

GANNON UNIVERSITY TITLE IX,
SEXUAL MISCONDUCT, SEX-BASED
HARASSMENT, AND SEX
DISCRIMINATION POLICY



Effective July 2026

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Policy

Faithful to its mission as an educational community and Catholic Diocesan University, Gannon University (hereinafter referred to as “University”) affirms and promotes the fundamental dignity and respect accorded to all people by virtue of their common humanity. Both Scripture and Christian tradition affirm this, beginning with the book of Genesis: “In the divine image...male and female God created them” (Genesis 1:27). Sexual misconduct violates this basic right of each individual to be treated as a person worthy of respect and is in direct contradiction with the University’s Mission.

Gannon University prohibits sex discrimination, sex-based harassment, sexual misconduct, sexual violence, sexual exploitation, dating violence, domestic violence, stalking, retaliation, and other conduct prohibited by Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act, the Violence Against Women Act, the Clery Act and the Campus Save Act as well as applicable state laws

All students, faculty, and staff, as well as members of the public participating in University programs and activities, have the right to an environment free from sexual misconduct, sex-based harassment and sex discrimination. Violence, abuse, intimidation and/or retaliation directed toward another person violates this Policy. The University does not discriminate on the basis of sex in any educational program or activity that it operates and is committed to responding promptly and equitably to reports of prohibited conduct.

The Title IX Coordinator has the primary responsibility for coordinating Gannon’s efforts related to this Policy, including the intake, investigation, resolution, implementation of supportive measures in response to prohibited conduct, and oversight of training and record maintenance.

Policy Scope

Faculty, Staff, Students, Volunteers, Visitors, and Third Parties participating in or attempting to participate in University programs or activities.

Gannon’s Title IX Coordinator is:

Paul C. Perrine, Dean Student Development and Engagement; Title IX Coordinator
Office Location: Student Development and Engagement, Beyer 306
814-871-7224
titleIX@gannon.edu

Additionally, inquiries concerning Title IX and its implementing regulation can be made to:
The OCR office for Pennsylvania is located at:

Atlanta Office
Office for Civil Rights
U.S. Department of Education
61 Forsyth St. S.W., Suite 19T10
Atlanta, GA 30303-8927
Telephone: 404-974-9406
FAX: 404-974-9406; TDD: 800-877-8339
Email: OCR.Atlanta@ed.gov

The OCR National Headquarters is located at:
U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100
Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

Religious Exemption

Title IX and its implementing regulation at 34 C.F.R. § 106.12 provides that Title IX does not apply to an educational institution controlled by a religious organization to the extent that application of Title IX would be inconsistent with the controlling organization's religious tenets. Gannon has identified specific provisions of the law that conflict with specific tenets of the Catholic Church. Title IX and its implementation at 34 C.F.R. § 106.45 (governing the grievance process for formal complaints of sexual harassment) requires advisors to conduct cross-examination of parties and witnesses during a live hearing. It also requires that if a party or witness does not submit to cross-examination, the decision-maker may not consider the information previously provided in reaching a determination regarding responsibility.

We believe that all human beings are inherently sacred and deserve dignity and respect and every community member is expected to be respectful in all interactions as part of the learning experience. Requiring Gannon to comply with 34 C.F.R. § 106.45 would be contrary to and inconsistent with the following tenants of our Catholic Social Teaching. The cornerstone of Catholic social teaching is the defense of human dignity. Every person has innate and infinite dignity imparted by God. All actions in and by society may be judged as just or unjust, good or sinful, based on whether they uphold this fundamental dignity intrinsic to every human life. Sexual harassment is a violation of human dignity and having a victim share their story at a hearing cannot only retraumatize a victim but, it is also a violation of the human dignity of the person. The principle of subsidiarity; what individuals can accomplish by their own initiative and efforts should not be taken from them by a higher authority. Gannon has implemented policies and procedures that provide a fundamentally fair process for all parties involved. As a Catholic Diocesan University Gannon has incorporated specific procedures related to the grievance process to ensure the Title IX Sexual Misconduct Policy and Grievance Procedures are consistent with the religious tenants articulated above.

Glossary

- **Advisor** means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any. An advisor may be, but is not required to be, an attorney.
- **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.
- **Complaint (formal)** means a document submitted and signed by a Complainant or otherwise indicates that the Complainant is the individual submitting and signed by the Title IX Coordinator

alleging sexual harassment or retaliation for engaging in a protected activity and requesting that the University investigate the allegation.

- **Confidential Resource** means an employee who is not a Mandated Reporter of notice of harassment and/or retaliation (irrespective of Clery Act Campus Security Authority status).
- **Business Day** means a business day when Gannon is open and faculty/staff are working.
- **Day** means calendar day.
- **Education program or activity** means locations, events, or circumstances over which the University exercises substantial control over both the Respondent and the context in which the sexual harassment occurs and also includes any building owned or controlled by a student organization that is officially recognized by the University.
- **Final Determination:** A conclusion by a preponderance of the evidence that the alleged conduct did or did not violate policy.
- **Finding:** A conclusion by the preponderance of the evidence that the conduct did or did not occur as alleged (as in a “finding of fact”).
- **Formal Grievance Process** is a method of formal resolution designated by the University to address conduct that falls within this Policy and which complies with the requirements of 34 C.F.R. § 106.45, subject to any religious exemption asserted pursuant to 34 C.F.R. § 106.12.
- **Grievance Process Pool** includes any Investigators, hearing officers, appeal officers, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).
- **Hearing Panel** refers to those who have decision-making and sanctioning authority within the University’s Formal Grievance process.
- **Investigator** means the person or persons charged by Gannon with gathering facts about an alleged violation of this Policy, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file.
- **Mandated Reporter** means an employee of the University who is obligated by policy to share knowledge, notice, and/or reports of harassment and/or retaliation with the Title IX Coordinator.¹
- **Minor** is defined as anyone under the age of 18 who participates in the University’s programs or activities, or who participates in any program on the University’s campus, or who is otherwise covered under this Policy. Employees may have mandatory reporting obligations as it relates to Minors under Ohio, Pennsylvania, and Florida laws.
- **Notice** means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.

¹ Not to be confused with those mandated by state law to report child abuse, elder abuse, and/or abuse of individuals with disabilities to appropriate officials, though these responsibilities may overlap with those who have mandated reporting responsibility in this Policy.

- **Official with Authority (OWA)** means an employee of the University explicitly vested with the responsibility to implement corrective measures for sexual harassment and/or retaliation on behalf of the University.
- **Parties** include the Complainant(s) and Respondent(s), collectively.
- **Policy** refers to the University's Title IX, Sexual Misconduct, Sex Based Harassment and Sexual Discrimination Policy.
- **Remedies** are post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to the University's educational program.
- **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or retaliation for engaging in a protected activity.
- **Resolution** means the result of an informal or Formal Grievance Process.
Retaliation is any adverse action taken against any person for reporting, participating in, assisting with, opposing conduct prohibited by this Policy, or otherwise exercising rights protected by law is strictly prohibited. Reports of retaliation shall be addressed independently from any underlying Complaint and/or report.
- **Sanction** means a consequence imposed by the University on a Respondent who is found to have violated this Policy.
- **Title IX Coordinator** is at least one official designated by the University to ensure compliance with Title IX and this Policy. References to the Title IX Coordinator throughout this policy may also encompass a designee of the Title IX Coordinator for specific tasks.
- **Title IX Team** refers to the Title IX Coordinator, deputy coordinator, and any member of the Grievance Process Pool.

Definitions: Sexual Harassment, Sexual Assault, Dating Violence, Stalking

Sexual Harassment is an umbrella category, and includes the offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking all of which are subject to this Policy and related procedures.

Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved. Sexual Harassment, as an umbrella category, includes the actual or attempted offenses of any of the following:

- **Sex Discrimination** is any unequal treatment based upon sex, including differential access to educational opportunities; differential employment opportunities; or unequal treatment in programs or activities.
- **Sexual Harassment** is a form of sex discrimination defined a unwelcome conduct on the basis of sex (of a sexual nature or otherwise) that is sufficiently serious to limit or deny an individual's participation in or benefit from a University program or activity, including: (1) by an employee of the University who conditions the provision of an aid, benefit, or service of the University on an

individual's participation in unwelcome sexual conduct² ; (2) determined by a reasonable person to be so severe³ and pervasive⁴ and objectively offensive⁵ that it effectively denies a person equal access to any University education program or activity; or (3) Sexual Assault or Dating Violence, Domestic Violence, or Stalking.

- **Sexual Assault** is an offense that meets the definition of rape, fondling, incest or statutory rape as defined by applicable law.
 - **Rape:** Penetration, no matter how slight, of the vagina or anus of a person, with any body part or object, or oral penetration of a sex organ of the Complainant, or by the Respondent's sex organ, or by a sex-related object without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of their age or because of a temporary or permanent mental or physical incapacity.
 - **Fondling/Criminal Sexual Contact:** The intentional touching of the clothed or unclothed genitals, buttocks, groin, breasts, or other body parts of the Complainant by the Respondent, without the consent of the Complainant, for the purpose of sexual degradation, sexual gratification, or sexual humiliation. Or, the Respondent caused or directed the Complainant's intentional touching of the Respondent's clothed or unclothed genitals, buttocks, groin, breasts, or other body parts, without the consent of the Complainant, for the purpose of sexual degradation, sexual gratification, or sexual humiliation.
 - **Incest:** Is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape:** sexual intercourse with a person who is under the statutory age of consent.
- **Dating Violence** is violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship will be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
 - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of Domestic Violence.
- **Domestic Violence** is violence committed by a person against family or household members, sexual partners or those who share biological parenthood in order to qualify as domestic abuse. Domestic Violence includes knowingly, intentionally or recklessly causing bodily injury of any kind,

² 2 Quid pro quo sexual harassment means "this" for "that"; i.e., unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal or physical conduct of a sexual nature, the submission to or rejection of which may result in an adverse educational or employment action.

