

NWTC Notification of Rights and Options

For victims of Domestic Violence, Dating Violence and Sexual Assault



2740 West Mason Street
Green Bay, WI 54303
TitleXInfo@nwtc.edu

Students and employees who are victims of crime are afforded specific protections under Northeast Wisconsin (NWTC) policy and the Clery Act, a federal law that guides campus prevention and response to domestic violence, dating violence, sexual assault, and stalking. This guide provides an overview of those rights and how to access services and assistance at NWTC and in the community.

OVERVIEW OF RIGHTS AND OPTIONS

<p>NWTC will provide awareness campaigns and programs to all students and employees on dating violence, domestic violence, sexual assault, and stalking.</p> <p>These programs will explore the role of the community in preventing such crimes.</p>	PREVENTION	<p>NWTC will:</p> <ul style="list-style-type: none"> • protect confidentiality of victims in public records, such as timely warning and daily crime log • maintain as confidential any accommodations or protective measures provided to the extent possible in so far as doing so doesn't impair NWTC's ability to provide them 	CONFIDENTIALITY	<p>You have a right to:</p> <ul style="list-style-type: none"> • changes to academic and workplace situations • protective and supportive measures <p>if requested and reasonably available, even if you choose not to file a report with NWTC or law enforcement.</p>	ACCOMMODATIONS
<p>You will receive information on how and to whom to report an incident.</p> <p>You have a right to:</p> <ul style="list-style-type: none"> • notify campus authorities and law enforcement • be assisted by campus authorities in notifying law enforcement, and • decline to notify authorities 	REPORTING	<p>You will receive important information in writing, such as:</p> <ul style="list-style-type: none"> • the importance of preserving evidence and how to do so • on- and off-campus resources available to you • possible accommodations • information on restraining orders and how to obtain them, and • procedures for disciplinary action 	WRITTEN INFORMATION	<p>You have a right to:</p> <ul style="list-style-type: none"> • a prompt, fair, and impartial process • conducted by officials who receive annual training on dating and domestic violence, sexual assault, and stalking <p>Both complainant and respondent have the right to:</p> <ul style="list-style-type: none"> • have an advisor of their choice present at any meeting or proceeding • receive simultaneous notification of results 	DISCIPLINARY

Introduction

If you've tried to read Northeast Wisconsin Technical College's ("NWTC") procedures for addressing sexual offenses ([View Policy Here](#)) it can be a challenge to understand some of their complexity. This guide is intended to help explain NWTC's responsibility under Title IX and the Violence Against Women Act (VAWA). Additionally, this guide will:

- provide you with specific resources available both on and off campus
- provide you with details on available supportive measures
- educate you on your right to an Advisor and how they can assist you throughout the process
- inform you of policy definitions that describe prohibited conduct
- inform you of possible sanctions for policy violations
- provide you with common questions and answers asked by parties (Complainants and Respondents)

If You Have Experienced Sexual Misconduct

If you or someone you know has experienced dating violence, domestic violence, stalking or sexual assault, NWTC's Title IX team is here to provide support. Violence is never acceptable and NWTC's Title IX – Sex Discrimination Policy prohibits such conduct on campus and provides support for victims of crime even if those crimes occurred off-campus. These crimes can be traumatic and impact the lives and education of those who experience them. There is no single right response to these crimes, which is why NWTC offers a variety of support options and responses to assist you.

If you report dating violence, domestic violence, stalking, or sexual assault to a NWTC Campus Security Authority (a person who works for the college who has been designated to take such reports due to the nature of their role and responsibilities), you have rights and options, as outlined in this document. In addition, individuals who are mandated reporters (a person who works for the college and has a responsibility to report allegations of all forms of sex discrimination, including sexual harassment) must report such allegations to NWTC's Title IX Coordinator (or designees) within 48 hours.

NWTC's Title IX Team has been designated to receive and respond to reports of dating violence, domestic violence, stalking, and sexual assault, as well as other civil rights violations. Reports can be made by contacting:

John Grant Title IX Coordinator Green Bay Campus Room SC240 (920)498-6984 John.grant@nwtc.edu	Kelly Schumacher Title IX Deputy Coordinator- Students Green Bay Room SC123 (920)498-6390 kelly.schumacher@nwtc.edu	Dawn Rentmeester Title IX Deputy Coordinator- Employee Green Bay Room CC224 (920)498-6932 dawn.rentmeester@nwtc.edu
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Sending an email to: TitleXinfo@nwtc.edu

Filling out the incident report: [Incident Report](#)

Filing a report in person with any Title IX Coordinator, Deputy Coordinator, NWTC Campus Security Team or any NWTC faculty or Staff member.

What You Should Do If You Are a Victim of Dating Violence, Domestic Violence, Stalking, or Sexual Assault

Even if you report a crime of dating violence, domestic violence, stalking, or sexual assault to the Title IX Team, you also have a right to report it to law enforcement. Should you make a report to law enforcement, you also have rights as a [victim of a crime](#).

