	<b>INFINITY COLLEGE POLICY AND PROCEDURE MANUAL</b>	Policy Number	600-025
	<u>Subject</u>  <b>Title IX Policy</b>		

*Regulatory Policy- no exceptions may be made.*

**PURPOSE**

The policy and protocols set forth in this document are to ensure Infinity College’s compliance with the U.S. Department of Education’s Office of Civil Rights regulation known as “Title IX.” The purpose of this policy is to provide clear guidance regarding Infinity College’s internal system of reporting, processing, and making decisions on complaints of sex discrimination and harassment.

This policy and corresponding protocols apply to all students, employees and third parties, regardless of race, color, national origin, ancestry, sex, religion, age, physical or mental disability, marital status, veteran status, sexual orientation, gender identity, gender expression, political affiliation or any other factor unrelated to professional or educational qualifications.


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**REFERENCE**

20 U.S.C. 1681 provides in part that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. Sex discrimination includes sexual misconduct in the form of sexual harassment, hostile work environment, sexual violence (rape, sexual assault, and sexual abuse), domestic violence, dating violence, stalking, intimidation (extortion, menacing behavior, bullying), and gender/sex-based harassment or discrimination.

**POLICY**


Infinity College does not discriminate on the basis of sex in the education programs and activities it operates, including but not limited to admissions, recruiting, financial aid, academic programs, student services, counseling and guidance, discipline, class assignments, grading, recreation, extracurricular activities, and employment. Infinity College is committed to offering an education and working environment that is free from discrimination and harassment on the basis of sex, sexual orientation, gender identity, and gender expression (“Sex Discrimination”), and free from Sexual Violence (including sexual assault) and Relationship Violence (including domestic violence, dating violence, and stalking). Such discrimination is inconsistent with Infinity College’s values and is prohibited by law, including by Title IX of the Education Amendments of 1972 (“Title IX”).

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Thus, Infinity College prohibits Sex Discrimination, Sexual Violence and Relationship Violence (together, the “Prohibited Conduct”), as set forth herein, and is committed to taking action, to the extent possible (i) to stop behavior that violates this policy; (ii) to take remedial action to overcome the effects of Prohibited Conduct and ensure equal access to its educational programs and activities; (iii) to prevent the recurrence of Prohibited Conduct; and (iv) to prevent and respond to retaliation against anyone who, in good faith, reports or is involved in the investigation into or resolution of allegations of Prohibited Conduct. In so doing, the College will administer prompt, fair and impartial investigations and disciplinary proceedings to respond to reports of Prohibited Conduct via its Title IX Grievance Procedures located within this policy and provide equal and timely access to information that will be used in any informal and formal proceedings and meetings related to said reports, and offer and implement interim measures to protect and support those directly involved and affected by the alleged behavior. In implementing this policy, Infinity College acknowledges that every victim or survivor of Prohibited Conduct has the right to be taken seriously and every respondent to allegations of Prohibited Conduct has the right to know that guilt is not presumed.

The prevention and elimination of sexual harassment is of special concern to Infinity College. Sexual harassment includes conduct on the basis of sex that satisfies one or more of the following: (1) an employee conditioning the provision of an aid, service or benefit of Infinity College on an individual’s participation in unwelcome sexual conduct; (2) unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to Infinity College’s education program or activity; and/or (3) Sexual Assault, Dating Violence, Domestic Violence, or Stalking as defined herein.

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the survivor/victim based on the reporting party’s statements, with consideration given to the length of the relationship, type of the relationship, and the frequency of interaction between persons in the relationship. Dating Violence includes but is not limited to sexual or physical abuse or threat of such abuse but does not include acts covered as Domestic Violence (defined below).
- **Domestic Violence:** A felony or misdemeanor crime of violence committed by a: (1) current or former spouse or intimate partner of the victim; (2) person with whom the victim shares a child in common; (3) person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (4) person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (5) any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- **Sexual Assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting program.

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

Infinity College regards all such conduct and retaliation for the reporting of such conduct as creating a hostile and offensive work and learning environment in violation of this policy.

The following person has been designated to handle inquiries regarding Infinity College’s Title IX Policy:

**Dr. Sherica Davis or designee or Campus Director  
 President/ Title IX Coordinator/ ADA Coordinator**

Infinity College  
 2600 Louisiana Avenue  
 Lafayette, LA 70501

Office: 337-261-9009  
 Fax: 337-261-9020  
 Email: [titleix@infinitycollege.edu](mailto:titleix@infinitycollege.edu)

A person may also file a complaint with the Department of Education’s Office for Civil Rights regarding an alleged violation of Title IX by visiting [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or calling **1-800 421-3481**.


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

## **PROCEDURES**

### **I. Introduction**

**A. Purpose:** The purpose of these procedures is to implement Infinity College’s Sex Discrimination and Harassment Prohibition-Title IX Policy. Capitalized terms shall have the meaning ascribed to them in the Definitions Section set forth below.

**B. Jurisdiction:** These procedures apply to Prohibited Conduct as defined by Infinity College’s Sex Discrimination and Harassment Prohibition-Title IX Policy 04-018 where Infinity College

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has Actual Knowledge of such conduct occurring either on or off campus property where one of the following conditions is met:

1. The conduct occurred in connection with an officially recognized education program or activity.
2. The conduct occurred at a location or event or under circumstances over which Infinity College exercised substantial control over both the Respondent and the context in which the conduct occurred; or
3. The conduct occurred on property owned or controlled by a student organization that is officially recognized by Infinity College.


