

## Florida A&M University Regulation



### **1.022 Title IX, Sex Discrimination and Sexual Misconduct Prohibition and Formal Hearing Process.**

- (1) Florida A&M University is committed to providing an educational and work environment free from discrimination and harassment on the basis of sex, sexual orientation, gender identity, and gender expression.
- (2) In accordance with federal regulations implementing Title IX of the Education Amendments Act of 1972, Florida A&M University will promptly respond to individuals who are alleged to have experienced Sexual Misconduct by offering Supportive Measures; follow a fair resolution process to resolve Sexual Misconduct allegations; and provide remedies to victims of Sexual Misconduct. All members of the University Community are required to comply with this Regulation, both on and off campus. This extends to vendors, contractors (including the employees of third parties), guests, applicants, volunteers, or others on the University's campus and at any University sponsored or related function or activity.
- (3) Other allegations of Sexual Harassment, discrimination, and misconduct that occurs between University students or employees during activities or at locations not listed in paragraph (7) below or which give rise to additional non-Sexual Misconduct violations of University Regulations, will be resolved in accordance with University Regulation 10.103 Non-discrimination Policy and Discrimination and Harassment Complaint Procedures, Regulation 1.019 University Code of Conduct, Regulation 2.012 Student Code of Conduct, Regulation 10.111 Disruptive Conduct, and/or other applicable regulations.
- (4) All matters related to sex discrimination in Athletics and other Title IX issues not described under this Regulation will be resolved in accordance with University Regulations 10.103 Non-discrimination Policy and Discrimination and Harassment Complaint Procedures, Regulation 1.019 University Code of Conduct and Regulation 2.012 Student Code of Conduct, Regulation 10.111 Disruptive Conduct, and/or other applicable regulations.
- (5) All questions or concerns about this Regulation, conduct that may violate this Regulation, and/or complaints based on sex discrimination in Athletics should be directed to the Title IX Coordinator:

Letitia McClellan  
1700 Lee Hall Drive, Suite 308 Foote-Hilyer Administration Center  
Tallahassee, Florida 32307  
(850) 599-3076  
[TitleIX@famu.edu](mailto:TitleIX@famu.edu)

- (6) Any individual may report Sexual Misconduct, discrimination, or other misconduct whether or not the individual reporting is alleged to be the victim of the conduct that could constitute Sexual Misconduct, discrimination, or other misconduct.
- (7) **Jurisdiction:** This Regulation applies to Sexual Misconduct that occurs at any of the following locations or activities:
- (a) University campus;
  - (b) University owned or controlled property;
  - (c) University premises including, but not limited to, any building owned or controlled by a recognized student organization or direct support organization;
  - (d) Activities sponsored by the University wherever they occur;
  - (e) Activities officially approved by the University that are conducted by University recognized organizations and direct-support organizations; and/or
  - (f) Activities occurring on or off campus as a part of the University's operations including virtual or online platforms.
- (8) **Definitions.**
- (a) **Actual Knowledge:** Notice of Sexual Misconduct or allegations of Sexual Misconduct to the Title IX Coordinator or any official who has authority to institute corrective measures on behalf of the University. This standard does not apply when the only University official with actual knowledge is the Respondent.
  - (b) **Advisor:** Any individual chosen by the Complainant or Respondent to assist throughout the Sexual Misconduct process (e.g., faculty, staff, parent/guardian, attorney, friend, alumni, or any other individual).
  - (c) **Campus Security Authority:** As referred to in the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1990, 20 U.S.C. §1092(f) (Clery Act), an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, campus security, student housing, student discipline, and campus conduct/judicial proceedings.
  - (d) **Coercion:** Persuading an individual by using force, threats, intimidation, manipulation, blackmail, and/or pressure to initiate or continue sexual activity against an individual's will.
  - (e) **Complainant:** An individual(s) who is/are alleged to be the victim(s) of conduct that could constitute Sexual Misconduct.
  - (f) **Confidential Employee:** An employee who is not required to report, with identifying information, any incident of Sexual Misconduct to the Title IX Coordinator. This includes employees at Student Health Services, the Office of Counseling Services, and the University Victim Advocate.
  - (g) **Consent:** Consent to sexual activity must be knowing, intelligent, unambiguous, and voluntary. Consent is active, not passive. This means there must be clear and willing participation, through words or actions, for each sexual act. Submission to sexual activity that is the result of force, coercion, incapacity, or threats is not valid consent.
    - 1. Consent to one type of sexual activity does not imply consent to other types of sexual contact. There must be consent at every stage of the sexual encounter.

2. Past consent to sexual activity does not imply consent to future sexual activity.
3. Consent can be withdrawn at any time, including in the middle of a sexual encounter, if the withdrawal of consent is clearly indicated by words or actions.