³3 Severe: of sufficient seriousness to interfere with the rights, privileges, and legal activities of an individual, as well as actions that would be deemed by a reasonable person to be extreme or life threatening.

⁴ 4 Pervasive: conduct existing in or spreading over a large area of an activity or program over a period of time.

⁵ 5 Objectively offensive: behavior determined by a reasonable person to be offensive. Offensive: action Stalking – engaging in a course of conduct directed at a specific person that would cause a reasonable person to believe that the conduct is such that can cause unreasonable harm or distress to another individual or group of people.

causing fear of bodily injury of any kind, assault (sexual or not sexual), rape, sexually abusing minor children, or knowingly engaging in a repetitive conduct toward a certain person (i.e. stalking) that puts them in fear of bodily injury

- **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.

Consent, Force, Coercion, and Incapacitation

As used in the offenses above, the following definitions and understandings apply:

Consent is:

- knowing,
- voluntary,
- informed; and
- clearly and freely given.

Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on the University to determine whether this Policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Force: Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want.").

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

Coercion: Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

Incapacitation: The inability, temporarily or permanently, to give consent, because someone is mentally and/or physically helpless, unconscious, or unaware due to drug or alcohol consumption (voluntarily or involuntarily), or for some other reason. Incapacitation means a person does not have the ability to knowingly give consent. It is a defense to allegations of sexual misconduct that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard which assumes that a reasonable person is both sober and exercising sound judgment.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

Incapacitation is determined through consideration of all relevant indicators of an individual’s state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

Additional Sexual Misconduct Definitions

Sexual Exploitation:1

Any person taking non-consensual or abusive sexual advantage of another, that does not constitute Sexual Harassment as defined above, for their own benefit or for the benefit of anyone other than the person being exploited.

Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
- Distributing (e.g., Airdropping, Snapchatting, displaying on a device for others to see) Authentic or Synthetic Non-Consensual Intimate Imagery (NCII) ^{2,3}
- Invasion of sexual privacy (e.g., doxxing)
- Knowingly making an unwelcome disclosure of (or threatening to disclose) an individual's sexual orientation, gender identity, or gender expression
- Taking pictures, video, or audio recording of another person in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity; or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity; or disseminating sexual pictures without the photographed person’s consent)
- Prostituting another person

- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the virus, disease, or infection
- Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing)
- Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- Knowingly soliciting a minor for sexual activity
- Engaging in sex trafficking
- Knowingly creating, possessing, or disseminating child sexual abuse images or recordings
- Creating or disseminating synthetic media, including images, videos, or audio representations of individuals doing or saying sexually related things that never happened, or placing identifiable real people in fictitious pornographic or nude situations without their consent (i.e., Deepfakes)

¹*This offense is not classified as Sexual Harassment under Title IX, but it is included here in the Policy as a tool to address a wider range of behaviors.*

²*Authentic Non-Consensual Intimate Imagery includes authentic (i.e., real) sexually explicit, nude, or intimate videos, photos, or audio recordings of an individual distributed without the consent of the individual depicted.*

³*Synthetic Non-Consensual Intimate Imagery includes videos, photos, or audio representations of an individual that have been digitally manipulated (i.e., faked) to depict an individual in a sexually explicit, nude, or intimate manner or saying sexual or explicit words/statements and distributed without the consent of the individual depicted. Synthetic NCII depicts sexually related actions or behaviors that never happened, or places identifiable individuals in pornographic, nude, or sexual situations without their consent.*

Online Harassment and Misconduct

The policies are written and interpreted broadly to include online and cyber manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the University's education program and activities or use Gannon networks, technology, or equipment.

While the University may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to the University, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via Snaps or other social media, unwelcome sexting, revenge porn, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the Gannon community.

Complaints [Reporting Title IX Sexual Misconduct]

Reporting Complaints of sexual harassment, discrimination, and/or retaliation , notice of alleged Policy violations, or inquiries about or concerns regarding this Policy may be made using any of the following options:

1) In-person (via face-to-face, telephone, and/or electronic mail) by filing a Complaint with, or giving verbal notice to, the Title IX Coordinator, Paul C. Perrine, Dean Student Development and Engagement, 306 Beyer Hall Gannon University, Email titleix@gannon.edu or 814-871-7224. Such a report may be made at any time (including during non-business hours)..

2) Report online, using the reporting form posted at https://cm.maxient.com/reportingform.php?GannonUniv&layout_id=4. Anonymous reports are accepted but can give rise to a need to investigate. The University tries to provide supportive measures to all Complainants, which is impossible with an anonymous report. Because reporting carries no obligation to initiate a formal response, and as the University respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely in control and should not fear a loss of privacy by making a report that allows the University to discuss and/or provide supportive measures.

3.) Reports can also be made via the LiveSafe app.

The Title IX Coordinator or their designee will explain their role in resolving the complaint and will provide a description of the degrees of privacy that can be provided by campus and non-campus resources.

Additionally, the Title IX Coordinator will explain the Formal Grievance Process and the individual will be given the option of seeking an informal or formal resolution to the Complaint. Gannon will take prompt steps to protect the Complainant as necessary, including providing supportive measures before the final outcome of the investigation. Counseling is available upon request for any alleged victim or alleged perpetrator of an incident of sexual misconduct. Such counseling will be provided by a counselor who does not provide counseling to any other person involved in the incident.

Additionally, in the event that parties to an alleged incident of sexual misconduct are both enrolled in an academic course, such course may be dropped by either party without academic penalty as one of many available supportive measures described herein.

Throughout any investigation, all parties will have:

1. A prompt and equitable opportunity to present witnesses and other evidence relevant to the alleged violation.
2. Reasonable and equitable access to all evidence relevant to the alleged violation in Gannon's possession, including:
 1. Any statements made by the alleged victim or by other persons.
 2. Information stored electronically.

3. Written or electronic communications.

4. Social media posts.

5. Or physical evidence, redacted as necessary to comply with any applicable federal or state law regarding confidentiality.

Title IX Coordinator

Gannon has designated a Title IX Coordinator to coordinate Gannon's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this Policy.

The Title IX Coordinator manages the Title IX Office and acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this Policy and these procedures. All persons of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

- Report any concern involving bias or conflict of interest by the Title IX Coordinator to the Provost and Vice President of Student Experience, Fr. Shane Mathew.
- Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.
- Reports of misconduct or discrimination committed by the Title IX Coordinator should be reported to Fr. Shane Mathew, Interim Provost and Vice President for Student Experience.
- Reports of misconduct or discrimination committed by any other Title IX Team member should be reported to the Title IX Coordinator.

Gannon's Title IX Coordinator is:

Paul C. Perrine, Dean Student Development and Engagement; Title IX Coordinator, Office Location: Student Development and Engagement, Beyer 306

814-871-7224

titleIX@gannon.edu

Mandated Reporters (Responsible Employees)

Gannon has created a culture of reporting to assist students or employees who may need support or assistance. All employees (Faculty, Staff, Adjuncts, and Administrators) must report actual or suspected sexual discrimination, harassment, misconduct, and/or retaliation as defined in this Policy to the University Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at events such as "Take Back the Night" marches or speak-outs do not provide notice that must be reported to the Title IX Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from the University.

Supportive measures may be offered as the result of such disclosures without formal University action.

Failure of a Mandated Reporter to report an incident covered by this Policy of which they become aware is a separate violation of University policy and can be subject to disciplinary action for failure to comply.

(Gannon has a separate policy on mandated reporting of child abuse)

Confidentiality

All employees, except those designated as confidential resources, are required to promptly report known or suspected conduct prohibited by this Policy to the Title IX Coordinator.

Confidential resources include University psychologists, counselors and nurses at Gannon University's Counseling and Health Services or priests in the office of Mission and Ministry and the resident campus ministers for confidential support. These campus professionals are limited and/or excluded from Title IX reporting obligations consistent with applicable federal and state law and confidentiality privileges.

Under a federal law known as the Clery Act, the University is required to maintain statistics of serious crimes reported on or near campus. Confidential resources that are University Employees must submit anonymous statistical information for Clery Act purposes. **Pastoral and licensed professional counselors, when acting in their professional capacity**, are not required to report any information regarding complaints of sexual misconduct to either the Title IX Coordinator or to law enforcement.

Confidential Resources on the Erie Campus

- Counseling Services, Beyer 305, 814-871-5650
- Health Services, Harborview House Apartments, 814-871-7622
- Campus Ministry, 814-871-7435

Confidential Resources on the Ruskin Campus

- Ruskin Campus Counseling Services, BayCare , 800-878-5470

Confidential Resources on the Ursuline Campus

- Office of Personal Counseling, 440-646-8323 or 440-646-8379

Procedures to Follow if a Crime of Sexual Assault, Domestic Violence, Dating Violence, or Stalking Has Occurred

An individual who believes that they are the Complainant of sexual misconduct or witnessed an incident of sexual misconduct as covered by this Policy is encouraged to make a report. The University encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual misconduct. An individual's physical well-being should be addressed as soon as possible, whether or not that individual wishes to make a report to the University or law enforcement. The University will help any individual to get to a safe place and will provide transportation to the hospital, coordination with law enforcement and information about on- and off-campus resources and options for resolution.

A medical provider can provide emergency and/or follow-up medical services, and meet two goals: first, to diagnose and treat the full extent of any injury or physical effect and second, to properly collect and preserve evidence. Following an incident of sexual assault, evidence is best preserved for proof of a criminal offense within 96 hours of the assault. In the event of a report immediately following an incident of sexual assault, a Complainant is encouraged to seek medical attention as soon as possible, and even before any showering,

bathing, douching, brushing of teeth, drinking, or changing of clothing. Similarly, any clothing, towels or bedding should remain untouched pending collection by law enforcement. Whether or not an individual has chosen how to proceed at the time of the medical examination, taking the step to gather evidence will preserve the full range of options to seek resolution through the University's complaint processes or through the pursuit of criminal investigation.

