



## Title IX: Sexual Violence & Harassment Overview



### TITLE IX COORDINATOR

All sexual violence and/or sexual harassment complaints can be filed through:

**Brittany Coffey**  
Director of Academic Operations  
812-258-9510 ext. 103  
[bcoffey@cariscollege.edu](mailto:bcoffey@cariscollege.edu)

### TITLE IX OVERVIEW

All student and employees are expected to adhere to the following policies during enrollment and/or employment at Caris College.

Caris College prohibits harassment of any kind, including, sexual harassment and sexual violence, domestic violence, dating violence, and stalking. Such behavior violates both law and Caris College policy. Caris College will respond promptly and effectively to all reports of discrimination, harassment, retaliation, and will take appropriate action to prevent, correct, and when necessary, discipline behavior that violates this policy.

In all cases, Caris College strongly encourages complainants to report sexual violence directly to the Title IX Coordinator. When a complainant tells the Title IX Coordinator or another Official with Authority about a sexual violence incident, the complainant has the right to expect Caris College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and fairly.

Title IX Coordinator: [Brittany Coffey](mailto:bcoffey@cariscollege.edu) | Director of Academic Operations |  
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To the extent possible, information reported to the Title IX Coordinator or other Official with Authority will be shared only with individuals responsible for handling Caris College's response to the incident, Caris College will protect the privacy of individuals involved in a sexual violence incident except as otherwise required by law or Caris College policy. A sexual violence report may result in the gathering of extremely sensitive information about individuals in the Campus community. No Caris College employee, including the Campus Director, should disclose the complainant's identity to the police without the complainant's consent or unless the alleged victim has also reported the incident to the police.

## Non-Discrimination

Caris College does not discriminate on the basis of sex, gender, gender identity or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972<sup>4</sup>, and certain other federal and state laws, prohibit discrimination on the basis of sex, gender, or sexual orientation in employment, as well as all education programs operated by Caris College and protects all people regardless of their gender or gender identity from sex discrimination, which includes sexual harassment and sexual violence.

## Definition of Terms

Complainant is defined as an individual who is alleged to be the victim of conduct that could constitute sexual harassment. This allows any third party as well as the complainant the ability to report sexual harassment. At the time of filing a formal complaint, a complainant must be participating or attempting to participate in the education program or activity of the school which the formal complaint is filed.

Consent is defined as clear, knowing and voluntary agreement by an individual of legal age. Silence, on its own, cannot be interpreted as consent. Neither relationship nor prior permission implies future consent.

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or threat of such abuse. Dating violence does not include acts covered under the definition of

<sup>4</sup> <https://www.justice.gov/crt/overview-title-ix-education-amendments-1972-20-usc-1681-et-seq>

Domestic Violence is defined as a felony or misdemeanor crime of violence committed

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common.
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
- By any other person against an adultor, you the 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.

Education Program or Activity includes locations, events, or circumstances over which the school exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

Force may include, but is not limited to, the use or display of a weapon, physical immobilization, threats, intimidation, or coercion. Another example of force is psychological pressuring or any attempt to take advantage sexually of an individual under duress or incapable of deciding on his or her own. This includes situations in which an individual is under the influence of alcohol, drugs, or otherwise physically incapacitated.

Formal Complaint is defined as a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment. A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator. A document filed by a complainant means a document or electronic submission [such as by email or through an online portal provided for this purpose by the school] that contains the complainant's physical or digital signature, or otherwise indicates the complainant is the person filing the formal complaint.

Notice or Report is defined as a report of sexual harassment to the Title IX Coordinator or any official of the school who has authority to institute corrective measures on behalf of the school. This notice or report charges a school with actual knowledge and triggers the school's response obligations.

Respondent is defined as an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual Assault is a sexual act committed or attempted against one's will. It includes a range of acts from unwelcome sexual touching to forced sexual intercourse. Sexual assault refers to any sexual act without the explicit consent of the recipient.

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Sexual Harassment is defined to broadly include any of three types of misconduct on the basis of sex, all of which jeopardize the equal access to education that Title IX is designed to protect: Any instance of *quid pro quo* harassment by a school's employee; any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; any instance of sexual assault [as defined in the Clery Act], dating violence, domestic violence, or stalking as defined in the Violence Against Women Act [VAWA].

