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## STUDENT SEX-BASED HARASSMENT AND MISCONDUCT PROCEDURE

### A. Initial Assessment, Interim Action, and Investigation

1. Upon becoming aware of a potential act of Prohibited Conduct,<sup>1</sup> the Office of Title IX Compliance & Institutional Response to Sexual Misconduct will conduct an initial assessment, consider the potential risk to the community and provide educational and support resources. After review by the Office of Title IX Compliance & Institutional Response to Sexual Misconduct, the Office of the Dean of Students will conduct a preliminary investigation, explain a Complainant's options to seek interim protective measures and for initiating or not initiating the formal investigation or informal resolution process. The Office of Title IX Compliance & Institutional Response to Sexual Misconduct will determine the need for any immediate response, such as interim protective measures or interim suspension. The Complainant will be informed of any initial actions taken. The Respondent will be informed of any initial actions that directly impact the Respondent. A Complainant or Respondent may challenge a decision to impose or not to impose interim protective measures as either insufficient or unreasonable by contacting the Title IX Coordinator in writing to express concerns and request a reversal or alteration of the decision.
2. Following the initial assessment, and based in part on the Complainant's wishes, the Office of the Dean of Students will notify the Complainant and Respondent in writing whether a formal investigation will be initiated. Both the Complainant and Respondent are encouraged to contact the Title IX Coordinator with any questions or concerns related to interim protective measures or a decision to commence or not to commence a formal investigation.
3. The Dean of Students, in consultation with the Title IX Coordinator, may restrict or suspend a student for an interim period prior to the resolution of a disciplinary proceeding if the University becomes aware of reliable information that supports an allegation of Prohibited Conduct and determines that the continued presence of the student on campus or at University sponsored events poses a threat of harm or substantial disruption. A decision to restrict or suspend a student for an interim period, and the information on which the decision is based, will be communicated in writing to the student via their NAU email account and will become effective immediately as of the date of the written decision. A student who is restricted or suspended for an interim period may, within five (5) business days from the effective date of the interim action, provide information contesting the restriction or suspension. Based on all the information available, the Dean of Students, in consultation with the Title IX Coordinator, will determine whether the restriction or suspension should remain in place. The interim action will remain in effect until a final decision has been made on pending allegations of a University policy violation(s) or until the Dean of Students, in consultation with the Title IX Coordinator, determines that the interim action is no longer necessary.
4. In cases where i) risk to the University community may exist and/or the Complainant wishes to pursue formal resolution, ii) sufficient information including specific name(s), date(s), location(s) and a credible description(s) of the alleged act(s) of misconduct is available, and iii) the matter falls within the University's jurisdiction, the Office of the Dean of Students will promptly notify the Complainant and the Respondent in writing of the commencement of a formal investigation. This "Notice of Investigation" will identify the Complainant and the Respondent, will specify the date, time, location, and nature of the alleged misconduct and policy violation in sufficient detail to enable the Respondent to effectively

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<sup>1</sup> The term "Prohibited Conduct" refers to conduct defined in and prohibited by the University's [Sexual Misconduct Policy](#). These procedures should be read in conjunction with this policy.

respond, will explain the prohibition against retaliation, will instruct the parties to preserve potentially relevant evidence, will identify the Investigator, will inform the parties of their right to challenge the participation of the Investigator on the basis of bias or conflict of interest, will outline the rights, protections and expectations of the parties of these procedures and will include copies of the applicable University policy and procedure documents.

