

Title IX Sexual Harassment, Sexual Misconduct & Interpersonal Violence Protocol Flowchart

All University employees (except confidential resources as described below) who become aware of sexual harassment, sexual misconduct, or interpersonal violence against students, faculty or staff must report it to the Title IX Coordinator.*

***Confidential Resources**

- 1. USCA Counseling Center; and,
- 2. Student Health Center

Students Faculty Staff Others

Receipt of Report by Title IX Coordinator/EOP Office

Reports should be made at <https://www.usca.edu/judicial-affairs/incident-reporting-form>.

Reports may also be made by calling 803-641-3588 or in person at the Student Life Office located in the Student Activities Center.

Title IX Coordinator assesses report to determine if incident is within Title IX jurisdiction. (Sexual harassment, sexual misconduct, or interpersonal violence, as defined by law and university policy.) After assessment, Title IX Coordinator may also file Formal Complaint.

If yes, appropriate notices sent to parties, and investigation proceeds pursuant to USC Aiken policy.

If not within Title IX jurisdiction, appropriate notices sent to parties, advising them of their rights. Title IX Coord. notifies Judicial Affairs or other appropriate university department (Human Resources, Provost, etc.) to allow said department to review case to determine if educational or other intervention by that office or department is appropriate.

Title IX Coordinator meets with Complainant. If supportive measures desired, but have not been arranged, Title IX Coordinator arranges supportive measures for Complainant.

Parties provided written notice of complaint within 10 class days of receipt. Respondent informed of right to request supportive measures; Respondent provided 10 class days to provide written response to complaint.

Complainant provided 10 university class days to provide written response to Respondent's written response.

At conclusion of investigation, evidence provided to parties & their advisors, who have 10 class days to provide written response.

If supportive measures desired by Respondent, but have not been arranged, Title IX Coordinator arranges supportive measures for Respondent.

If Respondent files counter complaint, the complainant will have 10 class days to provide written response and respondent will have 10 class days to respond to complainant's written response.

Prepare Investigative Report and provide to parties, their advisor(s) and Hearing Officer.

Live hearing must be held no sooner than 10 class days after parties receive investigative report.

This Protocol Flow Chart provides procedural guidance for filing and responding to Title IX Sexual Harassment, Sexual Misconduct & Interpersonal Violence reports, pending approval of the new Title IX Sexual Harassment, Sexual Misconduct, Interpersonal Violence Policy.

Informal Resolution Note:

If both parties agree, informal resolution may occur any time after a formal complaint is filed and before the hearing officer issues a decision. However, informal resolution is not permitted in any case involving allegations of sexual harassment, sexual misconduct, or interpersonal violence of a student by a university employee.

Hearing officer must issue decision within 10 class days of conclusion of hearing; Parties will have 10 class days to file appeal of hearing decision.

Parties have 10 class days to respond to appeal. Appellate Authority issues decision within 10 class days of expiration of time for parties to respond to appeal.