Hospital, which is equipped to perform medical examinations for legal purposes, then an advocate and a specially trained nurse/examiner who are members of the Santa Cruz Sexual Assault Response Team (S.A.R.T.) will be dispatched to the hospital to be available to the victim. A Sexual Assault Nurse Examiner (S.A.N.E.) must conduct a medical examination as soon as possible to maximize the collection of evidence for criminal prosecution.

- **Sexual Harassment:** The University of California defines sexual harassment as follows: Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person’s employment or education, unreasonably interferes with a person’s work or educational performance, or creates an intimidating, hostile or offensive working or learning environment. In the interest of preventing sexual harassment, the University will respond to reports of any such conduct.
• **Section 102.09 of the Code of Student Conduct:** Harassment, defined as conduct that is so severe and/or pervasive, and objectively offensive, and that so substantially impairs a person’s access to University programs or activities that the person is effectively denied equal access to the University’s resources and opportunities.

Harassment includes, but is not limited to, conduct that is motivated on the basis of a person’s race, color, national or ethnic origin, citizenship, sex, religion, age, sexual orientation, gender identity, pregnancy, marital status, ancestry, service in the uniformed services, physical or mental disability, medical condition, or perceived membership in any of these classifications. Pursuant to section 104.90, sanctions may be enhanced for conduct motivated on the basis of the above classifications.

• **Student Employees:** When employed by the University of California, and acting within the course and scope of that employment, students are subject to the University of California *Policy on Sexual Harassment*. Otherwise, Section 102.09, above, is the applicable standard for harassment by students.

For both student and/or employee sexual harassment, please refer to the *UC Policy on Sexual Harassment* and the University of California, Santa Cruz Procedures For Reporting Sexual Harassment.

Sexual harassment may include incidents between any members of the University community, including faculty and other academic appointees, staff, coaches, house staff, students, and non-student or non-employee participants in University programs, such as vendors, contractors, visitors, and patients. Sexual harassment may occur in hierarchical relationships or between peers, or between persons of the same sex or opposite sex.

In determining whether the reported conduct constitutes sexual harassment, consideration shall be given to the record of the conduct as a whole and to the totality of the circumstances, including the context in which the conduct occurred.

This policy covers unwelcome conduct of a sexual nature. Consensual romantic relationships between members of the University community are subject to other University policies, for example, those governing faculty-student relationships are detailed in the Faculty Code of Conduct. While romantic relationships between members of the University community may begin as consensual, they may evolve into situations that lead to charges of sexual harassment, subject to this policy.

• **Sexual Harassment Complaint:** A "complaint" of sexual harassment is defined as a signed, written statement informing the University that sexual harassment may have occurred and providing information sufficient for further inquiry. Complaints require an investigation by the Title IX Officer and may result in disciplinary or corrective action if it is found that harassment has taken place.