NWTC will help you contact law enforcement if you so desire, but you also have the right to not notify or involve law enforcement.

If you are off campus and experiencing an emergency, you can call local police by dialing 911. You may also call your local police department's non-emergency line:

<p>City of Green Bay Police Department Non-Emergency (920) 391-7450 Crime Stoppers (920) 432-7867 307 S. Adams St., Green Bay, WI 54301 gbpolice.org</p>	<p>Florence County Sheriff's Office Non-Emergency (715) 528-3346 501 Lake Ave., Florence, WI 54121 florencecountywi.com</p>	<p>City of Shawano Police Department Non-Emergency (715) 524-4545 125 S. Sawyer St., Shawano, WI 54166 cityofshawano.com</p>
<p>City of Marinette Police Department Non-Emergency (715) 732-5200 1905 Hall Ave., Marinette, WI 54143 marinette.wi.us/174/Police-Department</p>	<p>Village of Crivitz Police Department Non-Emergency (715) 927-4042 800 Henriette Ave., Crivitz, WI 54114 villageofcrivitz.com</p>	<p>Door County Sheriff's Office Non-Emergency (920) 746-2400 121 S. Duluth Ave., Sturgeon Bay, WI 54235 doorcountysheriff.org</p>
<p>City of Sturgeon Bay Police Department Non-Emergency (920) 746-2450 421 Michigan Ave., Sturgeon Bay, WI 54235 sturgeonbaypolice.com</p>	<p>Village of Luxemburg Police Department Non-Emergency (920) 845-5381 206 Maple St., Luxemburg, WI 54217 luxemburgusa.com</p>	<p>Village of Howard Police Department Non-Emergency (920) 391-7450 2456 Glendale Ave., Green Bay, WI 54313 villageofhoward.com</p>
	<p>City of Oconto Falls Police Department Non-Emergency (920) 846-4500 500 N. Chestnut Ave., Oconto Falls, WI 54154 cityofocontofalls.com</p>	

If you are on the Green Bay campus, you can contact **NWTC Campus Security**:

- Non-Emergency (920) 498-5699
- Room SC121
- 2740 West Mason St., Green Bay, WI 54303 Room SC121

*Security officers are located on the Green Bay campus and are available every day, 6am – 10pm.

Restraining Orders

In addition to filing a report with law enforcement, you have the right to seek a restraining order. A restraining order is an order issued by the civil division of the county circuit court that prohibits another person or persons from engaging in certain behavior. Under Wisconsin law you can obtain a restraining order for domestic abuse and/or harassment. You can request a restraining order without filing a report with law enforcement.

You can pursue a domestic abuse restraining order when the abuse occurs between adult family or household members, by an adult caregiver against an adult who is under the caregiver’s care, between former spouses, between adults who have or had a dating relationship, or between adults who have a child together.

Domestic abuse behaviors include

- Intentional infliction of physical pain or injury;
- Intentional impairment of a physical condition;
- Sexual assault;
- Stalking;
- Intentional damage to physical property belonging to the petitioner; or
- A threat to engage in the conduct of any of these behaviors.

You can pursue a harassment restraining order for the following behaviors that constitute harassment:

- Striking,
- Shoving,
- Kicking,
- Other physical contact,
- Child abuse,
- Sexual assault,
- Stalking,
- Threats or attempts to do any of these or
- Conduct or acts that harass or intimidate another person, which serve no legitimate purpose.

The Title IX Team will assist you in filing a restraining order if requested. You can file for a restraining order by completing the paperwork with the court listed below. Generally, you must file the request in the county court where the abuse allegations occurred.

Brown County	Brown County Courthouse 100 S. Jefferson Street Green Bay, WI 54301
Door County	Door County Courthouse 1209 S. Duluth Avenue Sturgeon Bay, WI 54235
Florence County	Florence County Courthouse 501 Lake Avenue Florence, WI 54121
Kewaunee County	Kewaunee County Courthouse 613 Dodge Street Kewaunee, WI 54216

Manitowoc County	Manitowoc County Courthouse 1010 S. 8 th Street Manitowoc, WI 54220
Marinette County	Marinette County Courthouse 1926 Hall Avenue Marinette WI 54143
Oconto County	Oconto County Courthouse 301 Washington Street Oconto WI 54153
Outagamie County	Outagamie County Courthouse 320 S. Walnut Street Appleton, WI 54911
Shawano County	Shawano County Courthouse 311 N. Main Street Shawano WI 54166

You can also e-file a request for a temporary restraining order online using these instructions from the [Wisconsin Courts website](#) ([eFiling a Temporary Restraining Order](#)).

Each county also has an organization that can assist you, free of charge, with filing your restraining order, and they can often have someone attend the court hearing with you.