Individuals who are incapacitated cannot make knowing, intelligent, unambiguous, and voluntary decisions, and therefore cannot give consent (e.g. cannot understand the: who, what, when, where, why, or how of the sexual interaction. An individual can be incapacitated by voluntary or involuntary use of drugs (legal, illegal, or prescription) or alcohol, illness, mental impairment/disability, or by a state of being asleep or unconscious. In addition, an individual under 18 years old cannot give consent to sexual conduct (no matter what they say or do). If there is any question regarding whether an individual may be incapacitated, do not engage in any type of sexual activity with that individual.

- (h) **Dating Violence:** Violence committed by an individual who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the individuals involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- (i) **Day:** A business day when the University is in normal operation.
- (j) **Decision-maker:** The individual or panel who hears evidence, determines relevance, and make the Final Determination of whether this Regulation has been violated and/or assigns sanctions.
- (k) **Deputy Title IX Coordinator:** Individual designated to assist with the reporting and coordination of Title IX related matters in specific compliance programs or departments within the University. The Deputy Title IX Coordinator may have delineated roles such as senior woman administrator (athletics), Senior Associate Athletic Director, compliance officer, etc.
- (l) **Domestic Violence:** Violence committed by:
  1. a current or former spouse or intimate partner of the victim;
  2. a person with whom the victim shares a child in common;
  3. a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  4. a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Florida;
  5. any other individual against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Florida.

To characterize an incident as domestic violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The individuals cohabitating must be current or former spouses or have or had an intimate relationship.

- (m) **Formal Complaint:** A document filed by a Complainant or signed by the Title IX

Coordinator alleging Sexual Misconduct against a Respondent and requesting that the University investigate the allegation of Sexual Misconduct. At the time of filing a Formal Complaint, a Complainant must be participating or attempting to participate in the University's education program or activity.

- (n) **Hearing Officer:** The chairperson of the hearing panel or a University official(s) or designee who will act as the decision-maker.
- (o) **Hearing Panel:** In a disciplinary proceeding, the individuals authorized by the University to determine whether a Respondent has violated this Regulation and to determine sanctions.
- (p) **Notice:** A report of Sexual Misconduct to the Title IX Coordinator.
- (q) **Program or Activity:** All of the operations of a postsecondary institution or other postsecondary institution, or local education system (institution), to include locations, events or circumstances over which the institution exercised 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 a postsecondary institution.
- (r) **Relevant Evidence:** Evidence that tends to prove (inculpatory) or disprove (exculpatory) an issue in the complaint.
- (s) **Remedies:** Actions designed to restore or preserve equal access to the University's education program or activity. Such remedies may include Supportive Measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the Respondent.
- (t) **Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Misconduct.
- (u) **Responsible Employees:** Employees who must promptly report any incident, in detail, of Sexual Misconduct that they become aware of to the Title IX Coordinator. The employee must report all known information, including the identities of the parties, the date, time, and location, and any details about the reported incident to the Title IX Coordinator. Confidential Employees are exempt.
- (v) **Retaliation:** Intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX because the individual made a report or complaint, testified, assisted, or participated in any manner in an investigation, proceeding or hearing under this Regulation or any companion University regulation. Retaliation could also include actions taken against someone who has intervened as a bystander to stop or attempt to stop misconduct.
- (w) **Sexual Assault:** Any attempted or actual sexual act directed against another individual, without consent of the victim, including instances of coercion or where the victim is incapable of giving consent.
  - 1. Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another individual, without the consent of the victim. This offense includes the rape of both males and females.
  - 2. Fondling is the touching of the private body parts of another individual for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity.

3. Incest is sexual intercourse between individuals who are related to each other within the degrees wherein marriage is prohibited by law.
  4. Statutory rape is sexual intercourse with an individual who is under the statutory age of consent.
- (x) **Sexual Exploitation:** Sexual exploitation occurs when an individual takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the individual being exploited, and that behavior does not otherwise constitute one of the preceding Sexual Misconduct offenses. Examples include, but are not limited to: Prostitution of another individual, non-consensual visual or audio-recording of sexual activity, or non-consensual distribution of photos, other images, or information of an individual's sexual activity.
- (y) **Sexual Harassment:** Conduct on the basis of sex that satisfies one or more of the following:
1. An employee conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct. In expansion, sexual harassment can also occur as quid pro quo when submission to such conduct or request is made either explicitly or implicitly a term or condition of a status in a course, program, or activity, or of academic achievement; or submission to such conduct or request is made either explicitly or implicitly a term or condition of an individual's employment, salary increase, position advancement or other employment related benefits; or submission to or rejection of such conduct or request by an individual is used as the basis for an academic decision or employment decision affecting such individuals.
  2. Unwelcome conduct determined by a reasonable individual to be so severe, pervasive, and objectively offensive that it effectively denies an individual equal access to the University's education program and activity.
  3. Any instance of Sexual Assault as defined in the Clery Act, including dating violence, domestic violence, or stalking, as defined in the Violence Against Women Act (VAWA).
  4. Examples of unwelcome conduct include but is not limited to:
    - i. Suggestive or inappropriate sex-based communications, notes, letters, electronic mail, text messages, contact through social media, or other written materials.
    - ii. Sexual innuendo, comments, or remarks about an individual's clothing, body, or activities which places an individual in fear of imminent physical or psychological harm or injury.
    - iii. Inappropriate touching or brushing against the body of another including, but not limited to patting, fondling, massaging, caressing, pinching, attempted or actual kissing.
- (z) **Sexual Misconduct:** Any sexual contact toward another without the individual's consent and includes, but is not limited to, Sexual Assault, inducing incapacitation for sexual purposes, Statutory Rape, Sexual Harassment, Coercion, Stalking and other forms of Sexual Exploitation. Sexual Misconduct may constitute crimes (i.e. sexual battery, rape and related sex crimes) and/or civil complaints (i.e. sexual harassment) and can occur between strangers or acquaintances, including people involved in an