Please note that under applicable state law, a medical provider may be required to notify law enforcement of a reported sexual assault under most circumstances. The University encourages the Complainant to report the incident to law enforcement. However, the Complainant may at any time decline to speak with a law enforcement officer and decide on the extent of his or her participation in a criminal prosecution.

Complainant who does not want to proceed

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal Complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law.

The Title IX Coordinator has ultimate discretion over whether Gannon proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal Complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

The Title IX Coordinator's decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires Gannon to pursue formal action to protect the community.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence.

Gannon may be compelled to act on alleged employee misconduct irrespective of a Complainant's wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and Gannon's ability to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written Complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this policy. When Gannon proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this Policy irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant throughout the process, acting to ensure and protect the rights of the Complainant.

Note that Gannon's ability to remedy and respond to notice may be limited if the Complainant does not want Gannon to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing Gannon's obligation to protect the Gannon University campus community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow Gannon to honor that request, Gannon will offer Informal Resolution options, supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal Complaint at a later date. Upon making a formal Complaint, a Complainant has the right, and can expect, to have allegations taken seriously by Gannon, and to have the incidents investigated and properly resolved.

Supportive Measures

Gannon will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to the University's education program or activity, including measures designed to protect the safety of all parties or the University's educational environment, and/or deter harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, the University will inform the Complainant, in writing, that they may file a formal Complaint with the University either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are considered with respect to the supportive measures that are planned and implemented.

The University will maintain the privacy of the supportive measures, provided that privacy does not impair the University's ability to provide the supportive measures. The University will act to ensure as minimal an academic impact on the parties as possible. The University will implement measures in a way that does not unreasonably burden the other party.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to Employee Assistance program
<https://my.gannon.edu/facultyandstaffresources/HR/Benefit%20Documents/Aetna%20Resources%20for%20Living.pdf>
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related adjustments
- Contact limitations/non-contact directives
- Timely Warnings
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Written Notice

Following a report of sexual harassment, discrimination, or retaliation whether the offense occurred on or off campus, Gannon will provide the student or employee a written explanation of the student's or employee's rights and options.

Gannon will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available, both within the institution and in the community. Gannon will provide written notification about available supportive measures and provide assistance in how to request these changes and who to contact at the institution.

Promptness

All allegations are acted upon promptly by the University once it has received notice or a formal Complaint. Complaints can take 60-90 Business Days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but the University will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in the University's procedures will be delayed, the University will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed because of the delay.

Privacy

Every effort is made by the University to preserve the privacy of reports. The University will not share the identity of any individual who has made a report or complaint of sexual harassment or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

The University reserves the right to designate which University officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint. Information will be shared as necessary with Investigators, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

Jurisdiction of the University

This policy applies to the education program and activities of the University, and to conduct that takes place on the campus or on property owned or controlled by the University, at University-sponsored events, or in buildings owned or controlled by University's recognized student organizations. The Respondent must be a member of the University's community for this Policy to apply.

This Policy can also be applicable to the effects of off-campus misconduct that effectively deprives someone of access to University's educational program. The University may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial University interest.

Regardless of where the conduct occurred, the University will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial University interest includes:

- a. Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- b. Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- c. Any situation that significantly impinges upon the rights, property, or achievements of oneself or others or significantly breaches the peace and/or causes social disorder; and/or
- d. Any situation that is detrimental to the educational interests or mission of the University.

If the Respondent is unknown or is not a member of the University community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of the University's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

In addition, the University may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from University property and/or events.

All vendors serving the University through third-party contracts are subject to the policies and procedures of their employers.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies.

Similarly, the Title IX Coordinator may be able to advocate for a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to the University where sexual harassment policies and procedures of the facilitating or host organization may give recourse to the Complainant.

Time Limits on Reporting

There is no time limitation on providing notice/Complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the University's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible.

Acting on notice/Complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate. Further, when notice/Complaint is affected by significant time delay, the University will typically apply the policy in place at the time of the alleged misconduct and the procedures in place at the time of notice/Complaint.

Retaliation is Prohibited

Gannon University does not tolerate retaliatory conduct and strictly prohibits Retaliation. Any retaliatory conduct against such persons will be addressed by the University in the most serious manner, and individuals who engage in such actions will be subject to disciplinary action that may include suspension, expulsion, dismissal, termination, or removal and exclusion from the University. It is prohibited for the University or any member of the University's community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy.

Notwithstanding this prohibition, there may be circumstances in which the reported conduct does not fall under this Policy, but may fall under other University policies. In those instances, after determining the conduct in question does not fall under this Policy, but rather under another University policy, the University may investigate such conduct under the other policy, so long as the purpose is not to engage in Retaliation. Anyone who is aware of possible Retaliation or has other concerns regarding the response to a sexual misconduct or discrimination complaint should report such concerns to the Title IX Coordinator, who will take appropriate actions to address such conduct in a prompt and equitable manner.

Acts of alleged retaliation should be reported immediately to the University Title IX Coordinator and will be promptly investigated. The University is prepared to take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

Charging an individual with a violation for making a materially false statement in bad faith in the course of a Formal Grievance Process under this Policy does not constitute Retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

False Allegations and Evidence

Deliberately false and/or malicious accusations under this Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a policy violation determination.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under separate University policy.

Amnesty for Complainants and Witnesses

The Gannon community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to University officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the Gannon community that Complainants choose to report misconduct to University officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, Gannon maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant.

Disability Accommodations in the Resolution Process

The University is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities.

Rights, responsibilities, accommodation procedures, accessibility standards, and grievance procedures shall be governed by the University's Disability Accommodation and Accessibility Policy. Anyone needing such accommodations or support should contact the Office of Accessibility Services for student requests, or Human Resources for employee requests. The respective office will review the request and, in consultation with the person requesting the accommodation determine which accommodations are appropriate and necessary for full participation in a University program and/or activity.

Federal Timely Warning Obligations

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, University must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community.

The University will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

Federal Statistical Reporting Obligations

Certain campus officials – those deemed Campus Security Authorities – have a duty to report the following for federal statistical reporting purposes (Clery Act):

- a) All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- b) Hate crimes, which include any bias-motivated primary crime as well as any bias motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- c) VAWA-based crimes,⁶ which include sexual assault, domestic violence, dating violence, and stalking; and

⁶ VAWA is the Violence Against Women Act, enacted in 1994 codified in part at 42 U.S.C. sections 13701 through 14040.

- d) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be shared with [campus law enforcement] regarding the type of incident and its general location (on or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include: student affairs/student conduct staff, Campus Police and Safety, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

INTAKE, NOTICE, AND INFORMAL AND FORMAL GRIEVANCE PROCESS

This Policy and these procedures aim to ensure prompt, fair, and impartial process from the initial investigation to the final result. In a report involving Sexual Harassment, Discrimination or Retaliation, if the Complainant is uninterested in pursuing a formal Complaint, or if Gannon does not have the authority over the alleged Respondent, the alleged victim may still be able to receive supportive measures to assist in alleviating the effects of the sexual misconduct. An alleged victim has the right to stop the grievance process at any time; however, if the Title IX Coordinator believes there is compelling evidence that an offense may have been committed and that the alleged offense poses a health and/or safety threat to the campus community, the Title IX Coordinator may move forward to investigate and address the matter and take appropriate action to ensure the safety of the campus community even if the complainant does not want the matter pursued.

Gannon will act on any notice of violation of this Policy that is received by the Title IX Coordinator or any other Official with Authority by applying the procedures set forth in this Policy. Anywhere the procedures indicate "Title IX Coordinator," Gannon may substitute a trained designee as appropriate.

The procedures below apply only to qualifying Title IX allegations of Sexual Harassment as defined by the Policy. Sexual harassment allegations that do not meet the Title IX definitions as described by the Policy, discrimination, or retaliation will be referred to Office of Student Accountability or Human Resources.

The procedures below may be used to address collateral misconduct arising from the investigation of or occurring in conjunction with reported misconduct (e.g., vandalism, physical abuse of another). All other allegations of misconduct unrelated to incidents covered by the Policy will be addressed through procedures elaborated in the student, faculty, and employee handbooks and separate University policies

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings. While there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose. Gannon encourages parties to discuss this with their Advisors before doing so.

Notice of Complaint

Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Policy, Gannon initiates a prompt initial assessment to determine the next steps Gannon needs to take.

Gannon will initiate at least one of three responses:

- 1) Offering supportive measures because the Complainant does not want to proceed formally; and/or
- 2) An Informal Resolution; and/or
- 3) A Formal Grievance Process including an investigation and a hearing with the decision-makers.

The investigation and grievance process will determine whether or not the Policy has been violated. If so, Gannon will promptly implement effective remedies designed to ensure that it is not deliberately indifferent to harassment or discrimination, their potential recurrence, or their effects.