<p>Sexual Assault Center of Family Services 24 Hour Hotline (920) 436-8899</p> <ul style="list-style-type: none"> • Brown County <ul style="list-style-type: none"> ○ (920) 436-8899 ○ 300 Crooks St., Green Bay, WI 54301 • Door County <ul style="list-style-type: none"> ○ (920) 746-8996 ○ 207 S. 4th Ave., Sturgeon Bay, WI 54235 • Oconto County <ul style="list-style-type: none"> ○ (920) 846-2111 ○ 512 Brazeau Ave., Oconto, WI 54153 • Marinette County <ul style="list-style-type: none"> ○ (715) 732-7300 ○ 1926 Hall Ave., WI 54143 	<p>Rainbow House therainbowhouse.us 24 Hour Crisis Line (800) 956-6656</p> <ul style="list-style-type: none"> • Marinette County <ul style="list-style-type: none"> ○ (715) 735-6656 ○ 1530 Main St., Marinette, WI 54143 • Oconto County <ul style="list-style-type: none"> ○ (920) 834-5299 ○ 1008B Pecor St., Oconto, WI 54153
<p>Safe Haven shawanoshelter.org 24 Hour Crisis Line (888) 303-3421</p> <ul style="list-style-type: none"> • (715) 526-3421 • Text Only (715) 584-1258 • 380 Lakeland Rd, Shawano, WI 54166 	<p>Caring House 24 Hour Crisis Line (906) 774-1112</p> <ul style="list-style-type: none"> • (906) 774-1337 • 1305 Prospect Ave., Iron Mountain, MI 49801
<p>Tri-County Safe Harbor safe3c.com 24 Hour Help Line (906) 789-1116</p> <ul style="list-style-type: none"> • Delta County, Michigan <ul style="list-style-type: none"> ○ (906) 789-9207 	

<ul style="list-style-type: none"> ○ 905 1st Ave. South, Escanaba, MI 49829 ● Menominee County <ul style="list-style-type: none"> ○ (906) 836-1116 ○ 1101 11th Ave., Suite B7, Menominee, MI 49858 ● Carney Office <ul style="list-style-type: none"> ○ (906) 639-3021 ○ 54 North Highway US41, Carney, MI 49812 ● Schoolcraft County <ul style="list-style-type: none"> ○ (906) 789-1116 ○ 417B Oak St., Manistique, MI 49857 	
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For a protection order to work effectively, you must

- Inform the court of your specific safety needs (including when you are at work), those of your children, and any other particular circumstances
- Request custody and visitation restrictions or “no contact” orders to ensure your children’s safety
- Call the police every time the order is violated

Violations of restraining orders can only be enforced by law enforcement. You may be asked to provide a copy of the restraining order to the Title IX Team and NWTC Security Team for the purpose of safety planning while on campus, but the college cannot enforce your restraining order.

Visit the Wisconsin Department of Justice’s website for more information on restraining orders and the process for requesting and enforcing them. [Wisconsin Department of Justice Restraining Orders](#)

Assistance can also be obtained from the following national organizations:

- National Sexual Assault Hotline: 800-656-4673
- National Domestic Abuse Hotline: 800-799-8233
- National Center for Victims of Crimes (any crime): 855-484-2846

Medical Resources for Crime Victims

Your local hospital provides medical treatment for those who experience dating violence, domestic violence, stalking, or sexual assault and other crimes. Forensic sexual assault exams that may collect vital evidence are available at the locations listed below. In these situations, a specially trained medical professional will obtain this evidence, often called a SANE (Sexual Assault Nurse Examiner) Nurse. Sexual assault nurse examiners are trained in the collection of forensic evidence and can check for injuries and exposure to sexually transmitted infections and diseases. If you are still wearing any clothes worn during the incident, wear them to the hospital, but bring a change of clothes, as the hospital will keep the clothes you are wearing as evidence. If you have changed clothes, bring the ones you were wearing during the incident to the hospital in a clean paper (not plastic) bag or wrapped in a clean bedsheet. Leave sheets/towels at the scene of the incident. Police will collect them.

When you report to the hospital, a police officer or detective may come speak with you along with a Victim/Witness Coordinator (an employee of the police department or district attorney’s office who

advocates for you and keeps you informed throughout the legal process). However, you are not required to speak with the officer or coordinator or to file a police report if you don't want to do so.

County hospitals listed below are not exhaustive. For a list of additional hospitals, use <https://sane.doj.wi.gov/locations>.

<p>Brown County St. Vincent's Hospital 835 North Meade Street Green Bay, WI 54301 Emergency Dept: 920-433-8181</p>	<p>Kewaunee County St. Vincent's Hospital 835 North Meade Street Green Bay, WI 54301 Emergency Dept: 920-433-8181</p>	<p>Oconto County Theda Care Regional Medical Center Appleton 1818 North Meade Street Appleton WI 54911 Emergency Dept: 920-731-4010</p>
<p>Door County St. Vincent's Hospital 835 North Meade Street Green Bay, WI 54301 Emergency Dept: 920-433-8181</p>	<p>Manitowoc County Aurora Medical Center – Manitowoc County 5000 Memorial Drive Two Rivers, WI 54241 Emergency Dept: 920-794-5000</p>	<p>Outagamie County Theda Care Regional Medical Center Appleton 1818 North Meade Street Appleton, WI 54911 Emergency Dept: 920-731-4101</p>
<p>Florence County Ascension St. Clare's Hospital 3400 Ministry Parkway Weston, WI 54476 Emergency Dept: 715-393-3000</p>	<p>Marinette County St. Vincent's Hospital 835 S. Van Buren St Green Bay, WI 54301 Emergency Dept: 920-433-8181</p>	<p>Shawano County Theda Care Regional Medical Center Appleton 1818 North Meade Street Appleton, WI 54911 Emergency Dept: 920-731-4101</p>