5. The Investigator will conduct a fair, impartial and thorough investigation. The investigation is a neutral fact-gathering process. The Respondent is presumed to be not responsible for a violation of University policy. This presumption only may be overcome if a preponderance of the evidence<sup>2</sup> supports a finding of responsibility for the alleged violation. The parties will have an equal opportunity to submit information, to identify witnesses who may have relevant evidence, and to submit questions they believe should be directed by the Investigator to each other or any witness. The Investigator will seek to meet separately with each party and any witnesses and will make a deliberate and good faith effort to gather and assess all relevant and credible information and evidence that may be available.
6. At the conclusion of the investigation, the Investigator will prepare a "Draft Investigation Report" that will include all relevant information and evidence gathered, and that will outline the uncontested and contested information. The Draft Investigation Report will not include any findings. Upon completing the Draft Investigation Report, the Investigator will inform the parties in writing of their opportunity to review the report and to take notes, but not to copy or otherwise duplicate or remove the report. The Investigator will provide a secure and private means for the parties to view the Draft Investigation Report, such as by providing a hard copy for in-person viewing in a secure location. Given the sensitive nature of the information, neither party (nor their advisors or family members) may disseminate or publish contents of the Draft Investigation Report to non-involved parties. A student, advisor or family member who violates this prohibition may be subject to discipline or may be excluded from further participation in the disciplinary process. After reviewing the Draft Investigation Report, the Complainant and Respondent will each have a period of five (5) business days to submit to the Investigator any additional comments, questions, information, evidence or to identify any other party or witness who may have information relevant to the investigation.
7. In the absence of extraordinary circumstances, information discoverable through reasonably diligent, persistent effort by a Complainant or Respondent that is not provided to the Investigator by the conclusion of the investigation response period of these procedures will not be considered in the determination of responsibility for an alleged violation of University policy.
8. The Investigator will conduct any additional investigation that may be warranted considering additional input from the Complainant and/or Respondent. If the Investigator conducts significant additional investigation, the Investigator will revise the Draft Investigation Report accordingly to include any additional information and will again arrange for the parties to have the opportunity to review and comment on the newly finalized Draft Investigation Report. After the investigative and Complainant and Respondent review and response period concludes, the Investigator will prepare a "Final Investigation Report" for consideration by the Dean of Students by adding to the Draft Investigation Report the Investigator's recommendation as to whether a preponderance of the evidence does or does not support a finding of responsibility for the alleged University policy violation(s).

#### B. Informal Resolution

Certain allegations of sex/gender-based harassment or misconduct may be resolved by the University's Informal Resolution Process.

#### C. Determination and Appeal

1. The Dean of Students will review the Final Investigation Report, any written submissions by the parties, and all other case materials to i) ensure that the Investigator conducted a fair, reliable, and impartial investigation, and ii) to determine whether the Dean concurs with the Investigator's recommended finding that a preponderance of the evidence renders it more likely than not that the student is responsible for the alleged violation(s). The Dean may agree with, modify, or overrule the Investigator's

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<sup>2</sup> "Preponderance of the evidence" means that based upon all the available convincing evidence and its probable truth or accuracy, it is more likely than not that the alleged violation occurred. Alternatively stated, preponderance of the evidence means proof by information that, compared with that opposing it, leads to the conclusion that the fact at issue is more probably true than not.

finding(s) or request additional investigation. When the Dean determines that the Respondent is responsible for an alleged violation, the Dean will determine the appropriate remedial response that may include administrative actions, educational interventions, and/or disciplinary sanctions.<sup>3</sup> The Dean will document these decisions in a decision letter that will be transmitted concurrently to the parties.