**C. Scope:** These procedures apply to Prohibited Conduct between the following parties located in the United States at the time of the incident:

1. Student Complainant and student Respondent
2. Student Complainant and employee Respondent
3. Student Complainant and third-party Respondent
4. Employee Complainant and student Respondent
5. Employee Complainant and employee Respondent
6. Employee Complainant and third-party Respondent
7. Third-party Complainant and student Respondent
8. Third-party Complainant and employee Respondent

**D. Administration:** Infinity College’s Title IX Coordinator(s) shall be responsible for implementing these procedures consistent with applicable Infinity College policy and relevant local, state and federal laws, and ensuring that all those involved in (1) the receipt of reports of Prohibited Conduct, (2) the referral or provision of services related to Prohibited Conduct, or (3) Infinity College’s investigation and conduct of Grievance Procedures for reports of Prohibited Conduct receive required training.

**Reporting Prohibited Conduct:** Anyone (student, employee, or third-party) may make a report on Prohibited Conduct, whether the Prohibited Conduct was directed at such a person or not, and may do so at any time. Infinity College encourages everyone to report actual or suspected violations of Infinity College’s Sex Discrimination and Harassment Prohibition- Title IX Policy as soon as practicable to aid in Infinity College’s response to such conduct.

- A. Methods of Reporting: In order to ensure a prompt response, including the provision of Supportive Measures, the College requires anyone reporting Prohibited Conduct to do so by contacting the College’s “Officials with Authority” immediately. The Officials With authority will report the incident to the Title IX Coordinator through one of the following methods but preferably through emailing the [titleix@infinitycollege.edu](mailto:titleix@infinitycollege.edu) inbox


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immediately. If there is an emergency on campus, contact the authorities, call one of the designated employees and email them with a summary of events.

- B. The following person has been designated to handle inquiries regarding Infinity College’s Title IX Policy at any time to include non-business hours via direct mail, email, or phone:
  - Dr. Sherica Davis, President or Designee or Campus Director
  - Title IX Coordinator
  - ADA Coordinator
  - Infinity College
  - 2600 Louisiana Avenue
  - Lafayette, LA 70501
  - Office: **337-261-9009**
  - Fax: 337-261-9020
  - Email: [titleix@infinitycollege.edu](mailto:titleix@infinitycollege.edu)
- C. An anonymous report may be filed with Infinity College.

**E. Initial Response to Report:** Following receipt of a report of potential Prohibited Conduct, the Title IX Coordinator shall:

- 1. Acknowledge receipt of the report to the reporter if possible (i.e., if not anonymous).
- 2. Document the acknowledgement of report by using “Title IX Complaint” Activity code.
- 3. Any subsequent conversations should be documented using the “Title IX Correspondence” activity code with a general summary of conversation, not to include specifics.
- 4. Promptly contact the Complainant to:
  - i. Discuss the availability of supportive measures (which must be made available with or without filing a Formal Complaint).
  - ii. Explain the process for filing a Formal Complaint; and
  - iii. Discuss the Complainant’s wishes regarding how Infinity College should respond to the allegations.
  - iv. Discuss options for notifying law enforcement including the right to decline to notify law enforcement and the right to be assisted in making a report to law enforcement if he/she chooses.
  - v. Provide written information about the importance of seeking medical treatment and preserving evidence as soon as practicable after an incident.
  - vi. Provide information on availability and contact information for resources (both on and off campus) available to an alleged victim of Prohibited Conduct; and
  - vii. Explain how Infinity College will protect the privacy and confidentiality of the alleged Complainant, Respondent, and witnesses to the extent practicable pursuant to Infinity College’s Privacy Policy outlined in section I.K. below.

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- 5. Consider the facts reported and, assuming their truth, for purposes of determining whether interim measures are appropriate, consider whether:
  - i. an emergency removal of a student, employee or visitor from campus is appropriate.
  - ii. an administrative leave of an employee is appropriate; and
  - iii. whether other interim measures may be appropriate, including but not limited to the adjustment of class schedules.
  - iv. To conduct further inquiry to discover additional facts including:
    - a. Identifying and interviewing witnesses.
    - b. Contacting and interviewing the Respondent; and
    - c. Contacting and cooperating with law enforcement.

**F. Supportive Measures:** Supportive Measures may be requested by any party (Complainant(s) or Respondent(s)), whether or not a Formal Complaint is filed; a report is filed with law enforcement; or the Complainant decides to pursue any other process offered by the College. Requests for Supportive Measures should be submitted to the Title IX Coordinator. Infinity College should offer Supportive Measures on an equitable basis to Complainant(s) and Respondent(s) alike.


**G. Identifying and Locating Witnesses:** It is Infinity College’s responsibility to identify and locate witnesses to an alleged incident of Prohibited Conduct. The Complainant is encouraged to identify any known witnesses at the time they report Prohibited Conduct, including but not limited to when filing a Formal Complaint.

**H. Contacting and Interviewing Respondent:** Infinity College will make every effort not to contact the Respondent until such time as a Formal Complaint is filed. The Complainant will be notified of the College’s intent to contact and interview the Respondent prior to said contact.

**I. Contacting and Cooperating with Law Enforcement:** A Complainant has the right to notify law enforcement or to decline to notify law enforcement.

**J. Importance of Preserving Evidence:** Survivors/Victims of sexual violence should take steps to preserve all physical evidence to assist in proving that a crime occurred or in obtaining an order of protection, restraining order or other such court order.

**K. Privacy:** The College will protect the identity of parties and witnesses involved in the resolution of a report of Prohibited Conduct to the extent doing so does not unreasonably interfere with legally protected rights of others, the investigation into and resolution of the reported conduct, or the implementation of Supportive Measures, sanctions or remedies.

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## II. Formal Complaint Process


**A. General:** The filing of a Formal Complaint will trigger the formal investigation and hearing procedures (collectively referred to as “Grievance Procedures”) set forth herein. Even in the absence of a Formal Complaint, a Respondent may be subject to discipline through other applicable College procedures and the College may still take other remedial action to address the alleged conduct if said conduct does not rise to the level of a Title IX violation or Prohibited Conduct. There is no deadline for the filing of a Formal Complaint, although Infinity College encourages individuals to do so as early as possible following an incident.