Sexual Offense is defined by the FBI's National Incident-Based Reporting System [NIBRS] edition of the Uniform Crime Reporting [UCR] program as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Supportive Measures is defined as individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment. The purpose of supportive measures is equal access to education. Supportive measures may include but are not limited to counseling, course-related adjustments, modifications of work or class schedules, increased security and monitoring of certain areas on campus, and mutual restrictions on contact between the parties.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Title IX of the Education Amendments Act of 1972 or Title IX is a federal law that states 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. Title IX applies to all of a school's education programs or activities, whether such programs or activities occur on-campus or off-campus.

Title IX Personnel are individuals designated by the school to participate in Title IX dealings which may include but are not limited to Title IX Coordinators, investigators, decision-makers, and people who may facilitate any informal resolution process. Title IX personnel are required to be free from conflicts of interest or bias for or against complainants or respondents. All Title IX personnel are required to be trained on, but not limited to, the following: definition of sexual harassment, the scope of the school's education programs

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provided only for complainants, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias, and any technology to be used at a live hearing. Evidence of training including but not limited to training materials will be posted on the Caris College website for members of the public to inspect.

## Confidentiality

Due to the private nature of sexual offenses, Caris College strives to protect the confidentiality of victims and other necessary parties in the following ways:

- Caris College completes publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, as defined in Section 40002(a)(20) of the Violence Against Women Act of 1994 (42 U.S.C.13925(a)(20))
- Caris College maintains as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the school to provide the accommodations or protective measures

## Filing an Anonymous/Confidential Complaint

Conversations with a confidential resource are privileged communications and are not disclosed to others, including law enforcement or Caris College officials.

If a victim requests of the Title IX Coordinator or other Official with I Authority that his/her identity remain completely confidential, Caris College cannot always honor that request and guarantee complete confidentiality. If a victim wishes to remain confidential or request no investigation be conducted or disciplinary action be taken, Caris College must weigh that request against the College's obligation to provide a safe, non-discriminatory environment for all students, employees, and third parties, including the victim. Under those circumstances, the Title IX Coordinator will determine whether the victim's request for complete confidentiality and/or no investigation can be honored under the facts and circumstances of the particular case, including whether the College has a legal obligation to report the incident, conduct an investigation, or take other appropriate steps. Without information about a victim's identity, the College's ability to meaningfully investigate the incident and pursue disciplinary action against the perpetrator may be severely limited.

## Filing a Criminal Complaint and Statistic Reporting

Victims have a right to pursue criminal charges [in cases involving sexual violence] whether or not they choose to pursue Caris College disciplinary charges. Caris College does not employ on-campus police officers. Therefore, the closest law enforcement dispatch service can be notified of the occurrence. If a student prefers to notify law

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enforcement directly, Caris College will assist the student in notifying these authorities. If a student or employee needs assistance in filing a criminal complaint to local law enforcement, he/she may contact the designated Title IX Coordinator.

If a victim reports to local law enforcement, the police are required to notify victims that their names will become a matter of public record unless confidentiality is requested. If a victim requests his/her name be kept confidential, his/her name will not become a matter of public record and the police will not report the victim's identity to anyone else at Caris College. Caris College is required by the federal Clery Act to report certain types of crimes [including certain sex offenses] in statistical reports. However, while Caris College will report the type of incident in the annual crime statistics report known as the Annual Security Report, victims' names/identities

## Reporting Procedures for Caris College Investigation

Victims are not required to file a complaint but are encouraged to do so. Regardless if a victim chooses to report sexual harassment or sexual violence, reasonable available accommodations or supportive measures will be provided to the victim upon request. In addition to or instead of filing a criminal complaint, students or employees who feel they have been a victim of sexual harassment or sexual violence have the right to file a complaint with Caris College at any time, even if the police concluded there is not sufficient evidence for a criminal charge. When a student or employee reports to Caris College he/she has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, Caris College will provide him/her with a written explanation of his/her rights and options.

Any person may report sex discrimination, including sexual harassment [whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment], in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator. The Title IX Coordinator will contact local law officials, if

Caris College will respond promptly to any Title IX sexual harassment in a manner that is not deliberately indifferent, which means in a way that is not clearly unreasonable in the light of the known circumstances.