Initial Assessment

- Following receipt of notice or a complaint of an alleged violation of the Policy, the Title IX Coordinator engages in an initial assessment, which is typically one (1) to five (5) Business Days in duration. The steps in an initial assessment include.
- If a formal Complaint is received, the Title IX Coordinator assesses its sufficiency and works with the Complainant to make sure it is correctly completed.
- The Title IX Coordinator reaches out to the Complainant to offer supportive measures.
- The Title IX Coordinator works with the Complainant to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Complainant to determine whether the Complainant prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.
 - If a supportive and remedial response is preferred, the Title IX Coordinator works with the Complainant to identify their wishes, assesses the request, and implements it accordingly. No Formal Grievance Process is initiated, though the Complainant can elect to initiate one later, if desired.
 - If an informal resolution option is preferred, the Title IX Coordinator assesses whether the complaint is suitable for informal resolution and may seek to determine if the Respondent is also willing to engage in informal resolution.
 - If a Formal Grievance Process is preferred, the Title IX Coordinator determines if the misconduct alleged falls within the scope of Title IX:
 - If it does, the Title IX Coordinator will initiate the formal investigation and grievance process, directing the investigation to address:
 - an incident, and/or
 - a pattern of alleged misconduct, and/or
 - a culture/climate concern, based on the nature of the complaint.
 - If it does not, the Title IX Coordinator determines that Title IX does not apply (and will “dismiss” that aspect of the complaint, if any), assesses which policies may apply. Please note that dismissing a complaint under Title IX is solely a procedural requirement under Title IX and does not limit the University’s authority to address a complaint with an appropriate process and remedies.

Violence Risk Assessment

In many cases, the Title IX Coordinator may determine that a Violence Risk Assessment (VRA) should be conducted. The VRA should be completed by a subset of the Behavior Intervention Team, known as Threat Assessment Behavior Intervention Team (TABIT), as part of the initial assessment. The VRA will determine if there is a need for an Emergency Removal and assess the need for a timely warning.

Dismissal of a complaint (Mandatory and Discretionary)⁷

The University must dismiss a formal Complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:

- 1) The conduct alleged in the formal Complaint would not constitute Sexual Harassment as defined above, even if proved; and/or
- 2) The conduct did not occur in an educational program or activity controlled by the University (including buildings or property controlled by recognized student organizations), and/or the University does not have control of the Respondent; and/or
- 3) The conduct did not occur against a person in the United States; and/or
- 4) At the time of filing a formal Complaint, a Complainant is not participating in or attempting to participate in the education program or activity of the University.⁸

The University may dismiss a formal Complaint or any allegations therein if, at any time during the investigation or hearing:

- 1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal Complaint or any allegations therein; or
- 2) The Respondent is no longer enrolled in or employed by the University; or
- 3) Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the formal Complaint or allegations therein.

Upon any dismissal, the University will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.

This dismissal decision is appealable by any party under the procedures for appeal below.

Counterclaims

Gannon is obligated to ensure that the Formal Grievance Process is not abused for retaliatory purposes. The University permits the filing of counterclaims but uses an initial assessment, described above, to assess whether the allegations in the counterclaim are made in good faith. Counterclaims by a Respondent may be made in good faith, but are, on occasion, also made for the purpose of retaliation. Counterclaims made with retaliatory intent will not be permitted.

Counterclaims determined to have been reported in good faith will be processed using the grievance procedures below. Investigation of such claims may take place after resolution of the underlying initial allegation, in which case a delay may occur.

⁷ These dismissal requirements are mandated by the 2020 Title IX Regulations, 34 CFR §106.45.

⁸ Such a Complainant is still entitled to supportive measures, but the formal grievance process is not applicable.

Counterclaims may also be resolved through the same investigation as the underlying allegation, at the discretion of the Title IX Coordinator. When counterclaims are not made in good faith, they will be considered retaliatory and may constitute a violation of this policy.

Emergency Removal

The University can act to remove a Respondent entirely or partially from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator in conjunction with identified members of the Behavioral Intervention Team (BIT) and/or Threat Assessment Behavior Intervention Team (TABIT).

In all cases in which an emergency removal is imposed, the student or employee will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

This “show cause” meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. If this meeting is not requested within 48 hours of notice of removal, objections to the emergency removal will be deemed waived. A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so. This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation. This may come in the form of a Notice of Investigation and Allegation(s) (NOIA).

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

The University will implement the least restrictive emergency actions possible considering the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: removing a student from on campus housing, restricting a student’s or employees access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student’s participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

Advisor

Right to an Advisor

The Parties may each have one (1) Advisor⁹ of their choice present with them for all meetings, interviews,

⁹ This could include an attorney, advocate, or support person. The law permits one Advisor for each party (witnesses are not entitled to Advisors within the process, though they can be advised externally).

and hearings within the resolution process, if they so choose. The Parties may select whoever they wish to serve as their Advisor as long as the Advisor is eligible and available.¹⁰

Choosing an Advisor who is also a witness in the process creates potential for bias and conflict-of-interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the hearing Decision-maker(s).

Who Can Serve as an Advisor

The Advisor may be a friend, mentor, family member, attorney, or any other individual a party chooses to advise, support, and/or consult with them throughout the resolution process. The parties may choose Advisors from inside or outside of the Gannon community.

The Title IX Coordinator will also offer to assign a trained Advisor for any party if the party so chooses. If the parties choose an Advisor from Gannon, the Advisor will be trained by Gannon and be familiar with Gannon's resolution process. If the parties choose an Advisor from outside of those identified by Gannon, the Advisor may not have been trained by Gannon and may not be familiar with Gannon's policies and procedures. Parties also have the right to choose not to have an Advisor in the initial stages of the resolution process, prior to a Panel Hearing with the decision-makers.

Advisors in Hearings/Gannon-Appointed Advisor

A party may reject this appointment and choose their own Advisor, but they may not proceed without an Advisor. Gannon will appoint an Advisor, regardless of the participation or non-participation of the advised party in the hearing conducted by the decision-makers.

Advisor's Role

The parties may be accompanied by their Advisor in all meetings and interviews at which the party is entitled to be present, including intake and interviews. Advisors should help the parties prepare for each meeting and are expected to advise ethically, with integrity, and in good faith. Gannon cannot guarantee equal Advisory rights, meaning that if one party selects an Advisor who is an attorney, but the other party does not or cannot afford an attorney, Gannon is not obligated to provide an attorney.

Pre-Interview Meetings

Advisors may request to meet with the administrative officials conducting interviews/meetings in advance of these interviews or meetings. This pre-meeting allows Advisors to clarify and understand their role and the University's policies and procedures.

Advisor Violations of Gannon Policy

Because this is an educational process, each party must always speak for themselves. All Advisors are subject to the same Gannon policies and procedures, whether they are attorneys or not. Advisors are expected to advise their advisees without disrupting proceedings. Advisors should not address Gannon officials in a meeting or interview unless invited to (e.g., asking procedural questions). The Advisor may not make a presentation or represent their advisee during any meeting or proceeding and may not speak on behalf of the advisee.

¹⁰ "Available" means the party cannot insist on an Advisor who simply doesn't have inclination, time, or availability. Also, the Advisor cannot have institutionally conflicting roles, such as being a Title IX administrator who has an active role in the matter, or a supervisor who must monitor and implement sanctions.

The parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the resolution process. Although the Advisor generally may not speak on behalf of their advisee, the Advisor may consult with their advisee, either privately as needed, or by conferring or passing notes during any resolution process meeting or interview. For longer or more involved discussions, the parties and their Advisors should ask for breaks to allow for private consultation.

Any Advisor who oversteps their role as defined by this policy will be warned only once. If the Advisor continues to disrupt or otherwise fails to respect the limits of the Advisor role, the meeting will be ended, or other appropriate measures implemented. Subsequently, the Title IX Coordinator will determine how to address the Advisor's non-compliance and future role.

Sharing Information with the Advisor

Gannon expects that the parties may wish to have Gannon share documentation and evidence related to the allegations with their Advisors. Parties may share this information directly with their Advisor. Doing so may help the parties participate more meaningfully in the resolution process.

Privacy of Records Shared with Advisor

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by Gannon University. Gannon may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by Gannon's privacy expectations.

Expectations of an Advisor

Gannon generally expects an Advisor to adjust their schedule to allow them to attend University meetings when planned. Gannon is not required to reschedule a meeting if the Advisor cannot attend a meeting but may change scheduled meetings to accommodate an Advisor's inability to attend, if doing so does not cause an unreasonable delay. Gannon may also make reasonable provisions to allow an Advisor who cannot attend in person to attend a meeting by telephone, video conferencing, or other similar technologies as may be convenient and available.

Expectations of the Parties with Respect to Advisors

A party may elect to change Advisors during the process and is not obligated to use the same Advisor throughout. The parties are expected to provide timely notice to the Title IX Coordinator if they change Advisors at any time.

Resolution

Resolution proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accordance with Gannon policy. Although there is an expectation of privacy around what Investigators share with parties during interviews, the parties have discretion to share their own knowledge and evidence with others if they so choose, with the exception of information the parties agree not to disclose related to Informal Resolution, discussed below. Gannon encourages parties to discuss any sharing of information with their Advisors before doing so.

Informal Resolution

A complainant may elect to pursue an informal resolution for all allegations of sexual misconduct.

An informal resolution is designed to resolve complaints quickly, efficiently and to the mutual satisfaction of all parties involved. Informal resolutions include:

but are not limited to,

- Mediation of the complaint conducted by the Title IX team in appropriate cases.
- An agreement in which one or more of the parties involved agrees to accept agreed upon corrective actions in the form of a warning, censure, probation, education, or counseling as may be warranted by the circumstances.
- Both the complainant and respondent must agree to engage in informal resolution. Either party can end the informal resolution process at any time, for any reason, and begin the process to pursue formal conduct proceedings. The Title IX Coordinator or their designee has the discretion to determine if it would be inappropriate to informally mediate any particular sexual misconduct complaint.

Formal Grievance Process:

Notice of Investigation and Allegation(s) (NOIA)

The Title IX Coordinator will provide written notice of the investigation and allegations (the “NOIA”) to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent’s ability to prepare for the interview and to identify and choose an Advisor to accompany them. The NOIA is also copied to the Complainant, who is to be given advance notice of when the NOIA will be delivered to the Respondent.