intimate or sexual relationship.

- (aa) **Stalking:** Engaging in a course of conduct directed at a specific individual that would cause a reasonable individual to:
1. Fear for the individual's safety or the safety of others; or
  2. Suffer substantial emotional distress;
  3. For the purposes of this definition:
    - a. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about an individual, or interferes with an individual's property.
    - b. Reasonable individual means a reasonable individual under similar circumstances and with similar identities to the victim.
    - c. Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.
- (bb) **Statutory Rape:** Non-forcible sexual intercourse with an individual who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.
- (cc) **Supportive Measures:** Non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent before or after the filing of a Formal Complaint, or when no Formal Complaint has been filed.
- (dd) **Title IX Coordinator:** The individual University official with the primary responsibility for coordinating and administering the University's Title IX program.
- (ee) **Voyeurism:** To trespass, spy, eavesdrop, or otherwise invade the privacy of another for the purpose of personal sexual arousal.
- (ff) **Written Determination:** A conclusion by the standard of proof that the alleged conduct did or did not violate policy or occur as alleged.

(9) **Reporting Sexual Misconduct.**

- (a) If you believe that you have experienced Sexual Misconduct, notify the Title IX Coordinator as soon as possible after the incident. You do not have to tolerate unacceptable behavior, regardless of who is creating the situation. There is no specific time frame for individuals who have experienced Sexual Misconduct to make a report pursuant to this Regulation. Individuals are, however, encouraged to make a report soon after the incident in order to maximize the University's ability to investigate and resolve the matter.
- (b) Responsible Employees and those designated as Campus Security Authorities must report allegations of Sexual Misconduct to the Title IX Coordinator. Additionally, anyone who interacts in our University Community and has learned of or witnessed a violation of this Regulation, is *strongly encouraged* to report the matter to the Title IX Coordinator.
- (c) Any individual may report Sexual Misconduct (whether or not the individual reporting is the individual alleged to be the victim of alleged Sexual Misconduct) in person, by mail, by telephone, by Title IX email at [TitleIX@famu.edu](mailto:TitleIX@famu.edu), or to the Office of

Compliance and Ethics Hotline portal at <https://secure.ethicspoint.com/domain/media/en/gui/74408/index.html?reloadPage=1>.

- (d) Individuals may make an anonymous report concerning an instance of Sexual Misconduct as well. Reports about Sexual Misconduct do not have to be formal, signed complaints. However, an anonymous report may limit the University's ability to investigate, respond, and act. Responsible Employees and Campus Security Authorities who are relaying another individual's incident of Sexual Misconduct must report all known details of the incident, including the identities of the individuals involved.
  - (e) If you are not sure whether an incident of Sexual Misconduct has occurred, you may contact the Title IX Coordinator for assistance in determining the nature of the incident and whether it should be reported pursuant to this Regulation. The University will promptly respond to every report of Sexual Misconduct through its Title IX Coordinator or designee.
- (10) **Supportive Measures.** Upon receiving information alleging Sexual Misconduct, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of Supportive Measures, consider the Complainant's wishes with respect to Supportive Measures, and explain to the Complainant the process for filing a Formal Complaint. It is not necessary to file a Formal Complaint to receive Supportive Measures.
- (a) Supportive Measures are offered to the Complainant and Respondent. Supportive Measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Complainant and Respondent, changes in work or on-campus housing locations, leaves of absence, monitoring of certain areas of the campus, and other similar measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures.
  - (b) The University will keep any Supportive Measures provided to the Complainant or Respondent confidential to the extent that maintaining such confidentiality would not impair the ability of the University to provide Supportive Measures.
- (11) **Advisors.** During the sexual misconduct process, the Complainant and Respondent may have an Advisor of their choice accompany them to any related meeting or proceeding. Advisors have the role(s) explicitly provided in this Regulation. Meetings or proceedings may not be unreasonably delayed due to the selection or schedule of an Advisor, and it is the responsibility of the Complainant or Respondent to communicate relevant information to their Advisor and ensure that their Advisor comports themselves in a manner which respects this educational-administrative process. After an appropriate warning, the University reserves the right to stop a meeting or proceeding and remove an Advisor whose presence disrupts the meeting or proceedings, and then begin the meeting or proceedings without the Advisor. During a hearing held pursuant to this Regulation, an Advisor will be provided by the University for cross-examination purposes only if the Complainant or Respondent does not already have an Advisor.
- (12) **Formal Complaint.** At the time of filing a Formal Complaint, the Complainant must be participating in or attempting to participate in the University's education program or activity,

