Title IX: Flow Chart of Complaint and Review Process

1. An incident or violation of sexual harassment including sexual assault, dating violence, intimate partner violence, stalking and all forms of gender or sexual based harassment, discrimination or misconduct occurs and complaint is filed by an individual.

2. A complaint can be reported directly to the Title IX Office, Campus Police, Student Conduct, a College official, Mandated Reporter or Responsible Employee of the college.

3. All complaints involving students and employees as the Complainant or Respondent are investigated by the Title IX office.

4. If the complaint is initially filed with the Campus Police, Office of Student Conduct or with any other College official, the complaint should be immediately forwarded to the Title IX Office. The Complainant may also file a criminal charge against the Respondent with the Atlanta Police Department.

5. Upon receipt of a complaint by the Title IX Office, if the complaint involves a student at another institution, contact is immediately made with the Complainant’s or Respondent’s institution (Title IX Office or other responsible personnel) to establish a joint meeting with the Complainant and the Respondent to discuss the charges, take a written statement, obtain any additional information relative to the charges (pics, text messages, witnesses, etc.) and provide information on available resources and additional support. The Title IX Coordinator/Title IX Investigator at both institutions will meet with the Complainant and Respondent in separate meetings to discuss the complaint.

6. After taking the Complainant’s and Respondent’s statements and obtaining any additional statements and evidence, the Title IX Investigator obtains additional information such as filed police reports. The Title IX Investigators at both institutions
will jointly prepare the investigative report. The general time for completing the investigation is 60 days. Both parties will be notified in writing if the investigation extends beyond 60 days.

7. If the complaint involves a student and employee the case will be transferred to HR for investigation in cooperation with the Title IX Office.

8. When a complaint is filed with Campus Police, a criminal investigation will begin that is separate from the Title IX investigation. In addition, the Complainant will be provided transport assistance to the nearest hospital for treatment and assistance in filing criminal charges with the local police, if requested. Campus Police will also assess the need for a timely warning to the campus community.

9. When the complaint is filed with the Office of Student Conduct, an assessment will be made of the charges and the need to take immediate interim action (no contact notice, interim suspension, criminal trespassing order, expulsion, removal from the residence hall, etc.) to protect the Complainant and to ensure the safety of the campus community.

10. Upon completion of the Title IX investigation by both institutions, the Complainant and Respondent will receive a copy of the final investigative report. A copy of the final report is also forwarded to the Office of Student Conduct of the Respondent where a decision is made whether to convene a student conduct hearing or to impose sanctions.

11. If the investigation finds that a violation has occurred where a Morehouse (MH) student is the Respondent, a student conduct hearing is scheduled and all parties are notified of the hearing date/time. If the investigation finds that a violation did not occur, the Respondent’s Office of Student Conduct (Director, Student Conduct) may use his discretion on whether to proceed with a student conduct hearing. If a student conduct hearing is not conducted, the Complainant has the right to request such a hearing.

12. If a decision is made to conduct a student conduct hearing, a date and time is scheduled for the hearing and the Complainant and Respondent are notified. Both parties will have an opportunity to present their case to the Student Judiciary Committee as well as present witnesses to corroborate their allegation.

13. After the Complainant and Respondent have presented their case, the committee will review all information received and makes a determination if the Respondent violated institutional, federal or local law, regulation, policy or procedure (Code of Conduct). If the Respondent violated the Code of Conduct, appropriate disciplinary actions are imposed on the student.
14. All decisions of the hearing committee are communicated to both parties and to the Title IX Offices or other responsible personnel at both institutions.

15. If the investigation finds that a violation has occurred where another institution’s student is the Respondent, that institution is responsible for conducting a hearing and/or imposing appropriate sanctions and notifying Morehouse.

16. The Complainant and/or the Respondent may appeal the decision of the student conduct hearing committee by sending a written appeal to the Office of Student Conduct. Appeals must be filed within four (4) business days of the final hearing decision. All appeals are limited to significant new information or evidence, procedural errors in the case or if sanctions imposed are appropriate. Appeals must be made in writing and sent to the Director of Student Conduct. All appeals will be heard by the Collegiate Appellate Committee and a decision will be rendered in the case and communicated to the student filing the appeal.

17. All final decisions of the Student Judiciary Committee and the Collegiate Appellate Committee are shared with the Vice President, Student Development.
Incident Occurs – Notice of Misconduct - Complaint filed with institution’s Title IX Office.

Misconduct can be reported directly to Campus Police, the Student Conduct Office, or to any College Official & Employee.

Complaint is forwarded directly to Title IX Office at Respondent’s institution. Title IX Investigators at both institutions meet with Complainant to provide them with information & resources, discuss the complaint, obtain their statement & additional information about the complaint.

If reported to Campus Police, criminal investigation begins. Complainant is provided assistance in transport to hospital & filing criminal charges with local police authorities. Assessment is made of need for timely warning.

If reported to Student Conduct, assessment of need for interim action to protect the Complainant & to ensure the safety of the campus community.

Title IX Investigators meet with Complainant to provide them with information & resources, discuss the complaint, obtain their statement & additional information about the complaint.

Title IX Coordinator(s) meet with Respondent; obtains statement/additional information about complaint, witnesses, evidence, etc.

If case involves an employee, case is referred to HR for handling in cooperation with the Title IX Office.

Title IX Investigation begins (up to 60 days). Complainant & Respondent provided copy of final report.

Investigation determines based on a preponderance of the evidence to move forward with charges – VIOLATION.

Investigation does not determine a preponderance of the evidence to move forward with charges – NO VIOLATION.

Complainant can request a hearing, in writing if investigation does not deem a violation.

Student Conduct Hearing Board makes determination if Respondent violated policy, procedures or engaged in misconduct. If Respondent is found responsible, disciplinary action/sanctions are imposed.

Office of Student Conduct sends copy of final decision of Hearing Board to Complainant & Respondent. Both parties may appeal the final decision of the Committee within 4 business days. Appeals are limited to significant new information, procedural errors in the case or if sanctions imposed are appropriate. Appeals are heard by the Collegiate Appellate Committee and a decision is rendered in the case.