The NOIA will include:

- A meaningful summary of all of the allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that the University presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence obtained during the review and comment period,
- A statement about the University’s policy on retaliation,
- Information about the privacy of the process,
- Information on the need for each party to have an Advisor of their choosing,
- A statement informing the parties that the University Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview process,
- The name(s) of the Investigator(s), along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s) may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

Notice will be made in writing and may be emailed or delivered in person. Notice will be emailed to the parties’ University-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

Resolution Timeline

The University will make a good faith effort to complete the resolution process within a sixty-to-ninety (60-90) Business Day time period, including appeal, which can be extended as necessary for appropriate cause by the Title IX Coordinator, who will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.

Appointment of Investigators

Once the decision to commence a formal investigation is made, the Title IX Coordinator appoints an investigator(s). Occasionally a team of investigators is used to investigate. The appointment of investigator(s) should occur within two (2) business days of determining that an investigation should proceed.

Ensuring Impartiality

Any individual materially involved in the administration of the resolution process, including the Title IX Coordinator, Investigator(s), and Decision-maker(s), may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Pool member will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with the Dean of Student Development and Engagement.

Investigation Timeline

The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence that supports that the Respondent engaged in a policy violation and evidence that supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness.

The University operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

Investigations are completed expeditiously, normally within thirty (30) Business Days, though some investigations may take weeks or even months, depending on the nature, extent, and complexity of the allegations, availability of witnesses, police involvement, or other reasonable reasons for delays.

The University will make a good faith effort to complete investigations as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the investigation.

Delays in the Investigation Process and Interactions with Law Enforcement

The University may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. Such circumstances include but are not limited to a request from law enforcement to temporarily delay the investigation, the need for language assistance, the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions.

The University will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. The University will promptly resume its investigation and resolution process as soon as feasible. During such a delay, the University will implement supportive measures as deemed appropriate.

University action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

Steps in the Investigation Process

All investigations are thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtaining available, relevant evidence; and identifying sources of expert information, as necessary.

All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

The University aims to complete the investigation within 30 business days. At times the investigation may take longer. The University's investigative process is not a criminal investigation, and it does not take away the complainant's right to pursue a criminal investigation. The University process may be conducted separately or congruently with a criminal investigation.

It will be at the complainant's discretion to make a criminal report.

The University will investigate all complaints of sexual misconduct. The steps of the investigative phase are listed below. The investigative team will meet with the complainant and respondent separately to provide notification of the complaint and the procedures that will follow.

1. The respondent may elect to take responsibility for a violation at the onset of the investigation. The University will still follow the investigative procedures.
2. Respondents may choose not to participate in the investigation; however, the investigation will proceed, and the findings will be based on all available evidence. Adverse inferences will not be drawn from a respondent's decision not to participate in the investigation.
3. The Investigative Team will generally take the following steps:
 - a. The Investigative Team will meet separately with the complainant and the respondent to gather facts regarding the incident.
 - b. The Investigative Team will ask both the complainant and respondent to provide a list of witnesses and other relevant information.
 - c. The Investigative Team may meet with other parties who have information regarding the incident as the Investigative Team so elects.
 - d. All available information relating to the complaint will be reviewed, including but not limited to emails, videos, text messages, and social media.
 - e. The Investigative Team may assist with supportive measures at the request of the Title IX Coordinator.
 - f. Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all the specific policies implicated.

- g. Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript) of the relevant evidence/testimony from their respective interviews and meetings and allow five (5) business days for feedback.
 - h. When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose.
 - i. Prior to the conclusion of the investigation, provide the parties a secured electronic or hard copy of the draft investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which the University does not intend to rely in reaching a determination, for a ten (10) business day review and comment period so that each party may meaningfully respond to the evidence. The parties may elect to waive the full ten days. Each copy of the materials shared may be watermarked on each page with the role of the person receiving it (e.g., Complainant, Respondent, Complainant's Advisor, Respondent's Advisor).
 - j. The Investigator(s) may elect to respond in writing in the investigation report to the parties' submitted responses and/or to share the responses between the parties for additional responses.
 - k. The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report. The Investigator(s) should document all rationales for any changes made after the review and comment period.
 - l. The Investigator(s) shares the report with the Title IX Coordinator and/or legal counsel for their review and feedback.
 - m. The Investigator will incorporate any relevant feedback, and the final report is then shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) business days prior to a hearing. The parties are also provided with a file of any directly related evidence that was not included in the report.
4. If any changes are made to the report, the Complainant and Respondent will again review the report. Once the report is reviewed by both parties and no additional changes need to be made as determined by the Investigative Team, the report may be presented to the SMC hearing panel. The SMC hearing panel may:
 - Accept the report.
 - Request clarification and ask questions.
 - Request that additional information be gathered.
 5. If additional information is requested by the Hearing Panel, the Investigative Team will gather the information and repeat steps 4, 5, and 6.
 6. Once the Investigative Report is accepted by the SMC Hearing Panel, a hearing may be scheduled.

Role and Participation of Witnesses in the Investigation

Witnesses (as distinguished from the parties) who are employees of Gannon are expected to cooperate with and participate in the University's investigation and resolution process. Failure of such witnesses to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may warrant discipline. Student witnesses and witnesses from outside the Gannon community are encouraged to cooperate with Gannon investigations and to share what they know about a complaint.

Although in-person interviews for parties and all potential witnesses are ideal, circumstances (e.g., study abroad, summer break) may require individuals to be interviewed remotely. Skype, Zoom, FaceTime, WebEx, or similar technologies may be used for interviews if the Investigator(s) determines that timeliness or efficiency dictate a need for remote interviewing. The University will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

Witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred.

Recording of Interviews

No unauthorized audio or video recording of any kind is permitted during investigation meetings. If Investigator(s) elect to audio and/or video record interviews, all involved parties must be made aware of and consent to¹¹ audio and/or video recording.

Evidentiary Considerations in the Investigation

The investigation does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Referral for Decision Making Panel

Provided that the complaint is not resolved through Informal Resolution, once the final investigation report is shared with the parties, the Title IX Coordinator may refer the matter to a Panel Hearing.

The Panel Hearing cannot be less than ten (10) business days from the conclusion of the investigation –when the final investigation report is transmitted to the parties and the Hearing Panel—unless all parties and the Hearing Panel agree to an expedited timeline.

The Title IX Coordinator will select an appropriate panel of individuals from the pool of decision makers.

Title IX/Sexual Misconduct Committee

The Sexual Misconduct Committee (SMC) is the University body charged with resolving complaints of the Title IX/Sexual Misconduct Policy. The committee is composed of trained staff and administrators. Each sexual misconduct complaint is heard and adjudicated by a Hearing Panel of three representatives drawn from the full membership of the SMC by the Title IX Coordinator. The Chairperson of the hearing committee will be designated by the Title IX Coordinator.

Religious Exemption/Cross Examination

In line with the mission and religious tenets of Gannon University, the University will conduct a process that protects the dignity and respect of all parties and witnesses participating in the process.

¹¹ Consent of the interviewer and interviewee is required in “dual-party recording” states.

After reviewing the Investigative Report, the Title IX Coordinator will request parties identify any witnesses that they may have questions for at the hearing. With the agreement of the parties, in advance of the hearing, the Title IX Coordinator may decide that certain witnesses do not need to be present if their testimony can be adequately summarized by the Investigator(s) in the investigation report or in testimony during the hearing.

If neither party has questions for a witness, the Title IX Coordinator may exempt the witness from attending the hearing. The Title IX/Sexual Misconduct Committee will review the Investigative Report and will also be permitted to identify a witness(es) they may need to attend the hearing.

Parties may submit a list of questions in advance of the hearing to the Title IX Coordinator. The Title IX Coordinator will forward the questions to the Chair of the Hearing Panel who will review for relevancy. Questions that arise on the day of the hearing will be permitted to be asked. The Title IX Coordinator has sole discretion to determine the manner questions will be asked but may consult with the Hearing Panel Chair on their preference. These questions may be asked through the private chat function in Teams, orally, or through text message. The Chair will then ask the questions to the parties involved.

Evidentiary Considerations in the Hearing

Any evidence that the Hearing Panel determine(s) is relevant and credible may be considered. The hearing does not consider: 1) incidents not directly related to the possible violation, unless they evidence a pattern; 2) questions and evidence about the Complainant's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

Previous disciplinary action of any kind involving the Respondent may be considered in determining an appropriate sanction upon a determination of responsibility. This information, provided by the Title IX Coordinator, is only shared and considered at the sanctioning stage of the process and is not shared until then.

The parties may each submit a written impact statement to the Title IX Coordinator, prior to the Panel Hearing for the consideration of the Hearing Panel. The Hearing Panel will only receive these statements at the sanctioning stage of the process after a determination of responsibility is reached.

After post-hearing deliberation, the Hearing Panel renders a determination based on the preponderance of the evidence standard. The preponderance of the evidence standard is "whether it is more likely than not that the Respondent violated the Policy as alleged."

Notice of Hearing

No less than ten (10) business days prior to the Hearing, the Title IX Coordinator or the Chair will send notice of the Panel Hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The notice will contain:

- A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.

- The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other campus activities.
- Any technology that will be used to facilitate the hearing.
- Information about the option for the hearing to occur with the parties located in separate rooms using technology that enables the Hearing Panel and parties to see and hear a party or witness answering questions. Such a request must be made with the Title IX Coordinator at least five (5) business days prior to the hearing.
- A list of all those who will attend the hearing, along with an invitation to object to any Hearing Panel member on the basis of demonstrated bias. This must be raised with the Title IX Coordinator at least five (5) business days prior to the hearing.
- Information on how the hearing will be recorded.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence.
- Notification that the parties may have the assistance of an Advisor of their choosing at the hearing. The party must notify the Title IX Coordinator if they do not have an Advisor, and the University will appoint one.
- A copy of all the materials provided to the Hearing Panel about the matter, unless they have been provided already.¹²
- An invitation to each party to submit to the Chair, via the Title IX Coordinator, an impact statement pre-hearing that the Hearing Panel will review during any sanction determination.
- An invitation to contact the Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) business days prior to the hearing.