**B. Filing a Formal Complaint:** A Formal Complaint may not be anonymous. It must be submitted in writing and signed by either:

1. The Complainant; or
2. Title IX Coordinator.

**C. Notice of Formal Complaint:** Within five (5) business days following the filing of a Formal Complaint, the Title IX Coordinator shall send a written notice simultaneously to all parties identified in the Formal Complaint containing the following information:

1. A copy of these Procedures.
2. Notice of the allegations and the type(s) of Prohibited Conduct implicated, including a reference to the Section of the Infinity College policy such alleged conduct, if proven, would violate.
3. The identity of the parties involved in the alleged incident, including the Complainant and witnesses, is known.
4. The date, time, and location of the alleged incident (if known).
5. The parties’ right to an advisor of their choice, who may, but need not, be an attorney.
6. A statement that the Respondent is presumed “not responsible” for the alleged conduct and that a determination will be made only at the conclusion of the Grievance Procedures.
7. A statement regarding the parties’ right to inspect and review evidence.
8. The provision of any College policy that prohibits knowingly making false statements or knowingly submitting false information to a college official during these or other College proceedings.
9. A statement prohibiting retaliation.
10. A statement regarding the availability of resources and Supportive Measures for the parties; and
11. A statement regarding Infinity College’s duty to update the Notice if there are any substantive changes to the information contained in the original Notice (e.g., the

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inclusion of additional allegations in the investigation or receipt of new evidence, including but not limited to the identity of additional witnesses).

**D. Consolidation of Formal Complaints:** Infinity College may consolidate Formal Complaints containing allegations of Prohibited Conduct against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations arise out of the same facts or circumstances.


**E. Informal Resolution:** At any time following the filing of a Formal Complaint, Infinity College may consider whether or not an Informal Resolution, as described in Section VIII of these Procedures, may be appropriate.

### III. Grievance Procedures- General

**A. Timeframes and Extensions:** The parties have the right to expect that the Grievance Procedures set forth herein will begin promptly following the filing of a Formal Complaint and proceed in a timely manner. Infinity College shall consider requests for extensions or delays, only for good reasons. If the process is delayed or a deadline is extended, the College will so notify the parties, in writing. The College will make a good faith effort to complete the grievance process within 60-90 days, though extensions may be allowed for good cause.

**B. Fair and Equitable Treatment of all Parties:** The College will provide fair and equitable treatment to all parties involved in the Grievance Process, including the following:

1. Every Complainant has the right to be taken seriously, and every Respondent has the right to know that guilt is not presumed.
2. All parties will have an equal opportunity to inspect and review evidence, both inculpatory and exculpatory, obtained as part of an investigation that is directly related to allegations raised in a Formal Complaint.
3. All parties will have an equal opportunity to present facts and expert witnesses, and other inculpatory or exculpatory evidence.
4. Infinity College will conduct an objective evaluation of all relevant evidence.
5. All parties may be accompanied by an advisor of their choice during any aspect of the Grievance Process where the party's presence has been requested.
6. Infinity College will not place a limit on the choice of advisor for either party, though said advisor will be expected to abide by any applicable rules of decorum established by Infinity College.
7. Any written notice to a party whose participation is invited or expected will contain the date, time, location, identity of participants and purpose of the meeting/hearing and will be sent with sufficient time to allow the parties to prepare to participate.

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8. The parties will not be restricted from discussing the allegations under investigation, or from gathering evidence or witnesses bearing in mind that conduct constituting Retaliation or witness tampering or intimidation is a violation of Infinity College’s retaliation statement within the college catalog.
9. Any written notice, report or determination made in accordance with the Grievance Process shall be sent simultaneously to all parties involved.

**C. Prohibited Evidence:** The following evidence will not be sought, relied upon, or otherwise used in the investigation of a Formal Complaint or in making a determination about responsibility:

1. Information protected by a legally recognized privilege, UNLESS the person holding the privilege has provided Infinity College with voluntary written consent to use such information or has otherwise waived the privilege.
2. Information about the Complainant’s past sexual behavior or predisposition EXCEPT in compliance with federal rape shield and other statutory protections.

**D. Sanctions & Remedies:** A final determination of responsibility for Prohibited Conduct against a Respondent may result in the sanctions up to and including termination of enrollment in and/or employment with Infinity College.


**E. Qualifications of Investigators, Decision-Makers, and Facilitators:** All those involved in the investigation or resolution of allegations of Prohibited Conduct shall:

1. Serve impartially and be free from actual or reasonably perceived conflicts of interest or bias; and
2. Be trained, as required by law, to include: definitions of and issues related to Prohibited Conduct; how to conduct an investigation and hearing; how to serve impartially and avoid prejudice; how to make determinations on relevancy of evidence; how to create an investigative report; how to evaluate credibility; how to synthesize evidence; and how to avoid sex stereotypes or generalizations based on sex.

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#### **IV. Grievance Procedures- Investigation**

**A. Assignment of Investigator:** Within three (3) business days of the receipt of a Formal Complaint, the Title IX Coordinator shall appoint an investigator. The identity of and contact information for the assigned investigator shall either be included in the Notice of Formal Complaint described in Section II. A. above or the Title IX Coordinator shall send written notice to all parties containing that information along with an explanation of the process for challenging

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the assignment based on conflict of interest or bias. Any challenge must be resolved before the investigation process may begin.