both on or off campus. This extends to vendors, contractors (including the employees of third parties), guests, or others on the University's campus and at any University sponsored or related function or activity. The Formal Complaint must contain the Complainant's physical or digital signature. The University emphasizes the importance of treating Complainants and Respondents equitably upon receipt of a Formal Complaint. There is a presumption that the Respondent is not responsible for the alleged conduct.

- (a) In response to a Formal Complaint, the University will follow the Formal Hearing process or Informal Resolution process noted below. Once a Formal Complaint is filed, the University may take formal action in regards to the allegations of Sexual Misconduct. The University may initiate its own review of an incident, even if a Formal Complaint has not been filed, and take appropriate action should such be deemed warranted under the circumstances presented.
  - (b) Upon receipt of a Formal Complaint, the University will provide written notice to the Complainant and Respondent of:
    1. The Formal Hearing process, as well as Informal Resolution as outlined in this Regulation;
    2. The allegations of Sexual Misconduct, including sufficient details known at the time, and provide the Complainant and the Respondent sufficient time to prepare a response before any initial interview;
    3. Notice of any additional allegations that arise during the course of an investigation.
  - (c) The University reserves the right to consolidate Formal Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents when the complaint implicates a pattern, collusion, and/or shared or similar actions. For cases in which there is an overlap of charges between Regulations 1.019, 2.012, 10.103, 10.111 and this Regulation, a joint investigation will commence for efficiency purposes and to preserve University resources. The details of the investigation involving the other University Regulation will be included in the Title IX investigative report.
- (13) **Privacy and Confidentiality.** To the greatest extent possible, the University will keep confidential the identity of any individual who has made a report or complaint of Sexual Misconduct, any Complainant, any Respondent, and any witness.
- (a) **Privacy.** The University is committed to protecting the privacy of all individuals involved in a report of Sexual Misconduct. However, as described in this section, the University cannot guarantee complete confidentiality and anonymity in all circumstances. If an individual desires confidentiality, meaning that no information will be shared, then that individual must either contact a Confidential Employee or their off-campus equivalent, who will maintain the confidentiality to the extent permitted by law. Please remember that if an individual informs a Responsible Employee or Campus Security Authority, that Responsible Employee or Campus Security Authority **must** report the allegation to the Title IX Coordinator and cannot promise confidentiality.
  - (b) **Confidentiality.** The University will only disclose information to individuals with a legitimate need to know in order to review, investigate, and resolve reports of Sexual Misconduct, or as permitted or required by law. The University may release information about Sexual Misconduct in certain circumstances without permission in



order to warn and protect the University Community. For example, under the Clery Act, the University must issue timely warnings for reported incidents that pose a substantial threat of bodily harm or danger to other members of the campus community. The University will make every effort to 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 danger.

- (c) The University reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status or of another matter as otherwise permitted under applicable Family Educational Rights and Privacy Act, (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) regulations.
- (d) An individual reporting Sexual Misconduct has the right not to proceed with filing a Formal Complaint; however, the Title IX Coordinator may have an obligation to file their own Formal Complaint, investigate, and take remedial action, even if the individual no longer participates or is unwilling to participate in the investigation. This would be true, for example, if the reported Sexual Misconduct indicated that there was a reasonably anticipated risk that the reported individual would commit additional acts of Sexual Misconduct or other violence; whether the Sexual Misconduct was reportedly engaged in by multiple individuals; whether a weapon was involved; and whether there is an indication of a pattern of misconduct. A lack of participation may, however, limit the University's ability to investigate and resolve concerns.
- (e) As explained in this Regulation, if a Formal Complaint is filed, the University has an obligation to identify the parties and the substance of the Complaint to comply with due process and the federal Title IX regulations.

(14) **Dismissal.** The University will notify the Complainant and Respondent in writing of any complaint dismissal and the reasons therefore.

(a) The University will dismiss the Formal Complaint if the conduct alleged in the Formal Complaint:

- 1. would not constitute Sexual Misconduct as defined above even if proven;
- 2. did not occur within the University's jurisdiction; or
- 3. did not occur against an individual in the United States.

(b) The University may also dismiss the Formal Complaint or any allegations therein, if at any time during the investigation or hearing:

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

The University reserves the right to dismiss a Formal Complaint and re-open the complaint under any applicable regulation, policy, or rule, including, but not limited to, University Regulation 1.019, Regulation 2.012, Regulation 10.103, and/or Regulation 10.111.