2. The Dean's decision letter i) will restate the alleged policy violation(s); ii) will state the finding(s) of responsibility or no responsibility; iii) will provide the Dean's rationale in support of the decision; iv) will state whether information from the student's prior conduct record was used and the purpose of its use and whether sexual history was deemed relevant; v) in cases of a finding of responsibility, will provide the Dean's rationale supporting the remedial response ; vi) will explain the parties' rights of appeal and the deadline for doing so; and vii) will include instructions for accessing a copy of the Final Investigation Report, which will be redacted as necessary to protect the privacy interests of all persons involved. The effective date of a suspension or expulsion may be no sooner than five (5) business days following the date of the Dean's decision letter.
3. The Complainant and/or Respondent may appeal a finding of responsibility or no responsibility. Appeal requests must be based on one or more of the following grounds:
  - a. Procedural irregularity that affected the outcome of the matter;
  - b. New evidence that was not reasonably available at the time the determination regarding responsibility that could affect the outcome of the matter;
  - c. Insufficiency or excessive severity of the sanction;
  - d. The decision is not reasonably justified by the evidence or is contrary to law; or
  - e. the Title IX Coordinator(s), investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter.
4. Appeals should be submitted in writing to [titleix@nau.edu](mailto:titleix@nau.edu) within the stated time frame. Following a request for appeal, the Title IX Coordinator or designee first will determine whether the request sets forth proper grounds for appeal. If the appeal states a proper ground, the Title IX Coordinator or designee will forward the materials to the appeal decision-maker who will undertake or direct whatever additional action is deemed necessary to resolve the issue(s).
5. The appeal decision-maker may uphold or modify the sanction or grant a rehearing on responsibility by a new hearing panel. The decision of appeal decision-maker is final and constitutes the University's final administrative action on the matter.
6. The appeal decision-maker will issue a written decision simultaneously to both parties, describing the result of the appeal and the rationale for the result within fifteen (15) business days from the date no further appeal can be filed, absent an unanticipated delay. If a delay arises, the university will notify both parties simultaneously of this.
7. The appeal process shall take no more than thirty (30) business days. If the appeal decision-maker grants a rehearing by a new panel, the timelines generally applicable to the hearing and appeal process shall apply.
8. The filing of a timely notice of appeal by the Respondent will suspend the imposition of the remedial response (but will not impact the application or effectiveness of interim protective measures or interim suspension) pending the outcome of the disciplinary process. If the remedial response includes suspension or expulsion, the Respondent will not be permitted to graduate until the disciplinary proceeding has concluded.
9. An Appellant may withdraw the appeal at any time prior to the appeal hearing by notifying the Office of the Vice President for Student Affairs in writing of the decision to withdraw the appeal. The decision to withdraw an appeal is final and may not be reversed once written notice is given.

#### D. Review by the Title IX Hearing Panel

1. The Title IX Hearing Panel ("Panel") reviews appeals of sex-based discrimination or misconduct

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<sup>3</sup> The University's conduct-related administrative actions, educational interventions, and disciplinary sanctions are described in Appendix B of the Sexual Misconduct Policy.

under this procedure. For purposes of this procedure, the Panel serves an advisory role to the Vice President for Student Affairs who will make the final decision.

2. The Panel's recommendation may have two parts depending on the nature of the appeal. First, the Panel may make a recommendation as to whether, based upon a preponderance of the evidence, it is more likely than not that the Respondent violated University policy as alleged. Second, the Panel may make a recommendation as to whether the remedial response imposed by the Dean of Students should be affirmed, modified, or removed.
3. The Panel will be comprised of three (3) trained members, who will be current or retired faculty or professional staff members or other trained individuals, including students. The Title IX Coordinator shall appoint the Panel members and will designate the Chair from the Chair pool, who will serve as the hearing's presiding officer. Only appropriately trained individuals will be selected to serve on panels hearing cases involving allegations of sexual misconduct.
4. Each party will have an equal right to participate in the appeal hearing. While in-person participation by the Appellant is mandatory, the absence of the opposite party will not prevent the hearing process from proceeding. Each party may submit a written statement to the Panel Chair to be distributed to and reviewed by the Panel members prior to the hearing and/or may make brief opening and closing statements at the hearing. The University shall make alternative arrangements for Complainants or Respondents who do wish to participate but who do not wish to be present in the same room with the opposite party during the hearing.

#### E. Prehearing Procedures

1. The Title IX Coordinator or designee will notify the Panel members and the Panel Chair of their selection in writing.
2. The Panel Chair shall set a hearing date no later than twenty (20) business days after receipt of the student's request for hearing (except in cases that must carry over from the spring to the fall semester to accommodate student or Panel member availability).
3. The Panel Chair will prepare and transmit a written "Notice of Hearing" to the parties and the Dean of Students no less than ten (10) business days before the hearing date. The notice will include:
  - a. A statement of the date, time, location, and nature of the hearing and a statement of the Panel's legal authority and jurisdiction;
  - b. A copy of the Dean of Student's decision letter that outlines the alleged policy violation, investigative findings, and any remedial response;
  - c. Notice of the party's right to be assisted by an advisor, who may be, but is not required to be, an attorney at the hearing, which explains that the exercise of this right is at the student's option and sole expense;
  - d. A copy of or hyperlink to the *Sexual Misconduct Policy* and these procedures;
  - e. The names of the Panel members, and the Panel Chair's University address;
  - f. An explanation of the pre-hearing information exchange requirement and notice that the Panel will not accept or consider evidence not previously disclosed in accordance with these procedures;
  - g. Notice of the procedure for questioning the opposite party and the restrictions regarding a party's sexual history as stated in this procedure;
  - h. The length of time set for the hearing and the time limitation for the presentation of evidence and witness testimony; and
  - i. Notice the of the parties' rights to challenge the participation of any Panel member based on