**B. Evidence Gathering:** The investigator shall be responsible for gathering evidence, both inculpatory and exculpatory, relevant to the allegations contained in the Formal Complaint. At minimum, the investigator shall take reasonable steps to interview all parties. After available evidence has been gathered, the investigator will send the parties and their advisors (if any) the evidence directly related to the allegations raised in the Formal Complaint in either electronic or hard copy format (at the discretion of the investigator). The parties shall have 10 days to submit a written response to the investigator, which response will be considered in completing the investigative report. All said evidence shall be available to the parties for inspection and review at any hearing.

**C. Investigative Report:** Within ten (10) business days of receiving the parties’ responses to the evidence and/or expiration of the deadline for submission of the responses, the investigator shall send to the parties a written investigative report that summarizes relevant evidence. The parties shall have 10 business days to submit to the investigator a written response.


1. Consolidated Complaints: Where a decision has been made to consolidate complaints, the investigator may create a single investigative report for all said complaints.
2. Parties’ Response: In the written response, parties may propose corrections, provide appropriate context, raise defenses, identify missing relevant evidence, or raise any other issues in relation to the evidence they feel is important for the Grievance Officer to consider. Failure to submit a response will NOT prevent the parties from raising those issues later in the Grievance Process, such as during any future hearing.

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## V. Grievance Procedures- Pre-Hearing

**A. Submission of Investigative Report & Response(s):** Within one (1) business day of receiving the parties’ responses or expiration of the deadline to submit said responses, the investigator shall send a copy of the investigative report and the parties’ responses, if any, to the Title IX Coordinator.

**B. Title IX Determination:** The Title IX Coordinator shall review the investigative report and responses thereto and decide whether or not the alleged conduct, if proven, would constitute Sex Discrimination or Sexual Harassment as defined by Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et. seq.) and its implementation regulations (34 CFR Â§106 et. seq.). A written decision and reasons therefore shall be sent to the parties within ten (10) business days of the Title IX Coordinator’s receipt of the investigative report and responses:

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1. Title IX Compliant Hearing Referral: If the Title IX Coordinator determines that the alleged conduct, if proven, does constitute Sex Discrimination or Sexual Harassment as defined by Title IX, the Title IX Coordinator shall appoint a Grievance Officer to conduct a hearing in accordance with Section VII below.
2. Dismissal of Formal Complaint: If the Title IX Coordinator determines that the alleged conduct, if proven, does not constitute Sex Discrimination or Sexual Harassment as defined by Title IX, the Formal Complaint shall be dismissed. The Title IX Coordinator also has discretion to dismiss the Formal Complaint or any allegations therein if:
  1. i. The Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw from the Formal Complaint or allegations therein.
  2. ii. The Respondent is no longer enrolled or employed by the College; or
  3. iii. Specific circumstances prevent the College from gathering sufficient evidence to reach a determination as to the Formal Complaint.
3. Referral to Other College Processes: If, in the course of investigating the Formal Complaint, conduct is alleged or discovered that may violate any other College Policy (e.g., the Code of Student Conduct), the Title IX Coordinator may refer the matter for consideration through any other applicable College process.


**C. Appeal of Title IX Determination:** To the extent the Title IX Coordinator determines that the alleged conduct does not constitute Sex Discrimination or Sexual Harassment as defined by Title IX, that decision may be appealed by any party, utilizing the process set forth in Section E below. No other applicable process should proceed until the appeal has been decided or the deadline for filing an appeal has expired.

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## **VI. Grievance Procedures- Hearing & Appeal**

**A. Assignment of the Grievance Officer:** Within three (3) business days of the Title IX Determination set forth in Section VI. C above (which deadline may be extended if an appeal of the determination has been filed), the Title IX Coordinator will appoint a Grievance Officer to conduct a hearing to determine responsibility. A copy of the investigative report and party response(s), if any, shall be provided to the Grievance Officer. Within three (3) business days of the assignment, written notice of the identity of and contact information for the Grievance Officer and an explanation of the process for challenging the assignment based on conflict of interest or bias shall be sent to all parties. Any challenge must be resolved before the hearing process may begin.

**B. Notice of Hearing:** Within three (3) business days following assignment of the Grievance Officer or any decision regarding a challenge to that assignment, the Grievance Officer shall notify the parties, in writing, of the date, time, and location of the hearing along with their Notice

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of Hearing Rights & Responsibilities. The Notice of Hearing must be sent at least ten (10) business days prior to the assigned hearing date.

1. Consolidated Complaints: In situations where complaints have been consolidated as described herein, the Grievance Officer may choose to conduct a single hearing, or divide the hearings, as appropriate. Parties have the right to object to consolidation if they believe such consolidation would prejudice their rights. Any objection shall be heard by the Grievance Officer before the start of the hearing.
2. Consolidated Hearings: In situations that involve Prohibited Conduct and conduct that may violate other College Policies or standards of conduct, the College reserves the right to consolidate the hearings on all conduct violations utilizing these procedures. The Notice of Hearing will include any decision to consolidate hearings.

**C. Advisor Identification:** Within ten (10) business days prior to the assigned hearing date, the parties must notify the Grievance Officer, in writing, of the name and contact information of the advisor they have chosen to attend the hearing and conduct questioning on their behalf. The Grievance Officer will assign an advisor to attend the hearing for any party who fails to provide this notification. The College will ensure that any assigned advisor understands the purpose and scope of her/his role, including how to conduct questioning.

**D. Hearing**


**General Rules of Hearings**

Infinity College will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing.

**Live Hearing:** The live hearing may be conducted with all parties physically present in the same geographic location, or, at the College’s discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through Microsoft Team or a cloud software. This technology will enable participants simultaneously to see and hear each other. At its discretion, Infinity College may delay or adjourn a hearing based on technological errors not within a party’s control.

All proceedings will be recorded through audio recording and/or audiovisual recording. That recording will be made available to the parties for inspection and review.