Preservations of Evidence

The preservation of evidence in incidents of sexual assault and stalking is especially critical to potential criminal prosecution and to obtaining restraining orders, which are particularly time sensitive. NWTC will inform the Complainant of the importance of preserving evidence. Evidence degrades over time, which means evidence can be lost over time. This can make obtaining restraining orders or prosecuting the offender more difficult.

Sexual Assault

- Seek forensic medical assistance at the hospital, ideally within 120 hours of the incident (sooner is better).
- Avoid showering, bathing, smoking/vaping, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.
- Try not to urinate.
- If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth.
- If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or secure evidence container available from the hospital or local police department.
- Seeking medical treatment can be essential even if it is not for the purposes of collecting forensic evidence.

Stalking

- Evidence in the form of text and voice messages will be lost in most cases if the Complainant changes their phone number.
- Make a secondary recording of any voice messages and/or save the audio files to a cloud server.
- Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook).
- Save copies of email correspondence, including notifications related to account access alerts.
- Take time-stamped photographs of any physical evidence including notes, gifts, etc., in place when possible.
- Save copies of any messages showing a request for no further contact.
- Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible.

Even if you don't report to law enforcement right away, preserve as much evidence as you can. In addition, you may still obtain assistance and services from NWTC if you do not contact law enforcement or preserve evidence.

The Impact of Dating Violence, Domestic Violence, Stalking, or Sexual Assault

Possible physical effects may include:	Possible psychological and/or emotional effects may include:
<ul style="list-style-type: none">• Headaches• Injuries• Insomnia or sleeping more than usual• Nausea• Pain and Soreness• Panic Attacks• Sleep pattern disturbances• Vomiting	<ul style="list-style-type: none">• Anger• Anxiety• Apathy (detachment, loss of caring)• Difficulty concentrating• Diminished or increased interest in activities or sex• Flashbacks• Guilt, Shame or embarrassment• Hyper-vigilance (always on guard)• Irritability• Loss of trust in self or others• Memory impairment or confusion• Shock, Denial• Sadness and grief• Sleep disturbance (including nightmares)• Social withdrawal• Thoughts of suicide or death

Confidential Resources on Campus

To make informed choices, all parties should be aware of confidentiality and privacy considerations, as well as institutional mandatory reporting requirements.

Confidential Reporting: If a Complainant wishes to keep the details of an incident confidential, they should speak with campus mental health counselors and/or health service providers. Campus counselors are available to help on an emergency basis. Their service is free of charge.

If you need confidential mental health counseling on campus, you can receive such services at no-charge from NWTC's Licensed Professional Counselors. You can make an appointment by calling 920-498-5507 or directly booking an appointment online at: <https://www.nwtc.edu/student-experience/counseling>

BetterMynd also has Licensed Professional Counselors who are partnering with NWTC Licensed Professional Counselors to offer expanded counseling for additional hours in the evening and weekends via Zoom.

BetterMynd Counseling is:

- Confidential
- Virtual
- Convenient
- Secure

Enrolled students can sign up now for four free 50 minute online therapy sessions that you can access at any time. Sign up here: https://www.nwtc.edu/student-experience/counseling#Counseling_through_BetterMynd

Please note that BetterMynd is a scheduled service, not a crisis service. If you need immediate help, please call your county's Emergency Crisis and Intervention 24-hour hotline at the numbers listed in this document.

NWTC also provides confidential counseling services to its employees. The Employee Assistance Program (EAP) is designed to provide prompt, confidential help with a range of personal and family issues that may affect all of us from time to time. Employees or members of their household (spouse, dependent children, etc.) can receive up to eight free counseling sessions with an EAP Professional. NWTC's provider is ComPsych. If you need help or guidance, you may reach out to EAP at (800)272-7255 or www.guidanceresources.com.

In addition, NWTC has designated Bellin's Campus Care providers as confidential reporters. Local resources such as crisis centers are also confidential and have no duty to report disclosed information to NWTC.

Mandated Reporting: All employees not designated as confidential above are mandated reporters. This means they are required to share information that you have disclosed to them with the Title IX Coordinator, though that does not obligate you to any formal involvement. The Title IX Coordinator will simply reach out to you to offer support and the opportunity to file a formal complaint.

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety may exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information.

Anonymous notice will be investigated by NWTC to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, depending on

what information is shared, anonymous notice typically limits NWTC’s ability to investigate, respond, and provide remedies.