In the event a sexual offense occurs, and the complainant wishes to report, the following procedures will be carried out:

1. It is crucial to preserve evidence of the alleged criminal offense. Therefore, Caris College officials will immediately coordinate the transportation of victims to a local healthcare facility for examination, if necessary. Law officials may also be contacted to complete the investigation.

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2. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
3. The Title IX Coordinator will inform the complainant of the initiation of an investigation prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response to the incident. The Title IX Coordinator will remain mindful of the complainant's well-being and will take ongoing steps to protect the complainant from retaliation or harm, and work with the victim to create a
4. safety plan.  
Retaliation against the complainant or respondent, whether by students,

## Informal Resolution

Caris College may use discretion to choose to offer and facilitate information resolution options, such as mediation, so long as both parties give voluntary, informed, written consent to attempt information resolution. Any person who facilitates an information resolution will be well trained in mediation methods. At any time prior to agreeing to a resolution, any party has the right to withdraw from the information resolution process and resume the grievance process with respect to the formal complaint.

Caris College does not offer or facilitate an information resolution process to resolve allegations an employee sexually harassed a student. The school will not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment. Similarly, Caris College does not require the parties to participate in an information resolution process and may not offer an informal resolution process unless a formal complaint is filed.

## Investigating a Formal Complaint, Grievance Procedures, and Disciplinary Actions

In the event an alleged sexual offense is reported through a formal complaint, Caris College Title IX personnel will investigate the incident and take full disciplinary action up to and including immediate expulsion from school. All complainants will be treated equitably by providing remedies any time a respondent is found responsible. All respondents will be treated equitably by not imposing disciplinary sanctions without following the investigation or grievance process fully. All investigations include the presumption the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the investigation or grievance process.



The burden of gathering evidence and burden of proof is the responsibility of Caris College and not on either the complainant or the respondent. The investigation requires objective evaluation of all relevant evidence, inculpatory and exculpatory, and will avoid credibility determinations based on a person's status as complainant, respondent, or witness. Caris College has chosen to use the preponderance of the evidence standard for all formal complaint of sexual harassment [including where employees and faculty are respondents]. The evidence standard for all formal complaints of sexual harassment whether the respondent is a student or an employee [including faculty member].

Institutional investigation and grievance procedures include the following:

1. All complainants and respondents will be sent a written notice of the allegations upon receipt of a formal complaint. Caris College may choose to consolidate formal complaints where the allegations arise out of the same facts. This notice will also include, but is not limited to, the following information: discussion of the formal complaint process, including any information resolution options; the allegations of sexual harassment; respondent innocence statement; advisor and evidence statement; and code of conduct statement that prohibits making false statements or knowingly submitting false information. If, in the course of an investigation, Caris College decides to investigate allegations about the complainant or respondent not included in the initial written notice, the institution must provide an updated written notice to the parties detailing the new
2. allegations.  
The Title IX Coordinator and other designated officials will evaluate the alleged occurrence reviewing the incident and surrounding factors/evidence. Protection of a party's medical, psychological, and similar treatment records by stating that schools cannot access or use such records unless the school obtains the party's
3. voluntary, written consent to do so.  
Caris College will send written notice of any investigative interviews, meetings, or hearings including the date, time, location, participants, and purpose to any and all parties whose participation is invited or expected. All meetings conducted for the investigation by any Title IX personnel will be recorded and preserved for
4. documentation.  
The complainant and the respondent have an equal opportunity to present fact and expert witnesses and other inculpatory and exculpatory evidence. Caris College does not restrict the ability of the parties to discuss the allegations or gather
5. evidence [e.g., no "gag orders"].  
The complainant and the respondent have the same opportunity to select an
6. advisor of the party's choice, who may be, but need not be, an attorney.  
Caris College will send the parties and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least ten [10] days for the parties to inspect, review, and respond to the evidence.
  - a. Caris College will make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to



examination.