Prior to obtaining access to any evidence, the parties and their advisors must sign an agreement not to disseminate any of the testimony heard or evidence obtained in the hearing or use such testimony or evidence for any purpose unrelated to the Title IX Grievance Process. Once signed, this Agreement may not be withdrawn See, 85 Fed. Reg. 30026, 30435 (May 19, 2020).

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### **Continuances or Granting Extensions**

Infinity College may determine that multiple sessions or a continuance (i.e., a pause in the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, Infinity College will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

As a general rule, no new evidence or witnesses may be submitted during the live hearing.

If a party identifies new evidence or witnesses that were not reasonably available prior to the live hearing and could affect the outcome of the matter, the party may request that such evidence or witnesses be considered at the live hearing.

The chair of the hearing board will consider this request and make a determination regarding (1) whether such evidence or witness testimony was actually unavailable by reasonable effort prior to the hearing, and (2) whether such evidence or witness testimony could affect the outcome of the matter. The party offering the newly discovered evidence or witness has the burden of establishing these questions by the preponderance of the evidence.


If the hearing board answers in the affirmative to both questions, then the parties will be granted a reasonable pause in the hearing to review the evidence or prepare for questioning of the witness.

### **Participants in the live hearing**

Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

#### *Complainant and Respondent (The Parties)*

- The parties cannot waive the right to a live hearing.
- The institution may still proceed with the live hearing in the absence of a party and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a "statement" by that party. 85 Fed. Reg. 30026, 30361 (May 19, 2020).
- For example, a verbal or written statement constituting part or all of the sexual harassment itself is not a "prior statement" that must be excluded if the maker of the statement does not submit to cross-examination about that statement. In other words, a prior statement would not include a document, audio recording, audiovisual reading, and

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digital media, including but not limited to text messages, emails, and social media postings, that constitute the conduct alleged to have been the act of sexual harassment under the formal complaint.


- Infinity College will not threaten, coerce, intimidate, or discriminate against the party in an attempt to secure the party’s participation. See 34 C.F.R. § 106.71; see also 85 Fed. Reg. 30026, 30216 (May 19, 2020).
- If a party does not submit to cross-examination, the decision-maker cannot rely on any prior statements made by that party in reaching a determination regarding responsibility but may reach a determination regarding responsibility based on evidence that does not constitute a “statement” by that party.
- The decision-maker cannot draw an inference about the determination regarding responsibility based solely on a party’s absence from the live hearing or refusal to answer cross examination or other questions. See 34 C.F.R. §106.45(b)(6)(i).
- The parties shall be subject to the institution’s Rules of Decorum.

*The Decision-maker*

- The hearing body will consist of a panel of 3 decision-makers.
- No member of the hearing body will also have served as the Title IX Coordinator, Title IX investigator, or advisor to any party in the case, nor may any member of the hearing body serve on the appeals body in the case.
- No member of the hearing body will have a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The hearing body will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.
- The parties will have an opportunity to raise any objections regarding a decision-maker’s actual or perceived conflicts of interest or bias at the commencement of the live hearing.

*Advisor of choice*

- The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney.

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- In addition to selecting an advisor to conduct cross-examination, the parties may select an advisor who may accompany the parties to any meeting or hearing they are permitted to attend but may not speak for the party.
- The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the institution will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
- The advisor is not prohibited from having a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The advisor is not prohibited from being a witness in the matter.
- If a party does not attend the live hearing, the party’s advisor may appear and conduct cross-examination on their behalf. 85 Fed. Reg. 30026, 30340 (May 19, 2020).
- If neither a party nor their advisor appear at the hearing, Infinity College will provide an advisor to appear on behalf of the non-appearing party. See, 85 Fed. Reg. 30026, 30339-40 (May 19, 2020).
- Advisors shall be subject to the institution’s Rules of Decorum and may be removed upon violation of those Rules (Appendix B).


*Witnesses*

- Witnesses cannot be compelled to participate in the live hearing and have the right not to participate in the hearing free from retaliation. See, 85 Fed. Reg. 30026, 30360 (May 19, 2020).
- If a witness does not submit to cross-examination, as described below, the decision-maker cannot rely on any statements made by that witness in reaching a determination regarding responsibility, including any statement relayed by the absent witness to a witness or party who testifies at the live hearing. 85 Fed. Reg. 30026, 30347 (May 19, 2020).

Witnesses shall be subject to the institution’s Rules of Decorum.

**Hearing Procedures**

For all live hearings conducted under this Title IX Grievance Process, the procedure will be as follows:

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- Hearing Board Chair will open and establish rules and expectations for the hearing.
- The Parties will each be given the opportunity to provide opening statements.
- Hearing Board Chair will ask questions of the Parties and Witnesses.
- Parties will be given the opportunity for live cross-examination after the Hearing Board Chair conducts its initial round of questioning; During the Parties’ cross-examination, the Hearing Board Chair will have the authority to pause cross-examination at any time for the purposes of asking his/her own follow up questions; and any time necessary in order to enforce the established rules of decorum.
- Should a Party or the Party’s Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the Hearing Board Chair. A Party’s waiver of cross-examination does not eliminate the ability of the Hearing Board Chair to use statements made by the Party.

**Live Cross-Examination Procedure**

Each party’s advisor will conduct live cross-examination of the other party or parties and witnesses. During this live-cross examination the advisor will ask the other party or parties and witnesses relevant questions and follow-up questions, including those challenging credibility directly, orally, and in real time.

Before any cross-examination question is answered, the Hearing Board Chair will determine if the question is relevant. Cross-examination questions that are duplicative of those already asked, including by the Hearing Board Chair, may be deemed irrelevant if they have been asked and answered.


**Review of Recording**

The recording of the hearing will be available for review by the parties within 15 business days unless there are any extenuating circumstances. The recording of the hearing will not be provided to parties or advisors of choice.