Hearings for possible violations that occur near or after the end of an academic term (assuming the Respondent is still subject to this Policy) and are unable to be resolved prior to the end of term will typically be held immediately after the end of the term or during the summer, as needed, to meet the resolution timeline followed by the University and remain within the 60-90 business day goal for resolution.

Hearing Process

Hearings are conducted in private and are not open to members of the University community or the public.

The University recognizes that participation in a hearing may be difficult for those involved; the hearing can be set up such that the Complainant and the Respondent will have minimal interaction during the hearing or will not be in the hearing room at the same time.

The order of a hearing will be determined by the Chair of the hearing committee, but will generally follow this outline:

- 1) The Chair will call the hearing to order and state the purpose of the hearing: to determine whether there has been a violation of the University's policy.
- 2) The Complainant and Respondent must have an advisor present during the hearings. The advisor may assist the party with formulating and submitting questions to the chair, the advisor may also provide support to the party, Advisors are required to follow the rules of the University.

¹² The final investigation report may be shared using electronic means that preclude downloading, forwarding, or otherwise sharing.

- 3) Introductions—each person involved in the hearing will be introduced.
- 4) The hearing panel will ask the investigator(s) any questions they have regarding the investigative Report.
- 5) The Complainant and Respondent will be invited to present a brief statement of the facts to the hearing panel, if they so choose. (Impact statements are not permitted at this time)
- 6) Members of the hearing panel may ask questions of the complainant and respondent.
- 7) The Complainant and Respondent may ask questions of each other through the chair of the hearing committee. The chair will determine if a question is relevant and appropriate.
- 8) Witnesses will be called, and the Panel, Complainant, and Respondent will be able to ask any relevant questions through the chair.
- 9) The Chair will ask for the members of the hearing panel to determine whether any additional clarification or information is needed from the Complainant, Respondent, Investigator or Witnesses.
- 10) The Hearing Panel will go into closed session to determine whether a violation of policy was committed.
- 11) The decision of the Hearing Panel that a violation occurred or did not occur will be reached by a majority vote utilizing the preponderance of evidence standard (“more likely than not”).
- 12) If the Respondent is found to have violated the sexual misconduct policy the SMC will recommend a sanction. The sanction will be based on consideration of the specific facts of the case itself and relevant factors such as prior disciplinary history.

Deliberation, Decision-making, and Standard of Proof

The Hearing Panel will deliberate in closed session to determine whether the Respondent is responsible or not responsible for the policy violation(s) in question. A simple majority vote is required to determine the finding. The preponderance of the evidence is the standard utilized. The Hearing Facilitator may be invited to attend the deliberation by the Chair, but is there only to facilitate procedurally, not to address the substance of the allegations.

When there is a finding of responsibility on one or more of the allegations, the Hearing Panel may then consider the previously submitted party impact statements in determining appropriate sanction(s).

The Hearing Panel will review the statements and any pertinent conduct history provided by the appropriate sanction(s) and in consultation with other appropriate administrators, including the Title IX Coordinator, Dean of Student Development and Engagement, Director of Human Resources, and the Vice President for Academic Affairs, or designee(s), as required.

The Chair will then prepare a written deliberation statement and deliver it to the Title IX Coordinator, detailing the determination, rationale, the evidence used in support of its determination, the evidence not relied upon in its determination, credibility assessments, and any recommended sanctions.

This report is typically three (3) to five (5) pages in length and must be submitted to the Title IX Coordinator within two (2) business days of the end of deliberations, unless the Title IX Coordinator grants an extension. If an extension is granted, the Title IX Coordinator will notify the parties.

Notice of Outcome

Using the deliberation statement, the Title IX Coordinator will work with the Chair to prepare a Notice of

Outcome. The Title IX Coordinator will then share the letter, including the final determination, rationale, and any applicable sanction(s) with the parties and their Advisors within 5 business days of receiving the Hearing Panels' deliberation statement.

The Notice of Outcome will then be shared with the parties simultaneously. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official Gannon records, or emailed to the parties' Gannon-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will articulate the specific policy(ies) reported to have been violated, including the relevant policy section, and will contain a description of the procedural steps taken by the University from the receipt of the misconduct report to the determination, including all notifications to the parties, interviews with parties and witnesses, site visits, methods used to obtain evidence, and hearings held.

The Notice of Outcome will specify the finding on each alleged policy violation; the findings of fact that support the determination; conclusions regarding the application of the relevant policy to the facts at issue; a statement of, and rationale for, the result of each allegation to the extent the University is permitted to share such information under state or federal law; any sanctions issued which the University is permitted to share according to state or federal law; and any remedies provided to the Complainant designed to ensure access to the University's educational or employment program or activity, to the extent the University is permitted to share such information under state or federal law (this detail is not typically shared with the Respondent unless the remedy directly relates to the Respondent).

The Notice of outcome will also include information on when the results are considered by the University to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

Sanctions

Factors considered when determining a sanction/responsive action may include, but are not limited to:

- The nature, severity of, and circumstances surrounding the violation(s).
- The Respondent's disciplinary history.
- Previous allegations or allegations involving similar conduct.
- The need for sanctions/responsive actions to bring an end to the sexual Harassment and/or retaliation.
- The need for sanctions/responsive actions to prevent the future recurrence of sexual harassment and/or retaliation.
- The need to remedy the effects of the sexual harassment and/or retaliation on the Complainant and the campus community.
- The impact on the parties.
- Any other information deemed relevant by the Hearing Panel.

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed by external authorities.

Student Sanctions

Possible sanctions are not limited to those listed below. Sanctions may be combined.

Change of Housing	Relocation to a new housing assignment.
Community Service	Assignment of a number of service hours to be completed within the campus community or the general community.
Counseling	Students may be required to attend counseling on or off campus. If mandated to attend counseling off campus the student will be responsible for any expenses or costs.
Probation	Students will be placed on probation for a specific period of time. During the time if there are additional violations they may be dismissed from the University.
Formal Apology	A written statement in which the student reflects on and apologizes for their behavior.
Education	Students may be required to participate in an educational program or experience.
No-Contact Order	A directive that mandates a student not to contact another student. A no-contact order includes contact, including in person, via e-mail, telephone, text messaging, Facebook or any other method of electronic or direct communication. The order also includes third parties acting on the person's behalf. It warns the student that any contact could be considered a violation of University policy.
Restitution	Students may be required to pay for damages or other expenses.
Restricted Campus Access	Students may be restricted from entering buildings on campus, from registering for certain courses or from participation in activities.
Suspension	The student may be excluded from participation in any academic or other activities of the University for a specified period. Students who have been suspended from the University forfeit all University fees, are withdrawn from University courses contingent on the academic calendar (if after the withdrawal date, students receive F grades), and are not permitted on campus or at University-sponsored events without the permission of the University Student Conduct Officer. Students who are suspended are permitted to reapply to the University if they fulfill all requirements of the suspension.
Expulsion	Expulsion is permanent exclusion of the University. Students who have been expelled forfeit all University fees, are withdrawn from University courses contingent on the academic calendar (if after the withdrawal date, students receive F grades), and are not permitted on campus without the permission of the University Student Conduct Officer. Students who are expelled are not permitted to reapply at the University.

Employee Sanctions/Responsive Actions

Responsive actions for an employee who has engaged in harassment and/or retaliation include:

- *Warning – Verbal or Written*
- *Performance Improvement Plan/Management Process*
- *Enhanced supervision, observation, or review*
- *Required Counseling*
- *Required Training or Education*
- *Probation*
- *Denial of Pay Increase/Pay Grade*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Transfer*
- *Reassignment*
- *Delay of tenure track progress*
- *Assignment to new supervisor*
- *Restriction of stipends, research, and/or professional development resources*
- *Suspension with pay*
- *Suspension without pay*
- *Termination*
- *Other Actions:* In addition to or in place of the above sanctions/responsive actions, the University may assign any other responsive actions as deemed appropriate.

Withdrawal or Resignation While Charges Pending

a. Students: Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. Should a student Respondent permanently withdraw from the University, the resolution process ends, as the University no longer has disciplinary jurisdiction over the withdrawn student.

However, the University will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged sexual harassment and/or retaliation. The student who withdraws or leaves while the process is pending may not return to the University. Such exclusion applies to all campuses of Gannon University. A hold will be placed on their ability to be readmitted. They may also be barred from University property and/or events.

If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely, and that student is not permitted to return to University unless and until all sanctions have been satisfied.

b. Employees: Should an employee Respondent resign with unresolved allegations pending, the resolution process ends, as the University no longer has disciplinary jurisdiction over the resigned employee.

However, the University will continue to address and remedy any systemic issues, variables that contributed to the alleged violation(s), and any ongoing effects of the alleged harassment or retaliation.

The employee who resigns with unresolved allegations pending is not eligible for rehire with the University or any campus of the University, and the records retained by the Title IX Coordinator will reflect that status.

All University responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

Appeals

Any party may file a request for appeal ("Request for Appeal"), but it must be submitted in writing to the Title IX Coordinator within 7 days of the delivery of the Notice of Outcome. The Dean for Student Development and Engagement (SDE) or his or her designee.

The Request for Appeal will be forwarded to the Dean for consideration to determine if the request meets the grounds for appeal (a Review for Standing).

This review is not a review of the merits of the appeal, but solely a determination as to whether the request meets the grounds and is timely filed.

a. Grounds for Appeal

Appeals are limited to 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 or dismissal was made, that could affect the outcome of the matter; and
- (C) The Title IX Coordinator, Investigator(s), or Hearing Panel had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that affected the outcome of the matter.

If any of the grounds in the Request for Appeal do not meet the grounds in this Policy, that request will be denied by the Dean and the parties will be notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Dean of SDE will notify the other party(ies) and their Advisors, the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Hearing Panel.