actual or perceived personal bias or conflict of interest, and the deadline and procedure for doing so.

4. A party who cannot attend the hearing on the date scheduled due to extraordinary circumstances must notify the Panel Chair in writing of the reasons why their attendance cannot occur on the date scheduled. The Chair will determine whether to approve or deny the request to reschedule the hearing.
5. No later than five (5) business days prior to the hearing, the Complainant and the Respondent will provide the Panel Chair (who will provide copies to all parties) with the following:
  - a. A list of the names of the witnesses who may be called to testify at the hearing;
  - b. A concise summary of the anticipated statements of each witness;
  - c. Copies of all documents and descriptions of other evidence to be presented at the hearing; and
  - d. The name of any advisor for the Complainant or Respondent who may be present to support or participate in the hearing.
6. To object to the introduction of a document or information at the hearing, the Complainant or Respondent must submit a written objection to the Panel Chair no later than two (2) business days before the hearing. After providing the other party an opportunity to respond, the Panel Chair shall rule on any objections. Absent a timely objection, the document or information received by the Panel shall become part of the record and shall be considered.
7. A Complainant or Respondent who wishes to challenge the participation of any member of any Panel on the grounds of bias or conflict of interest must submit a written statement to the Panel Chair setting forth the basis for the challenge no later than two (2) business days prior to the hearing. The Chair will determine whether to sustain or deny the challenge. If the challenge is sustained, the Title IX Coordinator or designee will appoint a replacement to serve on the panel. If a challenge is filed against the Chair, the Title IX Coordinator will rule on the challenge.
8. Members of the University community are expected to comply with any request or directive issued by the Panel Chair in connection with a *Sexual Misconduct* proceeding. Upon specific request from the student, the Chair will send a communication to a member of the University community requesting their presence at the hearing and providing notice of the University's expectation that they appear.
9. The Panel Chair may choose to conduct a pre-hearing conference with the parties to clarify the hearing procedures, to prepare, and to facilitate the process. A party who cannot attend the pre-hearing conference on the date scheduled due to extraordinary circumstances must notify the Chair in writing, who will determine whether to approve or deny the request to reschedule the pre-hearing conference.
10. For good cause shown, the Panel Chair may extend the Panel appeal process timeframes and deadlines by notifying all parties in writing.

#### F. Conduct of the Hearing

1. The Panel Chair will preside at the hearing and will rule on all procedural matters. Formal rules of evidence will not apply, although the Chair may consider objections to the introduction of specific statements or evidence. The Chair will maintain proper order and decorum and will exclude irrelevant, immaterial, privileged, or unduly repetitious information or testimony. The Chair may establish reasonable time limits for oral presentation and examination of witnesses and other evidence.
2. To preserve the confidential nature of the process and to protect the privacy interests of the Complainant and Respondent and the witnesses, the hearing will be closed to non-participants. However, any Complainant, as defined by and provided the right to attend such hearings by law, will be permitted to attend the hearing in its entirety. The Panel Chair will exclude from the hearing any witnesses other than the Complainant and the Respondent except during their own testimony.
3. The Panel may be supported by its own legal counsel at any time.