When a Complainant has made a request for anonymity, the Complainant’s personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator. Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled, depending on state reporting of abuse requirements.

You may request that the Title IX Coordinator provide you with supportive measures and resources without initiating a formal resolution process. If you wish to pursue a formal resolution process, the Title IX Coordinator will be unable to honor any request for confidentiality. The Respondent must be provided sufficient information, including the identity of the Complainant, to allow them to appropriately respond.

If NWTC decides it is obligated to pursue formal resolution based on the notice you have given, the Title IX Coordinator can initiate a complaint. You are not obligated to participate in the resolution process as Complainant, or you could participate as a witness, instead. Regardless of whether you participate, you will have all the rights to which a Complainant is entitled, if you want them. The ability of NWTC to enforce its policies may be limited if you decide not to participate at all.

Duties with respect to minors (those under age [18]) may require reporting to state agencies and/or local law enforcement. As a result, confidentiality cannot be guaranteed.

Requesting Accommodations/Supportive Measures

Area Requiring Assistance	Who/How to Contact
Academic Accommodations	Disability Services 920-498-6904 disability.services@nwtc.edu
Safety Escort	NWTC Security 920-498-5699
Workplace Accommodations	Talent & Culture (920-498-6286 TalentandCulture@nwtc.edu)

NWTC’s Procedure in Response to Reports of Dating Violence, Domestic Violence, Stalking, and Sexual Assault

NWTC has procedures in place to respond to reports of dating violence, domestic violence, stalking, or sexual assault in a manner sensitive to victims of these crimes. The Title IX Coordinator and investigators have received training in how to respond to reports of these crimes in a non-judgmental and supportive manner. Upon receipt of a report, a Title IX Coordinator or designee will provide you with a notification of your rights (including the right to file a report with law enforcement) and supportive services, resources, and accommodations that are available to you. Additionally, you will be provided with resources.

Choose how to proceed

You have options. You can:

- do nothing until you are ready,
- pursue resolution by NWTC, and/or
- initiate criminal proceedings, and/or
- initiate a civil process against the perpetrator.

You may pursue whichever combination of options is best for you. If you pursue resolution by NWTC, your options can include a formal response, informal resolution, and/or supportive measures. If you wish to have an incident investigated and resolved by NWTC, students should contact the Title IX Coordinator. Employees should contact either Talent & Culture or the Title IX Coordinator. NWTC procedures will be explained and are summarized below. Those who wish incidents to be handled criminally, should contact their Local Law Enforcement Agency and have the right to be assisted by NWTC in doing so.

If you choose to file a formal complaint under Title IX, a federal law that prohibits conduct such as dating violence, domestic violence, stalking, and sexual assault, NWTC's Title IX Coordinator or designee will conduct an initial assessment to determine if your situation is best processed under Title IX or another college policy. For situations that occurred outside a college program or were committed by someone who is not an employee or student, the college may not have jurisdiction to investigate the complaint but will still provide support services and accommodations to the victim, among other measures.

NWTC treats Complainants and Respondents equitably by providing remedies to a Complainant when a determination of responsibility for sexual harassment has been made against the Respondent and by following a resolution process that complies with the Title IX regulations and VAWA.

Here is an overview of the major steps in the process:

STEP ONE: Intake

The Title IX Coordinator will with understanding the policy and procedures, their options, and accessing resources. Assuming the Complainant chooses to file and complaint and move forward with a formal or informal resolution process, the next step is an Initial Assessment.

If there is an anonymous report, third-party report, or an unidentified Complainant, the Title IX Coordinator will attempt to: (1) take appropriate action to determine who was impacted and/or involved in the reported behavior to offer them supportive measures and resources and explain their process options, and (2) take reasonable action to stop the behavior, remedy its effects on individuals and the campus community, and prevent it from recurring in the future.

All resolutions will be conducted by officials who receive annual training on issues related to sexual harassment, which includes domestic violence, dating violence, sexual assault, and stalking. The Title IX Coordinator, Investigators, Decision-makers, and any person who facilitates an informal resolution process are required to be trained on: the definitions of sexual harassment; the scope of NWTC's education program or activity; how to conduct an investigation and grievance process that includes hearings, appeals, and informal resolution processes, as applicable; and serving impartially, including by avoiding prejudgment of the facts at issue, identifying conflicts of interest, and bias.

Additionally, Decision-makers must receive training on any technology used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant. Any materials used for training the Title IX team will not rely on sex stereotypes and will promote impartial investigations and adjudications of formal Complainants of sexual harassment. All materials used to provide training are available for request upon review by emailing TitleXInfo@nwtc.edu

NWTC's resolution process is confidential. The institution will protect the confidentiality of parties throughout the resolution process, consistent with the provisions of state and federal law. [Any required release of information about a resolution will be accomplished without the inclusion of identifying information about the Complainant. Information about the Respondent will only be released to the extent permitted by law.