7. Caris College will send the parties and their advisors an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least ten [10] days for the parties to respond.
8. At this time, a live hearing with cross examination session is required to be completed and will be scheduled by Title IX personnel within ten [10] days of deadline for investigative report responses.
  - a. Live hearings may be conducted with all parties physically present in the same geographic location or, at the school's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually. Caris College will create an audio or audiovisual recording, or transcript, of any live hearing.
  - b. At the request of either party, the recipient must provide for the entire live hearing [including cross-examination] to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other.
  - c. At the live hearing, the decision-makers of the Title IX personnel must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions including those challenging credibility.
  - d. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.
  - e. Rape shield protections for complainants deeming irrelevant questions and evidence about a complainant's prior sexual behavior unless offered to prove someone other than the respondent committed the alleged misconduct or offered to prove consent.
  - f. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross examination or other question, the decision-maker must first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant.
  - g. If a party does not have an advisor present at the live hearing, Caris College must provide, without fee or charge to that party, an advisor of the school's choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party.
  - h. If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, the decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-

9. Upon final determination of the institution disciplinary proceeding regarding alleged dating violence, domestic violence, sexual assault or stalking; Caris College will enforce the maximum penalty up to and including, expulsion from school. Violators are also subject to state and federal sanctions pertaining to their offense.
10. The decision-maker [who cannot be the same person as the Title IX Coordinator or the investigator] must issue a written determination regarding the responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant. This written determination must be sent simultaneously to the parties along with information about how to file an appeal.
  - a. Caris College will enforce the maximum penalty up to and including, expulsion from school. Violators are also subject to state and federal sanctions pertaining to the offense. Individuals alleged to have committed sexual violence may face criminal prosecution by law enforcement and may incur penalties as a result of civil litigation. Students and employees charged with sex discrimination, sexual harassment or sexual violence will also be subject to discipline, pursuant of Caris College policies and will be subject to appropriate sanctions. In addition, employees and students may face discipline/sanctions at Caris College. Employees may face sanctions up to and including termination. Students may face sanctions including but not limited to the following: loss of financial aid, educational and remedial sanctions, denial of access to campus or persons, disciplinary probation, suspension, expulsion, and/or administrative
11. Retaliation against the complainant or respondent, whether by students, employees or third parties, will not be tolerated.

## Dismissal of a Formal Complaint

Caris College is required to investigate the allegations in all formal complaints. The school must dismiss a formal complaint of sexual harassment “for purposes of sexual harassment under Title IX” if the alleged conduct does not meet the following criteria: would not constitute sexual harassment even if proved, did not occur in the school’s education program or activity, or did not occur against a person in the United States. A dismissed formal complaint does not exclude action under another provision of Caris College’s Code of Conduct.

Caris College may additionally dismiss a formal complaint of sexual harassment under Title IX if, at any time: a complainant notifies the Title IX Coordinator or personnel in writing that he/she would like to withdraw; the respondent is no longer enrolled or employed by the school; or specific circumstances prevent the school from gathering sufficient evidence to reach a determination.

Upon a required or optional dismissal, Caris College will promptly and simultaneously send written notice to the parties.

## Appeal Process

Caris College offers both parties an appeal from a determination regarding responsibility and from a school's dismissal of a formal complaint or any allegations therein, on the following bases: procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the matter, and/or Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter.

Any appeal must be in writing and must be received by the Registrar no later than ten [10] business days after receiving notification of his/her dismissal from the school or the dismissal of a formal complaint. The letter must include an explanation of the base of the appeal, which is limited to the following: procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the matter, and/or Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter. Documentation to support the appeal letter is

The other party will be notified in writing when an appeal is filed and appeal procedures will be implemented equally for both parties. The decision-maker for the appeal is not the same person as the hearing officer, the investigator, or the Title IX Coordinator and will be free of bias and conflict of interest and meets the Title IX personnel training requirements. Both parties will be given ten [10] days to submit a written statement in support of, or challenging, the original outcome.

Both parties will receive simultaneously a written notification including the result of the appeal and the rationale within five [5] business days of the deadline to respond to the initial appeal notification letter. The appeal decision is final and may not be further appealed.

## Retaliation Prohibited

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, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing.