4. In an appeal of a decision by the Dean to find the Respondent not responsible for the alleged violation, or an appeal of a remedial response as insufficient, the Complainant/Appellant will have the burden of showing why the Dean's decision should be modified.
5. The Complainant and Respondent will not be allowed to directly question each other but may present questions to be directed to the opposite party by the Chair after the Chair has screened the questions for appropriateness and relevance. The Chair shall read into the record any questions the Chair deems inappropriate or irrelevant and the parties shall have the opportunity to respond on the record to the Chair's decision to exclude a question.
6. Information regarding prior misconduct may not be used as proof of a current violation, but may be admitted at any time during the hearing to show prior experience relevant to the alleged policy violation or that the student had previously been informed that the conduct was not acceptable. Information regarding a student's prior misconduct may also be considered in determining an appropriate remedial response. Prior to the presentation of such information, the Panel Chair shall provide an appropriate limiting instruction regarding how the information is to be used.
7. The sexual history of the Complainant or Respondent will not be used to prove character or reputation. Questioning or evidence about a Complainant's prior sexual conduct with anyone other than the Respondent shall not be permitted. Evidence related to the sexual history of the parties is generally not relevant to the determination of a sexual misconduct violation and will be considered only in limited circumstances. For example, if the existence of consent is at issue, the sexual history of the parties with each other may be relevant. Even in the context of an intimate relationship, however, consent to one sexual act does not constitute consent to another sexual act.
8. An Appellant student who requests a hearing and fails to appear or refuses to participate will be deemed to have abandoned their request for an appeal, unless the student can demonstrate that extraordinary circumstances prevented their appearance or participation.
9. The Office of Title IX Compliance & Institutional Response to Sexual Misconduct is responsible for ensuring that the hearing is recorded by electronic device or by court reporter. The recording will be available for transcription in whole or in part upon request. Absent financial hardship, the requestor will pay the cost of the transcript.
10. Following an introductory statement by the Panel Chair stating the nature and scope of the hearing, the basic procedures to be followed, and the appropriate decorum to be maintained, the parties will present opening statements. The Appellant will speak last. Thereafter:
  - a. Each party may call witnesses to provide statements under oath.
  - b. At the conclusion of each witness statement, the other party may question the witness.
  - c. The Panel members may ask further questions of each witness.
  - d. Rebuttal witnesses may be called to refute statements or other evidence offered by any party.

#### G. Title IX Hearing Panel Deliberations and Recommendation

1. Following the closing statements and before reaching a decision, the Hearing Panel members will discuss the information that has been presented and the reasonable inferences to be drawn from it. Only the Hearing Panel and its legal counsel, if any, may be present during the Hearing Panel's private deliberations, which will not be recorded or transcribed.
2. Based solely on the preponderance of the evidence presented during the hearing and its probable truth or accuracy, the Panel will formulate its recommendation as to whether the student more likely than not committed the alleged violation, and if so, the remedial response that should apply. The recommendation must be supported by a simple majority of the Panel members.
3. The Panel will not deliberate on the appropriate remedial response unless and until it determines that

the Respondent is responsible for the violation or the Respondent has accepted responsibility for the violation. In determining any remedial response to recommend, the Panel may consider any relevant mitigating or aggravating circumstances, including but not limited to, prior conduct records.

4. The Panel Chair will provide the Panel's recommendation in writing to the Appellant, the Dean of Students and the Vice President for Student Affairs within three (3) business days of the hearing. The recommendation will include findings of fact, a statement of the reasons for the recommendation, and will be signed by the Chair. If the recommendation is not unanimous, an explanation of any minority opinions should be included.

#### H. Review and Decision by the Vice President for Student Affairs

1. Following a review of the Panel's recommendation and the related case materials, the Vice President for Student Affairs will render a written decision that either affirms, denies, or modifies the Panel's recommendation.
2. If the Vice President does not accept or modifies the Panel's recommendation, the Vice President will explain the reasons for any variance in the decision letter.
3. The Vice President will issue the final outcome letter no later than ten (10) business days following receipt of the Panel's recommendation, except when it becomes necessary to conduct further investigation or to remand the matter back to the Panel, in which case the written decision will be transmitted no later than ten (10) business days following completion of any subsequent investigation or recommendation by the Panel.
4. Copies of the decision letter will be transmitted concurrently to the Appellant and the Dean of Students. The university will notify the Complainant of relevant factors of the appeal only when the disposition might influence a remedy previously made available to the Complainant.