STEP TWO: Initial Evaluation

An initial assessment of the allegations is made by the Title IX Coordinator to determine appropriate jurisdiction and applicable policies/procedures. Under the federal Title IX regulations, the Title IX Coordinator is required to dismiss any formal complaint if one or more of the following is true:

- The alleged conduct would not constitute sexual harassment as defined within the Sexual Harassment policy, even if proved
- The alleged conduct did not occur in NWTC's education program or activity
- The alleged conduct did not occur against a person in the United States
- The Complainant is not participating or attempting to participate in NWTC's education program or activities at the time of filing the complaint.

Additionally, the Title IX Coordinator *may* dismiss any formal complaint if one or more of the following is true:

- At any time during the investigation or hearing a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal Complainant or any allegations therein
- The Respondent is no longer enrolled or employed by NWTC
- Specific circumstances prevent NWTC from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein

Upon a dismissal required or permitted under the federal Title IX regulations, the Title IX Coordinator will promptly send written notice of the dismissal and the rationale to the parties simultaneously. The parties (meaning the Complainant and Respondent) will have an opportunity to appeal this decision.

If a dismissal occurs, the Title IX Coordinator may refer or reinstate the allegations for resolution under an alternative campus process, if appropriate.

NWTC recognizes that incidents which fall outside of the narrow scope of the Title IX regulations may also negatively impact access to the institution's education programs and activities and are counter to the mission and values of the institution. Therefore, NWTC has also adopted its implementing procedures to address other sex offenses that may fall outside the protections of Title IX. NWTC's jurisdiction under this policy includes conduct or behavior by NWTC students or employees that takes place on or within NWTC's campus, at NWTC-sponsored or supported events or activities, whether held on or off NWTC's campus, including those held in other municipalities, states, and nations, or over/through/via NWTC-owned or provided technology (e.g., networks, websites or e-mail accounts). This policy applies to any conduct, allegations of conduct, or information about conduct, including off campus conduct, that has or may likely have the effect of discouraging

or limiting a person's participation in, or accessibility to, NWTC's education programs or activities on the basis of sex.

For disciplinary action to be issued under this Policy, the Respondent must be a NWTC faculty member, student, or employee at the time of the alleged incident. If the Respondent is unknown or is not a member of the NWTC community, the Title IX Coordinator or Deput Coordinator will offer to assist the Complainant in identifying appropriate institutional and local resources/support options and will implement appropriate supportive measures and/or remedial actions (e.g., No trespass citation from NWTC.). The Title IX Coordinator or Deputy Coordinator can also assist in contracting local law enforcement or NWTC Security if the individual would like to file a police report about criminal conduct.

STEP THREE: Choose an Advisor (if you have not already)

The parties are each entitled to an Advisor of their choice to accompany them to any and all meetings pertaining to the complaint. An Advisor can be anyone, including but not limited to an attorney, friend, roommate, or parent. Advisors can be extremely helpful in assisting parties with navigating the Title IX resolution process, especially when it comes to the hearing. NWTC is required to have a live hearing as part of its formal grievance process. At the live hearing, the Decision-maker(s) must permit each party's Advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. If a party does not have an Advisor, NWTC will provide an Advisor, without fee or charge, from a pool of trained Advisors. NWTC-appointed Advisors are not attorneys.

For representation, Respondents may wish to contact organizations such as:

- FACE (<http://www.facecampusequality.org>)
- SAVE (<http://www.saveservices.org>)

Complainants may wish to contact organizations such as:

- The Victim Rights Law Center (<http://www.victimrights.org>),
- The National Center for Victims of Crime (<http://www.victimsofcrime.org>), which maintains the
- Crime Victim's Bar Association.]
- The Time's Up Legal Defense Fund: <https://nwlc.org/times-up-legal-defense-fund/>]

Victim Advocates

Complainants may want to choose an advocate as their Advisor, or to have access to an advocate for support. Advocates are individuals who may or may not be employed by an institution for the purpose of providing confidential support and resources independent of or in conjunction with a sex- or gender based discrimination or misconduct resolution process. Advocates are typically trained to provide crisis response services and connection to law enforcement, legal, health, and other emergency services. Advocates are often involved in assisting with the provision of supportive measures for Complainants such as academic adjustments, employment adjustments, housing relocation, and coordination of medical or mental health services

Below is a list of community-based and national advocacy services available:

- National Organizations Supporting Crime Victims
- National Center for Injury Prevention and Control
- National Organization for Victim Assistance (NOVA)
- National Coalition of Anti-Violence Programs (NCAVP)

STEP FOUR: Investigation

Trained Investigators will conduct an investigation that is prompt, thorough, reliable, equitable, fair, and impartial. They will interview the parties and witnesses and prepare a report. Your Advisor can accompany you to all interviews. As part of the investigation, parties and their Advisors will be provided access to all relevant and directly related evidence collected and will be given an opportunity to review and comment upon it.