(15) **Investigation.** The burden of proof and burden of gathering evidence rest on the University and not on the parties.

- (a) The investigator will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which University does not intend to rely in reaching a determination regarding responsibility. The investigator will also provide inculpatory or exculpatory information to the parties and their advisors, if any, whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
  - (b) The investigator will provide the information in electronic format or hard copy and the parties will be given at least ten (10) business days to submit a written response. The investigator will consider all written responses prior to completion of the investigative report, and make any necessary amendments.
  - (c) The University will also make all evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
  - (d) The investigator will send the parties and their advisors an investigative report that impartially summarizes Relevant Evidence, and will provide at least ten (10) calendar days for the parties to respond, prior to a hearing or determination of responsibility.
- (16) **Conflict or Bias.** The University prohibits the Title IX Coordinator, investigators, decision-makers, and any individual facilitating an informal resolution process from having a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent. In the event of a conflict or bias, the University will appoint an alternate individual so that the process is free of conflicts of interest and bias.
- (17) **Resolution.** There are two avenues of resolution once a Formal Complaint has been filed:
- (a) **Informal Resolution.** If a Formal Complaint is filed, Informal Resolution may be offered or facilitated by the University at any time prior to reaching a determination of responsibility. Informal Resolution does not involve a full investigation and determination of responsibility.
    1. The Complainant and Respondent must provide voluntary, written consent to the Informal Resolution process. Informal Resolution is not available when a Complainant is a student alleging that a University employee has engaged in Sexual Misconduct.
    2. The University will provide the parties a written notice disclosing the allegations, and the requirements of the Informal Resolution process, including the circumstances under which, (e.g. upon reaching an agreed resolution), it precludes the parties from resuming a Formal Complaint arising from the same allegations.
    3. However, at any time prior to agreeing to a resolution, any party has the right to withdraw from the Informal Resolution process and resume the Formal Hearing process with respect to the Formal Complaint. The University will also explain any action resulting from participating in the Informal Resolution process, including the records that will be maintained or could be shared.
    4. The Informal Resolution process must be completed within fifteen (15) business days of the parties agreeing to pursue such a process. If not

completed by that deadline, in the absence of any approved extensions, the Formal Complaint will continue to be investigated and processed for a Formal Hearing as described in this Regulation.

(b) **Formal Hearing Process.** The University's Formal Hearing process described herein is intended to address behavior that may constitute a violation of Title IX; therefore, separate violations arising out of the same facts of the Student Code of Conduct or other University regulations and policies will be addressed independently of any penalty imposed under this Regulation.

1. Formal Complaints that have not been dismissed or informally resolved will result in a live (or virtual) hearing. The Decision-maker will explain each participant's rights and options and assure that fairness and procedural due process are observed throughout the hearing. For example, witnesses may only be present during the time they are being questioned. Note that the hearing process is not the same as a criminal or civil proceeding as the hearing is an administrative proceeding. Procedures governing Florida's criminal or civil courts, including formal rules of evidence, are not applicable.
2. University Regulations 2.012 and 2.013 require due process for all individuals, which ensures that all individuals receive proper notice. The Respondent shall be provided with written notice of the allegations against them in sufficient detail and in sufficient time to prepare for a hearing before a hearing panel or Hearing Officer. The Complainant shall be sent a copy of the notice of charges at the same time as the Respondent. This notice shall be presented no less than five (5) business days prior to the hearing, except in cases of emergency hearings, where the notice will be provided as soon as possible.
3. The notice of charge will also inform the Complainant or Respondent of the options for resolution, which are Informal or Formal Resolution. In the event that neither party, has requested to participate in Informal Resolution, the University will schedule a Formal Hearing, within five (5) business days from the date of the notice of charges, on the merits of the case, i.e. whether the Respondent committed the alleged offense(s) under Title IX.
4. All hearings must be recorded and a copy of the recording or transcript must be provided to either party upon request.

(c) **Emergency Processes.** The Respondent shall be entitled to a prompt hearing before a hearing panel, as established by the University.

1. **Emergency Removal.** The University may remove a Respondent from the University on an emergency basis after undertaking an individualized safety and risk analysis and determining that an immediate threat to the physical health or safety of any individual arising from the allegations justifies removal. If a Respondent is removed pursuant to this section, the University will provide the Respondent with written notice and an opportunity to challenge the decision immediately following the removal. The Respondent shall have three (3) business days from receipt of the notice of emergency removal to submit, in writing to the Title IX Coordinator, the basis of their challenge to the removal and request an emergency hearing. The Title IX Coordinator will provide a copy of the Respondent's challenge to removal

to the Complainant.