1. Charging an individual with code of conduct violations that do not involve sexual harassment but arise out the same facts or circumstances as a report of formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX constitutes retaliation.
2. Caris College must keep the following information confidential: the identity of complainants, respondents, and witnesses. Exceptions may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX processing.
3. Complaints alleging retaliation may be filed according to Caris College's prompt

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- and equitable grievance procedures.
4. The exercise of rights protected under the First Amendment does not constitute retaliation.
  5. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX grievance proceeding does not constitute retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude any party made a bad faith materially false

## Sexual Harassment Recordkeeping

For each sexual harassment complaint, Caris College must maintain records for seven [7] years including: records of any actions, including supportive measures, taken in response to a report or formal complaint of sexual harassment; the basis for the school's conclusion that its response was not deliberately indifferent; documentation the school took measures to restore or preserve equal access; and if the school did not provide supportive measures, the reasons why such a response was not clearly unreasonable in light of the known circumstances. If there was an adjudication, the records also must contain any: determination regarding responsibility; audio or audiovisual recording or transcript; disciplinary sanctions imposed on the respondent; remedies provided to the complainant; appeal and result; and information resolution and the result.

Apart from any specific proceeding, Caris College must also keep for seven [7] years, all materials used to train Title IX Coordinators, investigators, adjudicators, and any person who facilitates an information resolution process. These training materials are publicly available on the Caris College website.

# Online Title IX Training through Vector Training Course Overview



## SEXUAL HARASSMENT: STAFF-TO-STAFF

Duration: 34 minutes

Required Training Individual(s): Faculty & Staff

Course Frequency: Within first 30 days of employment & refresher annually

### Overview

Sexual harassment can have lasting effects for individuals, organizations and the community, such as psychological trauma; a hostile work environment for employees; damaged reputations; negative publicity; civil liability and even criminal charges. This is why employers can't take sexual harassment lightly, an employees should understand their roles and obligations is they experience or witness it on the job. This course is designed to provide employees with a basic understanding of sexual harassment and strategies to maintain a harassment-free environment.

### Authors

#### Vector Solutions Editorial Team

The Vector Solutions Editorial Team comprises veteran editors and subject matter experts on school, campus, and workplace safety and compliance topics.

#### Michelle Issadore

Michelle Issadore is the vice president [association management] for The NCHERM Group; the former senior associate executive director for the Association of Title IX Administrators [ATIXA]; and the former executive director of the School and College Organization for Prevention Educators [SCOPE]. She works with schools, colleges, and community organizations nationwide to assess and improve their strategic prevention efforts, as well as research and understand best practice initiatives. Issadore has a BA in psychology and women's studies from Brandeis University and a Med in college student affairs from The Pennsylvania State University.

## TITLE IX AND SEXUAL HARASSMENT

Duration: 28 minutes

Required Training Individual(s): Title IX Coordinator

Course Frequency: Within first 30 days of position appointment

### Overview

Title IX applies to a variety of topics and can be confusing to some. Although most employees don't need to be legal experts, everyone needs to know some basic information about Title IX. This introductory course is designed to provide postsecondary staff members with information about the importance and implications of Title IX and sexual harassment, including sexual assault. Topics covered include the definition of sexual harassment, Title IX's regulations and obligations, and the elements of effective policies.

### Authors

#### Michelle Issadore

Michelle Issadore is the vice president [association management] for The NCHERM Group; the former senior associate executive director for the Association of Title IX Administrators [ATIXA]; and the former executive director of the School and College Organization for Prevention Educators [SCOPE]. She works with schools, colleges, and community organizations nationwide to assess and improve their strategic prevention efforts, as well as research and understand best practice initiatives. Issadore has a BA in psychology and women's studies from Brandeis University and an Med in college student affairs from The Pennsylvania State University.

#### Marybeth Sydor

Marybeth Sydor is a consultant to a nationally recognized New York City law firm for higher education Title IX compliance and civil rights matters and an analyst of Title IX federal regulations for higher education institutional policies and procedures. She has been a Title IX advisor for more than six years, representing more than 200 students and faculty during investigations, hearings and appeals.

## TITLE IX AND SEXUAL HARASSMENT PREVENTION FOR EMPLOYEES [FULL]

Duration: 27 minutes

Required Training Individual(s): Title IX Coordinator, Faculty & Staff

Course Frequency: Within first 30 days of employment [as of 8.14.2020]

### Overview

Informed faculty and staff are vital to the effective response to and prevention of sexual harassment on campus. This course is designed to provide essential knowledge on Title

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IX regulations so you can assist students or colleagues when they reach out for help and to give you background on recent laws to help guide your response. Topics covered include why people commit sexual harassment, primary prevention methods, federal requirements, reporting obligations, trauma-informed response, and campus policies and resources.