STEP FIVE: Hearing

The NWTC resolution process provides for a neutral and independent Decision-maker. The Decision-maker(s) will have the opportunity to question Investigators, parties, and witnesses during a hearing. [Hearings are held in person, though any party may request to participate through videoconference]. The Title IX Coordinator may decide that the entire hearing should take place through videoconference. The parties may make opening and closing statements. During the hearing, parties' Advisors will have the opportunity to question the other party and witnesses. If a party or witness chooses not to submit to questioning during the hearing, any prior statements made by that party or witness cannot be considered by the Decision-maker(s).

Standard of Evidence: NWTC uses a preponderance of evidence standard of evidence. This means that Decision-makers consider whether, given the available relevant, credible evidence, it is [more likely than not that a violation of policy occurred.

Past History: Questions and evidence about the Complainant's sexual predisposition cannot be asked. Questions about a Complainant's prior sexual behavior cannot be asked unless:

- Such questions and evidence are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, OR
- 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.

STEP SIX: Final Determination

The parties will be informed of the outcome of NWTC's resolution of a complaint in writing, without significant delay between the notifications to each party. This notice will include the final determination, any sanctions imposed, a rationale for the final determination and any sanctions, the institution's procedures for the parties to appeal, any change to the results that occurs prior to the time that such results become final, and when NWTC considers those results to be final.

STEP SEVEN: Appeal

All parties involved in proceedings may submit a written request for appeal ("Request for Appeal") to the Title IX Coordinator or its designee within five (5) business days of the delivery of the Notice of Outcome. on the basis of grounds permitted by NWTC's policy.

All parties are included in any appeal reconsideration and have equal rights of participation. All appeals are conducted by written exchange of materials. There is only one level of appeal. That decision is final. See [Resolution Process](#)

Timelines for Resolution

NWTC is committed to resolving complaints within a reasonably prompt timeframe. NWTC's policy and procedures detail this timeline more specifically. Below is a template that will keep you informed of the timeline for your incident. NWTC's process allows for the temporary delay of the grievance process or limited extensions of time frames for good cause with written notice to the Complainant and the Respondent. This notification will include specifics of the delay or extension with a detailed reason for the action. Contact the Title IX Coordinator if you need a delay in the process, or an extension for an aspect of the process.

Informal Resolution Process

To initiate an informal resolution process, a Complainant must submit a formal complaint first. After submission of the formal complaint, the Title IX Coordinator or designee will provide additional information if an informal resolution is an option. Parties who wish to initiate an informal resolution process should contact the Title IX Coordinator or designee.

All parties must agree, in writing, to initiate an informal resolution process. The parties may agree as a condition of engaging in informal resolution that statements made or evidence shared during the informal resolution process will not be considered in the formal grievance process unless all parties consent.

It is not necessary to pursue informal resolution first to pursue a formal resolution process, and any party participating in informal resolution can stop the process at any time and begin or resume the formal grievance process.

There are four main types of informal resolution:

1. **Supportive Resolution.** When the Title IX Coordinator or its designee can resolve the matter informally by providing supportive measures (only) designed to remedy the situation.
2. **Educational Conversation.** When the Title IX Coordinator or its designee can resolve the matter informally by having a conversation with the Respondent to discuss the Complainant's concerns and institutional expectations or can accompany the Complainant in their desire to confront the conduct.
3. **Accepted Responsibility.** When the Respondent is willing to accept responsibility for violating NWTC's Title IX – Sex Discrimination Policy and is willing to agree to actions that will be enforced similarly to sanctions, and the Complainant(s) and NWTC are agreeable to the resolution terms.
 - The Respondent may accept responsibility for all or part of the alleged policy violations at any point during the resolution process. If the Respondent indicates an intent to accept responsibility for all of the alleged misconduct, the formal process will be paused, and the Title IX Coordinator will determine whether Informal Resolution can be used according to the criteria above.
 - If Informal Resolution is applicable, the Title IX Coordinator will determine whether all parties and the Recipient are able to agree on responsibility, sanctions, and/or remedies. If so, the Title IX Coordinator implements the accepted finding that the Respondent is in violation of Recipient policy and implements agreed-upon sanctions and/or remedies, in coordination with other appropriate administrator(s), as necessary.
 - This result is not subject to appeal once all parties indicate their written assent to all agreed upon terms of resolution. When the parties cannot agree on all terms of resolution, the Formal Grievance Process will resume at the same point where it was paused.
 - When a resolution is accomplished, the appropriate sanction or responsive actions are promptly implemented to effectively stop the harassment or discrimination, prevent its recurrence, and remedy the effects of the discriminatory conduct, both on the Complainant and the community.

4. **Alternative Resolution.** When the Parties agree to resolve the matter through an alternative resolution mechanism (which could include, but is not limited to, mediation, shuttle negotiation, restorative practices, facilitated dialogue, etc.).
- a. The Title IX Coordinator or designee may look to the following factors to assess whether Alternative Resolution is appropriate, and which form of Alternative Resolution may be most successful for the parties:
 - The parties' amenability to Alternative Resolution
 - Likelihood of potential resolution, taking into account any power dynamics between the parties
 - The parties' motivation to participate
 - Civility of the parties
 - Results of a violence risk assessment/ongoing risk analysis
 - Disciplinary history
 - Whether an emergency removal is needed
 - Skill of the Alternative Resolution facilitator with this type of allegation
 - Complaint complexity
 - Emotional investment/capability of the parties
 - Rationality of the parties
 - Goals of the parties
 - Adequate resources to invest in Alternative Resolution (time, staff, etc.)