2. **Emergency Hearings.** Upon receipt of the Respondent's challenge to removal and request for an Emergency Hearing, the University will appoint a Decision-Maker to hold an emergency hearing without delay, as soon as possible given the circumstances, but no later than five (5) business days later. The Decision-Maker will provide written notice to the parties of the date and time of the hearing, provide both parties the opportunity to be heard at the hearing, and issue its written decision no later than five (5) business days after the hearing. The Respondent may show cause why their continued presence on the University campus is not a threat pursuant to the individualized safety and risk analysis. If a Respondent is removed, pursuant to this emergency removal procedure, the Respondent retains all rights to an investigation and hearing as set forth in this Regulation prior to any ultimate finding of responsibility and sanctions.
3. **Administrative Leave.** The University may place an employee Respondent on administrative leave during the pendency of the Formal Hearing process above.

(d) **Administrative Resolution.** An Administrative Resolution determines whether University policies have been violated. If so, the University will promptly implement effective remedies designed to end the misconduct, prevent recurrence, and address the effects in accordance with University Regulation 1.019, Regulation 2.012, Regulation 10.103, Regulation 10.111, and/or other applicable regulations. An Administrative Resolution can be pursued at any time during the sexual misconduct process and may be initiated:

1. After the Title IX Coordinator has reviewed the Title IX Formal Complaint and supporting documentation and identified other potential University Policy violations.
2. During the course of fact finding in the sexual misconduct process there are identified University Policy violations.
3. If the hearing panel or Decision-Maker(s) identifies University Policy violations separate from the sexual misconduct process, the hearing panel or Decision-Maker(s) shall make a recommendation to address the misconduct.

(18) **Disclosure of Information.**

- (a) The parties shall have the opportunity to inspect all information related to Emergency Removal, whether or not it will be presented at the hearing, at least one (1) business day prior to an emergency hearing. The University shall also have the right to inspect all related information at least one (1) business day prior to the emergency hearing.
- (b) For Formal Hearings, the parties shall have the opportunity to inspect all related information including, but not limited to, information that will be presented during the hearing. Inspection of the information shall occur at least three (3) business days before the Formal Hearing. The University shall also have the right to inspect any information the student intends to use at least three (3) business days before the Formal Hearing or meeting.

If either party fails to notify the other that they have information to present, and/or fails to allow the other party to inspect the information within the allotted times stated above, it may cause a delay in the hearing or require that the hearing be continued.

- (19) **Timeline for an Investigation and Determination.** It is the University's intention to complete a Title IX investigation and reach a determination within sixty (60) business days, although the University's good-faith efforts to conduct a fair, impartial investigation in a timely manner may require a different timeline depending on the circumstances.
- (20) **Extensions of Timeframe.** Extensions of the timeframe stated herein may occur for good cause upon written notice to the Complainant and the Respondent. Notice must state the reasons for the extension.
- (a) Examples of good cause may include, but are not limited to, considerations such as the absence of a party or a witness; concurrent law enforcement activity; University closures and/or breaks between semesters; newly discovered information or evidence; or the need for language assistance or accommodation of disabilities. The University is not required to postpone the proceedings pending the outcome of a criminal or other outside proceeding.
- (21) **Hearing/Meeting Procedures.** The parties may, at their own expense and initiative, have an Advisor of the party's choice present during the Formal Hearing process who may be an attorney.
- (a) If the Complainant or Respondent is unable to or fails to obtain an Advisor, the University will provide an Advisor on their behalf for the purpose of cross examination of any witnesses. The Advisor may accompany the party to any meeting or hearing during the Informal or Formal Hearing process. The parties, and not the Advisors, shall coordinate the scheduling of the hearing.
- (b) The party may present relevant information on their own behalf during the hearing or Informal Resolution meeting. Only relevant information will be allowed during the hearing. The Hearing Officer will make a relevance determination prior to allowing the witness to answer any questions. The Advisor shall cross examine witnesses who testify at the hearing. The Respondent shall not be forced to present testimony, which would be self-incriminating. The Respondent is presumed not responsible for the alleged conduct. A determination regarding responsibility is made at the conclusion of the Formal Hearing process.
- (c) The Complainant and Respondent will be provided an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, and have an Advisor of their choice present during any Formal Hearing proceeding or related meeting.
- (d) The hearing panel shall question witnesses throughout the hearing, excluding during cross examination when advisors are required to ask questions of the witnesses. An Advisor may also act as a witness. An Advisor must comply with all rules of decorum as set forth by the University for the hearing. In the event that the Advisor attempts to disrupt a proceeding by speaking or presenting information in an unprofessional or uncivilized manner, the Advisor may be asked to leave. In such event, the proceeding will continue with another advisor, who may be provided by the University. Absent an

alternate advisor, the hearing will be rescheduled.

- (e) The Hearing Panel shall be comprised of only University official(s) or designee(s).
- (f) All participants must comply with the rules of decorum during all proceedings. The rules of decorum will be provided by the Title IX Coordinator.