The other party(ies), the Title IX Coordinator, and, when appropriate, the Investigators and/or the original Hearing Panel will be mailed, emailed, and/or provided a hard copy of the request with the approved grounds and then be given 5 business days to submit a response to the portion of the appeal that was approved and involves them. All responses will be forwarded by the Chair to all parties for review and comment.

The non-appealing party (if any) may also choose to raise new ground(s) for appeal at this time. If so, that will be reviewed to determine if it meets the grounds in this Policy by the Dean of SDE and either denied or approved. If approved, it will be forwarded to the party who initially requested an appeal, the Investigator(s) and/or original Hearing Panel, as necessary, who will submit their responses in 5 business days, which will be circulated for review and comment by all parties.

Neither party may submit any new requests for appeal after this time period. The Dean will collect any additional information needed and all documentation regarding the approved grounds. The Dean will render a decision in no more than 5 business days, barring exigent circumstances. All decisions apply the Preponderance of the Evidence Standard.

A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify the finding on

each ground for appeal, any specific instructions for remand or reconsideration, any sanctions that may result which the University is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the University is permitted to share under state or federal law.

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' University-issued email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

b. Sanctions Status During the Appeal

Any sanctions imposed as a result of the hearing are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures above.

If any of the sanctions are to be implemented immediately post-hearing, but pre-appeal, then emergency removal procedures (detailed above) for a hearing on the justification for doing so must be permitted within 48 hours of implementation.

If the original sanctions include separation in any form, the University may place a hold on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal. The Respondent may request a stay of these holds from the Title IX Coordinator within two (2) business days of the notice of the sanctions. The request will be evaluated by the Title IX Coordinator or designee, whose determination is final.

c. Appeal Considerations

- Decisions on appeal are to be deferential to the original decision, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so.
- Appeals are not intended to provide for a full re-hearing (de novo) of the allegation(s). In most cases, appeals are confined to a review of the written documentation or record of the original hearing and pertinent documentation regarding the specific grounds for appeal.
- An appeal is not an opportunity for Appeal Decision-makers to substitute their judgment for that of the original Hearing Panel merely because they disagree with the finding and/or sanction(s).
- The Dean of SDE/Hearing Panel may consult with the Title IX Coordinator on questions of procedure or rationale, for clarification, if needed. Documentation of all such consultations will be maintained.
- Appeals granted based on new evidence should normally be remanded to the original Investigator(s) and/or Hearing Panel for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, decided on appeal.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new hearing).
- In rare cases where a procedural error cannot be cured by the original Hearing Panel (as in cases of bias), the appeal may order a new hearing with a Hearing Panel.
- The results of a remand to a Hearing Panel cannot be appealed. The results of a new hearing can be appealed, once, on any of the three available appeal grounds.
- In cases in which the appeal results in reinstatement to the University or resumption of privileges, all reasonable attempts will be made to restore the Respondent to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

Long-Term Remedies/Other Actions

Following the conclusion of the resolution process, and in addition to any sanctions implemented, the Title IX Coordinator may implement additional long-term remedies or actions with respect to the parties and/or the

campus community that are intended to stop the sexual harassment and/or retaliation, remedy the effects, and prevent reoccurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Implementation of long-term contact limitations between the parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, certain long-term support or measures may also be provided to the parties even if no policy violation is found.

When no policy violation is found, the Title IX Coordinator will address any remedies owed by the University to the Respondent to ensure no effective denial of educational access.

The University will maintain the privacy of any long-term remedies/actions/measures, provided privacy does not impair the University's ability to provide these services.

Failure to Comply with Sanctions and/or Interim and Long-term Remedies and/or Responsive Actions

All Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Hearing Panel and Title IX Coordinator.

Failure to abide by the sanction(s)/action(s) imposed by the date specified, whether by refusal, neglect, or any other reason, may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the University.

A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

Recordkeeping

University will maintain for a period of at least seven years records of:

1. Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under federal regulation;
2. Any disciplinary sanctions imposed on the Respondent;
3. Any remedies provided to the Complainant designed to restore or preserve equal access to the University's education program or activity;
4. Any appeal and the result therefrom;
5. Any Informal Resolution and the result therefrom;
6. All materials used to train Title IX Coordinators, Investigators, Hearing Panels, and any person who facilitates an Informal Resolution process. University will make these training materials publicly available on University's website.

7. Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, including:
 - a. The basis for all conclusions that the response was not deliberately indifferent;
 - b. Any measures designed to restore or preserve equal access to the University's education program or activity; and
 - c. If no supportive measures were provided to the Complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

University will also maintain any and all records in accordance with state and federal laws.

Revision of this Policy and Procedures

Gannon reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect. This Policy supersedes any previous policy(ies) addressing harassment, sexual misconduct, and/or retaliation.

Gannon shall review this Policy annually and with appropriate University approval, revise as necessary.

During the resolution process, the Title IX Coordinator may make minor modifications to related procedures that do not materially jeopardize the fairness owed to any party. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this Policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings. This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

This policy is effective Fall 2026

INTERIM SEXUAL HARASSMENT POLICIES AND PROCEDURES
USE AND ADAPTATION OF THIS MODEL WITH CITATION TO ATIXA IS PERMITTED
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Appendix A: Support and Resources:

There are several University offices available to assist members of the Gannon community who have experienced harm on or off campus including the Gannon Police and Safety, University Health and Counseling Services and the Division of Student Development and Engagement.

Erie Campus

Day-time Campus Resources (Mon. to Fri. 8 a.m. to 4 p.m.)

- University Police 814-871-7690 (24-Hours)
- Counseling Services 814-871-7622
- Health Services: 814-871-7622
- Campus Ministry 814-871-7435

24-Hour Resources outside of the University system:

- SafeNet 814-455-1774 (24-hr. Crisis Hotline: 814-454-8161)-Relationship Violence
- Erie Crime Victim Center 814-455-9414 (Crisis or Sexual Violence Advocate 1- 800-352-7273)
- Erie Police Department: 814-879-1125 or 911
- UPMC Hamot: 814-877-6000
- UPMC Crisis Network: 1-888-796-8226
- St. Vincent Hospital: 814-452-5000 (ask for Emergency Dept.)

Ruskin Campus

- Safe Harbor Behavioral Hotline & 1-877-550-4007 Warm line 8am-4pm weekdays
- Sexual Assault: Counseling, Advocacy, Support Services for Victims of Crime. (813) 964-1964 24 Hr
- Crisis Center of Tampa Bay Domestic Violence: Legal Advocacy, Counseling, Shelter and Other Assistance. (813) 645-7874 Office information (813) 641-7027 Shelter Information
- RAINN: Rape, Abuse and Incest National Network Sexual Assault Hotline • 800-656- HOPE (4673)

Ursuline Campus

Medical Facilities:

Circle Health Services (part of The Centers) 9.8 miles 12201 Euclid Ave Cleveland, Ohio 44106
216-721-4010

www.thecentersohio.org/for/health

Cleveland Clinic – Hillcrest Hospital 2.85 miles
6780 Mayfield Rd, Mayfield Heights, Ohio 44124
24/7 Emergency Room
440-312-4500

www.hillcresthospital.org

Cleveland Clinic – Lyndhurst Urgent Care 3.1 miles (formerly known as Family Urgent Care)
5195 Mayfield Road, Suite 101, Lyndhurst, Ohio 44124
440-442-0400

www.clevelandclinic.org

Metro Health – Beachwood Health Center, Express Care 4.4 miles
3609 Park East Drive North, Beachwood, Ohio 44122

Monday – 7:30am to 5:00pm
Tuesday – 7:30am to 7:30pm
Wednesday – 7:30am to 5:00pm
Thursday – 7:30am to 5:00pm
Friday – 7:30am to 5:00pm
216-696-3876
www.metrohealth.org

University Hospitals Ahuja Medical Center *8 miles*
3999 Richmond Rd, Beachwood, Ohio 44122
24/7 Emergency room
www.uhhospitals.org
216-293-8226

Mental Health Support Services:
Cleveland Rape Crisis Center (CRCC), Shaker Office
13209 Shaker Square, Cleveland, Ohio 44120
Crisis and Support Hotline: call/ text 216-619-6192 or 440-423-2020
www.clevelandrapecrisis.org

LifeStance Health *3.8 miles*
25101 Chagrin Blvd, Suite 100, Beachwood, Ohio 44122
216-468-5000
www.lifestance.com

New Directions *2.7 miles*
30800 Chagrin Blvd, Cleveland, Ohio 44124
www.newdirections.com

RAINN: Rape, Abuse & Incest National Network *National Sexual Assault Hotline: 800-656-HOPE (4673)* www.rainn.org
Webchat available

Recovery Resources *19 miles*
4629 Pearl Road, Cleveland, Ohio 44109
216-431-4131

Signature Health (accepts Medicaid and Medicare) *3.2 miles* 24200 Chagrin Blvd, Beachwood, Ohio 44122
216-831-6466
www.signaturehealthinc.org/locations/beachwood

Substance Abuse and Mental Health Services Administration (SAMHSA) www.samhsa.gov

Appendix B: Statement of Rights of The Parties

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment or discrimination made in good faith to Gannon officials.
- The right to timely written notice of all alleged violations, including the identity of the parties involved (if known), the precise misconduct being alleged, the date and location of the alleged misconduct (if known), the implicated policies and procedures, and possible sanctions.
- The right to timely written notice of any material adjustments to the allegations (e.g., additional incidents or allegations, additional Complainants, unsubstantiated allegations) and any attendant adjustments needed to clarify potentially implicated policy violations.
- The right to be treated with respect by Gannon officials.
- The right to have Gannon policies and procedures followed without material deviation.
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence.
- The right not to be discouraged by Gannon officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities.
- The right to be informed by Gannon officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by Gannon authorities in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report, as well.
- The right to have allegations of violations of this policy responded to promptly and with sensitivity by Gannon officials.
- The right to be informed of available interim actions and supportive measures,
 - The right to be informed of available assistance in changing academic, living, and/or working situations after an alleged incident of discrimination, harassment, and/or retaliation, if such changes are reasonably available. No formal report, or investigation, either campus or criminal, needs to occur before this option is available.
- The right to have Gannon maintain such actions for as long as necessary and for supportive measures to remain private, provided privacy does not impair Gannon's ability to provide the supportive measures.
- The right to receive sufficiently advanced, written notice of any meeting or interview involving the other party, when possible.
- The right to ask the Investigator(s) and to identify and question relevant witnesses, including expert witnesses.
- The right to provide the Investigator(s)/Title IX Coordinator with a list of questions that, if deemed relevant by the Investigator(s)/Title IX Coordinator, may be asked of any party or witness.
- The right not to have irrelevant prior sexual history or character admitted as evidence.