**Determination Regarding Responsibility**

**Standard of Proof**

Infinity College uses the preponderance of the evidence standard for investigations and determinations regarding responsibility for formal complaints covered under this Policy. This means that the investigation and hearing determine whether it is more likely than not that a

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violation of the Policy evidence that occurred is clear and convincing, highly, and substantially likely, to a neutral decision maker.

### **General Considerations for Evaluating Testimony and Evidence**

While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Decision-maker.

Decision-makers shall not draw inferences regarding a party or witness’ credibility based on the party or witness’ status as a complainant, respondent, or witness, nor shall it base its judgments on stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.


Still, credibility judgments should not rest on whether a party or witness’ testimony is non-linear or incomplete, or if the party or witness is displaying stress or anxiety.

Decision makers will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e., tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by the Title IX Final Rule, a witness’ testimony regarding third-party knowledge of the facts at issue will be allowed but will generally be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

The Final Rule requires that Infinity College allow parties to call “expert witnesses” for direct and cross examination. Infinity College does not provide for expert witnesses in other proceedings. While the expert witness will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all parties present experts as witnesses.

The Final Rule requires that Infinity College allow parties to call character witnesses to testify. Infinity College does not provide for character witnesses in other proceedings. While the

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character witnesses will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford very low weight to any non-factual character testimony of any witness.


The Final Rule requires that Infinity College admit and allow testimony regarding polygraph tests (“lie detector tests”) and other procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.

Where a party or witness’ conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the {Decision-maker} may draw an adverse inference as to that party or witness’ credibility.

**Components of the Determination Regarding Responsibility**

The written Determination Regarding Responsibility will be issued simultaneously to all parties through their institution email account, or other reasonable means, as necessary. The Determination will include:

1. Identification of the allegations potentially constituting covered sexual harassment.
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
3. Findings of fact supporting determination.
4. Conclusions regarding which section of the Student Conduct Policy and Procedures, if any, the respondent has or has not violated.
5. For each allegation:
6. A statement of, and rationale for, a determination regarding responsibility.
7. A statement of, and rationale for, any disciplinary sanctions the recipient imposes on the respondent; and
8. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the recipient’s education program or activity will be provided by the recipient to the complainant; and

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9. The recipient’s procedures and the permitted reasons for the complainant and respondent to appeal (described below in “Appeal”).

**Timeline of Determination Regarding Responsibility**

If there are no extenuating circumstances, the determination regarding responsibility will be issued by Infinity College within 15 calendar days of the completion of the hearing.

**Finality**

The determination regarding responsibility becomes final either on the date that the institution provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in “Appeals” below, or if an appeal is not filed, the date on which the opportunity to appeal expires.


**Appeals**

Each party may appeal (1) for the dismissal of a formal complaint or any included allegations and/or (2) a determination regarding responsibility. To appeal, a party must submit their written appeal within 30 calendar days of being notified of the decision, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:

- Procedural irregularity that affected the outcome of the matter (i.e., a failure to follow the institution’s own procedures).
- New evidence that was not reasonably available at the time determination regarding responsibility or dismissal was made that could affect the outcome of the matter.
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.
- Information/documentation presented at the hearing /decision that was disregarded
- Imposition of an unreasonable sanction.

The submission of appeal stays any sanctions for the pendency of an appeal. Supportive measures and remote learning opportunities remain available during the pendency of the appeal.

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If a party appeals, the institution will as soon as practicable notify the other party in writing of the appeal, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.

Appeals may be no longer than 5 (including attachments). Appeals should be submitted in electronic form using ARIAL or TIMES NEW ROMAN, 12-point font, and single-spaced. Appeals should use footnotes, not endnotes. Appeals that do not meet these standards may be returned to the party for correction, but the time for appeal will not be extended unless there is evidence that technical malfunction caused the appeal document not to meet these standards.

Appeals will be decided before a panel, which may include one or more students, which is fair and impartial and does not include individuals with conflict of interest and bias, and will not serve as investigator, Title IX Coordinator, or hearing decision maker in the same matter.

Outcome of appeal will be provided in writing simultaneously to both parties and include rationale for the decision.


**Retaliation**

Infinity College will keep the identity of any individual who has made a report or complaint of sex discrimination confidential, including the identity of any individual who has made a report or filed a Formal Complaint of sexual harassment under this Title IX Grievance Policy, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding under this Title IX Grievance Policy.

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations.

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, participated, or refused to participate in any investigation, proceeding or hearing under this Title IX Grievance Policy.


Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any charges filed against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or

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circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment.

Empire State College recognizes that students who have been drinking and/or using drugs, whether voluntarily or involuntarily, at the time that violence, including, but not limited to domestic violence, dating violence, stalking or sexual assault, may be hesitant to report such incidents due to fear of potential consequences for their own conduct. Empire State College strongly encourages students to report incidents of domestic violence, dating violence, stalking, or sexual assault to college officials. A bystander or reporting individual acting in good faith, who discloses any incident of domestic violence, dating violence, stalking, or sexual assault to Empire State College officials or law enforcement, will not be subject to the College’s code of conduct for violations of alcohol and/or drug use policies at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

1. **Closed Hearing:** The hearing shall be closed, meaning that only the parties and decision-maker(s) shall be present for the entirety of the hearing. Witnesses will be present (virtually or in person) only while providing their testimony.
2. **Opening Remarks:** The Grievance Officer will open the hearing by summarizing the following:
  1. i. The allegations contained in the Formal Complaint.
  2. ii. The sections of the applicable Policy implicated by the allegations; and
  3. iii. The guidelines and rules governing the hearing.
3. **Presentation of Evidence:** All parties will have an equal opportunity to make statements and present relevant evidence of any sort (e.g., documents, recordings, witness testimony, etc.) regardless of whether or not that evidence was provided or considered in the investigation process.
  1. i. Questioning: The Grievance Officer and the parties shall have an opportunity to pose relevant questions and follow-up questions of the parties and witnesses. All said questioning must be conducted directly, orally, and in real time. Only a party’s advisor, NOT the party her/himself, may conduct said questioning on behalf of the party. The Grievance Officer may ask questions at any time. The Grievance Officer does not have authority to compel the testimony of any person (party or witness). If a party or witness fails to submit questioning at the hearing, the Grievance Officer may not rely on any statement of that party or witness in reaching a determination regarding responsibility.
  2. ii. Relevancy Determinations: Before a party or witness answers a question from another party, the Grievance Officer must determine if the question is relevant and explain any decision to exclude the question as not relevant. A challenge to that determination can be made at the hearing. Prohibited Evidence as described herein is considered to be, per se NOT relevant.