(22) **Standard of Review.** The Hearing Officer will apply the “preponderance of the evidence” standard to determine whether it is more likely than not that the alleged conduct occurred. The Respondent is presumed not responsible unless the preponderance of the evidence shows otherwise. Proceedings are conducted to consider the totality of all evidence available from all relevant sources.

(23) **Written Determination.**

- (a) The Hearing Officer will issue a written determination that identifies the allegations potentially constituting Sexual Misconduct, describes the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held and findings of fact supporting the determination.
- (b) Conclusions regarding the application of the University’s policies and regulations to the facts, including conclusions as to whether the alleged conduct occurred should also be noted in the determination. A statement of, and rationale for, the result as to each allegation may also be included. The Hearing Officer must decide the issue of responsibility and state the procedures and available bases for appeal.
- (c) The determination will include any disciplinary sanctions the University imposes on the Respondent, and whether remedies designed to restore or preserve equal access to the University’s education program or activity will be provided to the Complainant (without disclosing the nature of those remedies except to the extent a remedy also imposes requirements on the Respondent).
- (d) The University will provide the written determination to the parties simultaneously within fourteen (14) business days from the conclusion of the hearing. The Hearing Officer will also provide a copy of the written determination to the Title IX Coordinator.
- (e) The determination of Responsible or Not Responsible shall be based solely on the information presented during the proceedings and collected during the Title IX investigative process. The Hearing Officer shall consider any statements provided by either party or witnesses that has not been subject to cross-examination at the live hearing. The Hearing Officer shall consider statements made by the parties and witnesses during the investigation, emails or text exchanges between the parties leading up to the alleged sexual harassment, and statements about the alleged sexual harassment that satisfy this Regulation’s relevance rules, regardless of whether the parties or witnesses submit to cross-examination at the live hearing. A Decision-Maker, or Hearing Officer, may also consider police reports, sexual assault nurse examiner documents, medical reports, and other documents that contain statements of a party or witness who is not cross-examined at the live hearing.

(24) **Disciplinary Sanctions.** In reaching a determination regarding sanctions, consideration

will be given regarding the severity and/or pervasiveness of the circumstances. All sanctions will be in accordance to applicable University Regulations, including without limitation, University Regulations 2.012, 10.111, or 10.302, as applicable. Student Conduct and Conflict Resolution will oversee disciplinary sanctions for students as set forth in University Regulations 2.012 and 1.019. Human Resources will oversee disciplinary sanctions for employees as set forth in University Regulations 1.019, 10.103, 10.111 and 10.302 and applicable collective bargaining agreements. Nothing in this Regulation shall be construed as preventing the University President from taking any action which may be deemed necessary to meet the goals of this Regulation. The President may change the outcome and/or sanctions for any matter under the jurisdiction of this Regulation.

(25) **Appellate Rights.** In the event that either party is dissatisfied with the outcome of the hearing (or dismissal of the Formal Complaint),

(a) either party may appeal on the following bases:

1. Procedural irregularity that affected the outcome of the matter;
2. 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;
3. The Title IX Coordinator, investigator(s), or Decision-Maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter; or
4. The sanctions are extraordinarily disproportionate to the violation committed.

(b) The Appeal Process will be implemented for each party equally and is outlined below:

1. Appeal Process when Student is the Respondent:

- a. The Complainant or Respondent has ten (10) business days from the date of the written determination to file their written appeal with the Dean of Students or other designated University official. A copy of the appeal must be sent to the Hearing Officer and Title IX Coordinator. Once the Complainant or Respondent files an appeal, the Title IX Coordinator must notify the other party in writing that an appeal has been filed and send them a copy of the appeal. The party who did not file an appeal has ten (10) business days from the date of receipt of the appeal to respond to the appeal.
- b. The written appeal must specify reason(s) why consideration should be granted and should refer to the appeal bases in section (25). At the conclusion of the appeals process, the decision of the Dean of Students, or other designated University official, shall be final, and the Vice President for Student Affairs shall sign a final order of decision.
- c. No student's final penalty shall begin to run until all University

appeals are exhausted or denied.

- d. If the student chooses to appeal, the recording of the Formal Hearing shall be made available to the Respondent, Complainant and the Dean of Students.
- e. Final appellate decisions resulting in a suspension or expulsion of a student must include notice to the student of the student's right to appeal to an external judicial forum.

2. Appeal Process when Employee is the Respondent:

- a. The Complainant or the Respondent has ten (10) business days from the date of the written notification to make their appeal in writing and file the appeal with the Office of Human Resources along with a copy to the Title IX Coordinator.
- b. The written appeal must specify reason(s) why consideration should be granted and should refer to the appeal bases in section (25). Decisions of the hearing panel are appealed to the Office of Human Resources for review by the Associate Vice President for Human Resources. At the conclusion of the appeals process, the decision of the University official shall be final, and the appropriate Vice President shall notify the Respondent of their decision.
- c. Any disciplinary action imposed by the University will begin after all University appeals are exhausted under this Regulation.
- d. Final appellate decisions resulting in disciplinary action of an employee must include notice to the employee of their right to appeal under applicable University regulations, policies and collective bargaining agreements.