- The right to know the relevant and directly related evidence obtained and to respond to that evidence.
- The right to a fair opportunity to provide the Investigator(s) with their account of the alleged misconduct and have that account be on the record.
- The right to receive a copy of the investigation report, including all factual, policy, and/or credibility analyses performed, and all relevant and directly related evidence available and used to produce the investigation report, subject to the privacy limitations imposed by state and federal law, prior to the hearing, and the right to have at least ten (10) business days to review the report prior to the hearing.
- The right to respond to the investigation report, including comments providing any additional relevant evidence after the opportunity to review the investigation report, and to have that response on the record.
- The right to be informed of the names of all witnesses whose information will be used to make a finding, in advance of that finding, when relevant.
- The right to regular updates on the status of the investigation and/or resolution.
- The right to have reports of alleged policy violations addressed by investigators, Title IX Coordinators, and decision-makers who have received relevant annual training.
- The right to decision-makers that are free of bias and conflict-of-interest.
- The right to the preservation of privacy, to the extent possible and permitted by law.
- The right to meetings, interviews, and/or hearings that are closed to the public.
- The right to petition that any Gannon representative in the process be recused on the basis of disqualifying bias and/or conflict of interest.
- The right to have an Advisor of their choice to accompany and assist the party in all meetings and/or interviews associated with the resolution process.
- The right to the use of the appropriate standard of evidence, preponderance of the evidence, to make a finding after an objective evaluation of all relevant evidence.
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process and a detailed rationale therefore, delivered simultaneously (without undue delay) to the parties.
- The right to be informed in writing of when a decision by Gannon is considered final.
- The right to be informed of the opportunity to appeal the finding(s) and sanction(s) of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by Gannon.
- The right to a fundamentally fair resolution as defined in these procedures. Revision of this Policy and Related Procedures

Gannon reserves the right to make changes to this document as necessary, and once those changes are posted online, they are in effect. This policy supersedes any previous policy(ies) addressing harassment, sexual misconduct, and/or retaliation.

Gannon shall review this policy annually and with appropriate University approval, revise as necessary.

During the resolution process, the Title IX Coordinator may make minor modifications to related procedures that do not materially jeopardize the fairness owed to any party. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with the appropriate effective date identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedures.

If government laws or regulations change – or court decisions alter – the requirements in a way that impacts this document, this document will be construed to comply with the most recent government regulations or holdings. This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such policies and codes, generally.

This policy is effective August 10, 2023

Appendix C: Pregnancy and Related Conditions Procedures

Policy Statement

Gannon University prohibits discrimination on the basis of pregnancy, childbirth, lactation, false pregnancy, miscarriage, recovery from pregnancy-related conditions, and related medical conditions.

Students and employees shall not be excluded from participation in, denied the benefits of, or subjected to discrimination because of current, potential, or past parental, family, or marital status.

Notice of Rights

The University shall provide notice of:

- Rights under applicable law;
- Available accommodations;
- Available leave options;
- Procedures for requesting assistance; and
- Contact information for the Title IX Coordinator.

Student Accommodations

Reasonable modifications may include:

- Excused absences for pregnancy-related medical appointments;
- Extended deadlines;
- Temporary remote participation options;
- Modified attendance requirements;
- Rescheduling examinations;
- Additional restroom breaks;
- Temporary parking accommodations;
- Access to elevators or mobility assistance; and/or
- Voluntary leave of absence.

A student shall be allowed to return to the same academic status held before any leave began.

Lactation Accommodations

The University shall provide:

- Reasonable break time for expressing breast milk;
- Access to private lactation space other than a restroom; and
- Protection against discrimination because of lactation needs.

Employee Accommodations

Employees may request reasonable accommodations related to pregnancy or related conditions through Human Resources.

Examples include:

- Modified duties;
- Temporary reassignment;
- Seating accommodations;
- Flexible scheduling;
- Additional breaks; and/or
- Leave as authorized by applicable leave policies.

Pregnancy Accommodation Documentation Requirements

Documentation must be provided by a licensed health care provider. Given the nature of pregnancy and related conditions, the medical documentation must reflect anticipated needs (e.g., anticipated date of delivery/termination, or anticipated routine appointments), on-going functional needs (e.g., bedrest requirements, lactation needs, mobility or geographic limitations), and/or recent past medical emergencies (e.g., early delivery, unanticipated hospitalization due to complications, etc.).

While there is not a deadline to submit documentation or request modifications, documentation should be submitted as soon as reasonably possible to maximize the options available to the student as the academic opportunities may be limited in some circumstances. Pregnancy-related documentation may be submitted by a student who is a birthparent or a non-birthparent, but the pregnancy-related medical necessity for absences and/or limitations must be documented for the student seeking reasonable modification(s).

Sufficient medical information must be provided by a licensed healthcare provider to enable the Title IX Coordinator to reasonably determine the nature, date, time, and duration of any medically necessary functional pregnancy-related absence, need, or limitation. The student may need to sign a medical release with their healthcare provider in order for the Title IX Coordinator to obtain this information. Documentation must be on the letterhead or the prescription pad of the licensed care provider and must reflect the following:

- Name and signature of licensed care provider
- Name of student being seen by the care provider/requesting modification
- Verification of pregnancy/parental status
- Anticipated date of delivery (or date of procedure/termination)
- Date of issuance of documentation
- Medical necessity/relation to pregnancy: sufficient information to indicate why the absence, need, or limitation is both medically necessary for the student and relates to the pregnancy.
- Nature of absence, medical need, or functional limitation(s): sufficient information to verify how the pregnancy or related condition prevents the student from fully participating in their education.
- Date, time, and duration of absence or functional limitation due to the medically necessary pregnancy-related condition.
- Modifications requested: the nature of the modifications or accommodations being requested by the student to be able to participate in their education.

Examples of Documentation to Verify Pregnancy-Related Conditions

- General Verification of Pregnancy and Anticipated Date of Delivery

This must include the name of the pregnant student and the anticipated date of delivery. If the student seeking modification(s) is not pregnant, the documentation must verify that the student is the parent of the expected child. This allows the student to plan ahead with their academic program.

- Documentation of Functional Limitations Affecting Academic Participation

This must include 1) enough information to explain the nature and impact(s) that the medical need or condition has for the student's functioning within their academic program requirements, 2) the date, time, and duration of the medical need, and 3) the modification(s) requested.

- Documented Absences Due to Pregnancy-Related Medical Needs

Appointments within the student's control should be scheduled around classes and mandatory academic activities whenever possible. For those pregnancy-related absences that affect academic participation, the documentation must include: 1) the date/time/duration of medically necessary absence and 2) enough information to confirm the medical necessity for student's absence at that time (e.g., hospitalization related to pregnancy, labor/delivery, medical complication requiring immediate treatment, specific date/time was necessary for health of the student/child, medical procedure needed to be performed at a specific time, etc.).

- Requests for Lactation Accommodations

Students who are lactating will be provided with access to a clean, private space that is not a restroom. Documentation must include 1) a description of the length, frequency, and duration of breaks or access to a lactation space and 2) the start and anticipated end date for this accommodation (absent an end date, this will generally be granted on a semester basis).

If the documentation provided does not contain sufficient information, the Title IX Coordinator may seek additional information from the licensed healthcare provider directly or request it from the student.

How to Request a Pregnancy Modification

To request a pregnancy accommodation, students must:

1. Submit the following [Pregnancy Modification Form](#) along with the following additional documentation to the Office of SAPE/ Title IX:
2. Provide supporting medical documentation affirming your pregnancy status and detailed information supporting your requested accommodation.
3. A description of your academic program, specifically identifying any program requirements which require accommodation.

The Pregnancy Modification Form is available on the SAPE/Title IX website.

https://cm.maxient.com/reportingform.php?GannonUniv&layout_id=10

Please email or deliver supporting documents to the Office of SAPE/ Title IX. The Office of SAPE/ Title IX is available by calling 814.871.7224 or by writing TitleIX@gannon.edu.

Submission of this information will allow for efficient and timely processing of the request. Your confidential health information will be kept securely within the Office of SAPE & Title IX.

After receiving your request and documentation, the Office of SAPE & Title IX will reach out to meet with you either in person or remotely. During the intake meeting, the Title IX Coordinator can explain the accommodation process in more detail and address your questions or concerns. Identifying the appropriate accommodation may require that the Title IX Coordinator contact your academic program director, academic advisor, or other person familiar with your academic requirements.

Confidentiality

Pregnancy-related information shall be maintained in accordance with University privacy practices and applicable law.

Complaint Procedure

Any student or employee who believes they have experienced discrimination related to pregnancy or a related condition may report the matter to:

- The Title IX Coordinator;
- Human Resources;

- Student Development and Engagement; or
- Any designated reporting official.

Complaints shall be addressed through the University's Title IX, Sexual Misconduct, Sex-Based Harassment, and Sex Discrimination Policy or other applicable procedures.