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4. **Closing Remarks:** After all parties have finished their presentation of evidence, they will each be given an opportunity to give brief closing remarks, summarizing their position, including any request for action to be taken. The hearing will then be closed, and no further statement or evidence will be accepted or considered by the Grievance Officer prior to making a determination regarding responsibility.
5. **Determination Regarding Responsibility:** The Grievance Officer will make a determination regarding responsibility within ten (10) business days following the close of the hearing and provide written notice of that determination to the parties and Title IX Coordinator. In making that determination, the Grievance officer will objectively evaluate the investigative report and all relevant evidence (both inculpatory and exculpatory), weigh the credibility of the evidence and testimony, and apply the requisite standard of proof.
  1. i. **Standard of Proof:** The standard of proof that will be utilized by the Grievance Officer in making a determination regarding responsibility will be preponderance of the evidence. This means that the Grievance Officer will determine if it is more likely than not that the Respondent is responsible for the alleged Prohibited Conduct.
  2. ii. **Determinations Regarding Affirmative Consent:** It shall not be a valid excuse for the alleged lack of consent that the Respondent believed there was valid consent due to the following circumstances:
    1. Intoxication or recklessness of the Respondent.
    2. Failure of Respondent to take reasonable steps to ascertain whether or not there was affirmative consent.
  3. **Consideration of Results of Other Investigations or Processes:** The results of other investigations or procedures (e.g., criminal, or administrative) may be considered but will not be deferred to or relied upon in making a determination regarding responsibility.
  4. **Consideration of Prior Findings of Prohibited Conduct:** The Grievance Officer may only consider a Respondent’s prior findings of responsibility for Prohibited Conduct or other relevant misconduct in determining appropriate sanctions and not in any finding of responsibility for the current matter.
  5. **Determination Notice:** The notice of the determination regarding responsibility shall include, at minimum, the following:
    1. Identification of the allegations constituting Prohibited Conduct.
    2. A description of the procedural steps taken from receipt of the Formal Complaint through determination.
    3. Findings of fact supporting determination.
    4. Conclusions regarding the application of the College’s policies and procedures to the facts.
    5. A statement of and rationale for the result as to each allegation including a determination regarding responsibility, any sanction that will be imposed


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on Respondent, and whether any remedies provided to Complainant were designed to restore or preserve equal access to the College’s program or activity.

6. The process and bases to appeal the determination; and
7. A statement that the results will become final either on the date the College provides the parties with the written determination of the result of the appeal (if an appeal is filed), or the date on which the appeal would no longer be considered timely (the appeal deadline).

### E. Appeal

1. **Eligibility:** Any party is eligible to appeal a determination regarding responsibility or Title IX determination per section D above.
2. **Bases for Appeal:** The following are the only basis upon which an appeal will be considered:
  1. **Procedural irregularity:** there was an irregularity in the processing of the Formal Complaint (e.g., investigation or hearing) that affected the outcome of the matter.
  2. **New Evidence:** there is evidence that was not reasonably available before or at the time determination regarding responsibility was made that could reasonably affect the outcome of the matter; or
  3. **Conflict of Interest:** The Title IX Coordinator, investigator and/or grievance officer had a conflict of interest or bias for or against survivors/victims or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.
3. **Written Appeal:** In order to initiate the appeal process, a party must submit the appeal, in writing, to the Title IX Coordinator no later than fifteen (15) business days following receipt of the Determination Notice. The appeal must be based upon at least one of the allowable bases for appeal. Upon receipt of the Appeal the Title IX Coordinator will send a Notice of Appeal to all parties providing them with the copy of the written appeal and allowing for both parties to submit to the Title IX Coordinator a written statement in support of or challenging the relevant determination and any statements contained in the Appeal.
4. **Assignment of Appellate Officer:** Within three (3) business days following receipt of the parties’ statements or expiration of the deadline to submit statements, the Title IX Coordinator will assign an Appellate Officer to consider the appeal and will provide written notice to the parties of the identity of and contact information for the Appellate Officer along with an explanation of the process for challenging the assignment based on conflict of interest or bias. Any challenge must be resolved before the Appeal review process may begin.

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5. **Review Process:** For purposes of considering and coming to a conclusion about the appeal, the Title IX Coordinator will provide the Appellate Officer with access to the Appeal, written responses thereto, written determination subject to appeal, Hearing record (if applicable), Investigative Report and any other relevant records received, created or maintained as part of these procedures. The Appellate Officer has authority to conduct additional interviews or inquiries only as may be necessary to seek clarification on issues specifically raised in the Appeal.
6. **Appeal Decision:** Within ten (10) business days following receipt of the Appeal and relevant materials, the Appellate Officer will make a determination and provide written notice to all parties, with a copy to the Title IX Coordinator, of the result of the appeal and the rationale for that result.

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## VII. Informal Resolution

**A. Applicable Process:** To the extent the College offers an informal resolution process through other policies or procedures applicable to the parties, the parties may request that the Title IX Coordinator refer to the matter to the Informal Resolution process. This may be done at any time prior to a determination of responsibility set forth above.