(26) **Retaliation.** Members of the University community are prohibited from engaging in retaliation against one another for reporting a Title IX violation or participating in a Title IX investigation.

- (a) Findings of retaliation are independent of the underlying claim of Sexual Misconduct and will result in disciplinary action, up to and including termination and/or expulsion, in accordance with applicable University regulations, policies and collective bargaining agreements.
- (b) Complaints alleging Retaliation will follow the same Formal Hearing process outlined in this Regulation. The exercise of rights protected under the First Amendment does not constitute Retaliation. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX Formal Hearing proceeding does not constitute Retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.

(27) **Recordkeeping.** Florida A&M University will maintain for a period of seven years records of:

- (a) Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required, any



disciplinary sanctions imposed on the Complainant designed to restore or preserve equal access to the University's education program or activity;

- (b) Any appeal and the result therefrom; and
- (c) Any informal resolution and the result therefrom.

(28) **University Resources.**

- **Department of Campus Safety and Security** 850-599-3256 <https://www.famu.edu/administration/campus-services/campus-police/index.php>  
The FAMU Police are available to respond to emergency calls, to report a crime and for crime investigations. This office also maintains the Annual Security Report pursuant to the Jeanne Clery Act.
- **Office of Counseling Services** 850-599-3145 <https://www.famu.edu/students/student-resources/health-and-wellbeing/counseling-services/index.php>  
The Office of Counseling Services provides confidential counseling services and referrals. They also provide a victim advocate who is available to support students that have been victims of a crime, including Sexual Assault. Victim advocates can be reached after hours through the FAMU Department of Campus Safety and Security.
- **Office of Equal Opportunity Programs** 850-599-3076 <https://www.famu.edu/about-famu/leadership/division-of-legal-affairs/equal-opportunity-programs-and-labor-relations/index.php>  
The Office of Equal Opportunity Programs investigates complaints of discrimination and harassment based on protected class issues.
- **Title IX Coordinator, Letitia McClellan** 850-599-3076, See EOP website address above. Letitia McClellan is the Title IX Coordinator at FAMU and can be reached at [titleix@famu.edu](mailto:titleix@famu.edu). This Office is responsible for investigation of sex-based discrimination and misconduct including, but not limited to, issues in Athletics, sexual harassment, and violence.
- **Student Health Services** 850-599-3777 <https://www.famu.edu/students/student-resources/health-and-wellbeing/health-services/index.php>  
Student Health Services (SHS) provide medical services to students. With a Sexual Assault nurse examiner (SANE) on staff, SHS will address health concerns related to an assault, including STI/STD testing, and emergency contraception. Evidentiary examinations (rape kits) are performed at Tallahassee Memorial Healthcare.
- **Dean of Students** 850-599-3183 <https://www.famu.edu/administration/division-of-student-affairs/dean-of-students/index.php>  
The Dean of Students has oversight for many areas including Victim's Advocate, Counseling Services, Student Clubs and Organizations, Greek Life, and Student Health Programs.
- **Office of Student Conduct and Conflict Resolution** 850-599-3541 <https://www.famu.edu/administration/division-of-student-affairs/office-of-student-conduct-and-conflict-resolution/index.php>  
The Office of Student Conduct has the responsibility of enforcing the Student Code of Conduct to ensure that all students have an opportunity to live and learn in a safe and scholarly environment.
- **FAMU Compliance and Ethics Hotline** 866-445-4968 <https://secure.ethicspoint.com/domain/media/en/gui/74408/index.html?reloadPage=1>

The FAMU Compliance hotline allows an individual to anonymously report by phone or online, suspected issues of misconduct or violations of University Regulations.

- Case Management Services 850-599-8513 <https://www.famu.edu/administration/division-of-student-affairs/case-management-services/index.php>

Case Management works as a liaison to connect students with the appropriate resources on and off campus.

- **Victim Advocate Program** 850-599-8785 <https://www.famu.edu/students/student-resources/victim-advocate-program/index.php>

The Victim Advocate Program serves as a confidential resource and support service for anyone in the University community who has been a victim of a crime.

(29) **Community Resources.**

- **Tallahassee Police Department** 911 (in case of emergency) or (850) 891-4200 (non-emergency)
- **Leon County Sheriff's Office** 911 (in case of emergency) or (850) 606-3300 (non-emergency)
- **Refuge House** (850) 681-2111 (24-hour hotline)
- **Tallahassee Memorial Healthcare** (850) 431-1155 (general)
- **HCA Florida Capital Hospital** (850) 325-5000 (general)

*Specific Authority: Article IX, section 7(c), Florida Constitution, Board of Governors Regulation 1.001; 6.0105; History: New October 3, 2020; March 1, 2022 Technical Amendment (Coordinator Name Change), Amended 3-28-24.*