## Authors

### Steve Pearlman, PhD

With more than 25 years in higher education, Steven J. Pearlman, PhD, holds specialized experience and knowledge in learning theory, online learning research, and sociocultural topics, such as sexual assault prevention and alcohol and drug abuse. He's conceptualized and authored numerous Not Anymore programs and served as a consultant for the U.S. Army's initiatives to curtail sexual violence.

### Marybeth Sydor

Marybeth Sydor is a consultant to a nationally recognized New York City law firm for higher education Title IX compliance and civil rights matters and an analyst of Title IX federal regulations for higher education institutional policies and procedures. She has been a Title IX advisor for more than six years, representing more than 200 students and faculty during investigations, hearings and appeals.

### Alison Kiss Dougherty

Alison Kiss Dougherty is the associate vice president of human resources and Title IX coordinator at Widener University. She focuses her work on training, planning and organizational development for colleges, universities and schools. She served on the Department of Education's negotiated rule-making efforts to assist in drafting the regulations for the Violence Against Women Act amendments to the Clery Act. Prior to her work at Widener, she served as executive director of the national nonprofit Clery Center.

## TITLE IX: ROLES OF EMPLOYEES

Duration: 24 minutes

Required Training Individual(s): Title IX Coordinator, Officials with Authority & Appeal Decision-Maker

Course Frequency: Within first 30 days of position appointment

## Overview

Title IX is key to ensuring all students are free from discrimination and exclusion in their access to education. But making sure all students are protected isn't completely on the shoulders of Title IX Coordinators. They often rely on members of the campus community to help. This course provides college and university faculty and staff with an overview of Title IX and the responsibility for Title IX enforcement by employees. Topics include:

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employee role in Title IX enforcement, key terms and definitions and reporting procedures.

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### Atkinson, Andelson, Loya, Ruud & Romo [AALRR]

Atkinson, Andelson, Loya, Ruud & Romo is a full-service law firm with over 180 attorneys in nine offices throughout California. It represents both private and public sector clients, with emphasis in the areas of employment, labor, construction, education, real estate, general business and business litigation, corporate, taxation, bankruptcy and immigration.

### Megan C. Farrell

Megan C. Farrell is an advisor and consultant to educational institution clients with a focus on Title IX compliance. She is also the Title IX coordinator at Palo Alto Unified School District and Notre Dame of Maryland University. She has developed and delivered Title IX compliance training [in person and online] and has audited Title IX practices and policies at universities, colleges and K12 districts. She holds a Bachelor's of Arts from Loyola University, a Juris Doctor from Delaware Law School, and a Master's of Business from University of Maryland. She also holds certificates in bias and inclusion from Cornell University; mediation from San Francisco Bar Association; restorative justice from the Center for Restorative Justice; and mentor coaching through the Coach Training Alliance, an International Coach Federation program. She can be reached at [megan@titleixconsult.com](mailto:megan@titleixconsult.com).

## TITLE IX: REGULATIONS AND ROLES OVERVIEW

Duration: 42 minutes

Required Training Individual(s): Title IX Coordinator

Course Frequency: Within first 30 days of position appointment

## Overview

While all staff members have some responsibility under Title IX, the Title IX coordinator is charged with managing overall compliance and ensuring all employees and students on campus are aware of their obligations and their protections under Title IX. This course provides administrators with an overview of Title IX requirements and the role of the Title IX Coordinator. Topics include: sexual harassment, methods of awareness and

Title IX Coordinator: Brittany Cottner | Campus Director | [bcottner@cariscollge.edu](mailto:bcottner@cariscollge.edu) | 812.258.9510 ext. 104

prevention, ways to address sexual harassment and procedures for investigation and grievance processes.

## Authors

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## Title IX Training for Students



### COLLEGE STUDENTS ANSWER “WHAT IS TITLE IX?”

Duration: 2 minutes & 29 seconds

URL: <https://www.youtube.com/watch?v=AKC72NYkXQ&t=4s>

Required Training Individual(s): Students

Course Frequency: Viewed at New Student Orientation

#### Overview

At New Student Orientation, students watch the video, *College Students Answer “What is Title IX?”* through YouTube.com. A Q&A session follows the video, and students are provided guidance on where to find additional information regarding Title IX, as well as the contact information of the Campus’s Title IX Coordinator. Students complete a form verifying they are aware of where to find additional information regarding Title IX, and they have watched the above referenced video.