**B. Conditions:** The following conditions must be met with the Title IX Coordinator to refer to the matter for informal resolution:

1. The Title IX Coordinator determines that the matter is appropriate for informal resolution.
2. The matter does not involve allegations that an employee sexually harassed a student.
3. The Title IX Coordinator provides written notice to the parties of
  1. The allegations.
  2. The requirements of the informal resolution process, including any circumstances that might preclude the parties from resuming the process described herein.
  3. The process to challenge the appointment of an informal resolution facilitator due to a conflict of interest or bias.
  4. the consequences of participation in informal resolution, including any records that could be created, maintained, or shared.
  5. the right to withdraw from the informal resolution process at any time prior to reaching agreement.
4. The Title IX Coordinator has obtained voluntary written consent to informal resolution from all parties.

**C. Effect:** If the conditions have been met and the parties' consent to participate in the informal resolution process, any proceedings initiated herein shall be suspended unless the Title IX

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Coordinator determines that doing so would put others at risk. These Grievance Procedures may be resumed at the request of either party at any time during the informal process.

**VIII. Emergency Removal**

Any time after the receipt of a report of Prohibited Conduct, the College may consider an emergency removal of Respondent from Campus, some part of Campus or from and the College’s education programs or activities so long as the following conditions are met.

**A. Required Assessment:** The College performs an individualized safety and risk assessment that determines whether or not there is an immediate threat to the physical health or safety of any individual (student, employee or third party) arising from the allegations that justify removal.

**B. Notice:** If the College decides to implement an emergency removal, it will provide written notice to the Respondent of that decision explaining the implications of that removal, the length of time the removal will remain in effect, and the Respondent’s right to challenge the decision.

**C. Effect of Removal:** Any investigation into or determination of responsibility regarding allegations of Prohibited Conduct will follow the procedures contained herein, regardless of the Respondent’s removal, though additional precautions may be necessary to address any ongoing threat.


**IX. Recordkeeping**

The Title IX Coordinator shall keep for a period of 7 years from the date they were created, records of each investigation, determination regarding responsibility, hearing transcript or recording, sanctions imposed on a Respondent, remedies provided to a Complainant, appeal and result therefrom, informal resolution, training materials described herein, actions and supportive/protective measure taken or refused in response to reports of Prohibited Conduct.

**DEFINITIONS**

For purposes of this policy and these procedures, the following terms shall have the meanings set forth below:

**1. Actual Knowledge:** Notice of Prohibited Conduct or allegations of Prohibited Conduct made to the Title IX Coordinator or Officials with Authority.

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1. **Officials With Authority:** The following campus are considered “Officials with Authority” who are deemed to have Notice of Prohibited Conduct or allegations of Prohibited Conduct – Campus President, Academic Dean and Director of Student Affairs/Title IX Coordinator. Any other campus employee is not an Official with Authority and should direct any Complainant to an Official with Authority or take the Complainant’s statement and bring it to an Official With Authority.


**2. Affirmative Consent:** Affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in sexual activity to ensure that the other(s) involved affirmatively consent(s) to engage in sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them should never by itself be assumed to be an indicator of consent. Valid consent does not exist if Respondent knew or should have known that Complainant was unable to consent because Complainant was asleep or unconscious; was incapacitated due to drugs, alcohol, or medication; or Complainant was unable to communicate due to a mental or physical condition.

**3. Amnesty:** Protection from disciplinary action against a reporting party, Complainant, or witness for participation in the reporting, investigation or adjudication of Prohibited Conduct for a violation of the College’s conduct policies related to the incident unless the College determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk.

**4. Complainant:** An individual at whom conduct that meets the definition of Prohibited Conduct is directed or alleged to have been directed. A Complainant must be participating or attempting to participate in the College’s education program or activity at the time of filing a formal complaint. A person may be a complainant, or a respondent, even where no formal complaint has been filed and no grievance process is pending.

**5. Days:** Any reference to “days” contained in these procedures shall mean business days, excluding all recognized federal and state holidays and breaks during which classes are not in session.

**6. Education Program or Activity:** all academic, educational, extracurricular, athletic, and other programs of Infinity College occurring in the U.S., including locations or events, or circumstances over which the College exercised substantial control over both the Respondent and the context in which the sexual discrimination or harassment occurs, and also includes buildings owned or controlled by a student organization that is officially recognized by Infinity College.

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**7. Grievance Procedures:** Procedures adopted and published by Infinity College as set forth as in this policy.

**8. “In Writing”:** Use of the phrase “in writing” shall refer to submission of materials either electronically (e.g., via email or via hard copy format, sent via facsimile, U.S. mail or courier service, interoffice mail, or personal delivery) to the Title IX coordinator.

**9. Supportive Measures:** Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without a fee or charge after Infinity College obtains Actual Knowledge that Prohibited Conduct may have occurred, including but not limited to before or after the filing of a Formal Complaint. Supportive Measures must be available to Complainants and Respondents on an equitable basis and must be designed to:

1. restore or preserve equal access to Infinity College’s education programs or activities without unreasonably burdening the other party.
2. protect the safety of all parties and the College’s educational environment; and
3. deter Prohibited Conduct.

**10. Prohibited Conduct:** Sex Discrimination and Sexual Harassment as defined in Title IX of the Education Amendments of 1972 (20 U.S.C. 1681, et. seq.) and its implementing regulations (34 CFR 106, et. seq.) and the Title IX policy 04-018.

**11. Remedies:** Actions taken to restore or preserve equal access to Infinity College’s education programs and activities.

**12. Respondent:** Person(s) reported to have engaged in Prohibited Conduct. A person may be a complainant, or a respondent, even where no formal complaint has been filed and no grievance process is pending.