The ultimate determination of whether Alternative Resolution is available or successful is to be made by the Title IX Coordinator. The Title IX Coordinator is authorized to negotiate a resolution that is acceptable to all parties, and/or to accept a resolution that is proposed by the parties, usually through their Advisors. Alternative Resolution agreements are not subject to appeal once agreed upon by all parties.

RISK REDUCTION FOR INTIMATE PARTNER VIOLENCE, STALKING, SEXUAL HARASSMENT, AND SEXUAL ASSAULT

While victim-blaming is never appropriate and NWTC fully recognizes that only those who commit sexual offenses are responsible for their actions, NWTC provides the suggestions that follow to help members of the campus community reduce their risk of being victimized and their risk of committing sexual offenses.

REDUCING THE RISK OF VICTIMIZATION

- ✓ Make any limits and/or boundaries you may have known as early as possible.
- ✓ Tell a sexual aggressor "no," as clearly and firmly as possible.
- ✓ Remove yourself, if possible, from an aggressor's physical presence.
- ✓ Reach out for help, either from someone who is physically nearby or by calling someone. Bystanders around you may be waiting for a signal that you need help.
- ✓ Take affirmative responsibility for your alcohol and/or drug consumption, understanding that alcohol and drugs can increase your vulnerability to sexual victimization.
- ✓ Look out for your friends and ask them to look out for you. Respect them, and ask them to respect you, but be willing to challenge each other about high-risk choices.

REDUCE THE RISK OF BEING ACCUSED OF A SEX OFFENSE

- ✓ Show your potential partner respect if you are in a position of initiating sexual behavior.
- ✓ If they say “no,” accept it and don’t push. If you want a yes, ask for it, and don’t proceed without
- ✓ clear permission.
- ✓ Communicate your intentions to your potential sexual partner clearly and give that person a chance to share their intentions and/or boundaries with you.
- ✓ Respect personal boundaries. If you are unsure what’s okay in any interaction, ask.
- ✓ Avoid ambiguity. Just ask. Don’t make assumptions about consent, about whether someone is attracted to you, how far you can go with that person, or if the individual is physically and mentally able to consent. If you have questions or are unclear, you *don’t* have consent.
- ✓ Don’t take advantage of the fact that someone may be under the influence of drugs or alcohol,
- ✓ even if that person chose to become that way. Their loss of control does not put you in control.
- ✓ Be on the lookout for mixed messages. That should be a clear indication to stop and talk about what your potential partner wants or doesn’t want to happen. They may be undecided about how far to go with you, or you may have misread a previous signal.
- ✓ Respect the timeline for sexual behaviors with which others are comfortable and understand that everyone is entitled to change their minds.
- ✓ Recognize that even if you don’t think you are intimidating in any way, your potential partner may be intimidated by or fearful of you, perhaps because of your sex, physical size, or a position of power or authority you may hold.
- ✓ Do not assume that someone’s silence or passivity is an indication of consent. Pay attention to
- ✓ both verbal and non-verbal signals to avoid misreading intentions.
- ✓ Understand that consent to one type of sexual behavior does not automatically grant you consent to other types of sexual behaviors. If you are unsure, stop and ask.
- ✓ If your partner indicates a need to stop, or withdraws consent, respect them. Immediately.
- ✓ If you’ve had consent with your partner previously, still check in with them. Just because something was okay with them before doesn’t mean it will be okay in the future.

RIGHTS OF COMPLAINANTS AND RESPONDENTS

- The right to an equitable investigation and resolution of all credible allegations of prohibited harassment, discrimination, and/or retaliation made in good faith to NWTC 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 informed in advance of any public release of information by NWTC regarding the allegation(s) or underlying incident(s), whenever possible
- The right not to have any personally identifiable information released by NWTC to the public without consent provided, except to the extent permitted by law
- The right to be treated with respect by NWTC officials
- The right to have NWTC policy 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 NWTC officials from reporting sexual harassment, discrimination, and/or retaliation to both on-campus and off-campus authorities

- The right to be informed by NWTC officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option(s) to be assisted by NWTC in notifying such authorities, if the party so chooses. This also includes the right not to be pressured to report.
- The right to have allegations of violations of this Policy responded to promptly and with sensitivity by Recipient law enforcement and/or other NWTC officials
- The right to be informed of available supportive measures, such as counseling; advocacy; health care; student financial aid, visa, and immigration assistance; and/or other services, both on campus and in the community
- The right to a NWTC-implemented no-contact order [or a no-trespass order against a non-affiliated third party] when a person has engaged in or threatens to engage in stalking, threatening, harassing, or other improper conduct
- 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. Such actions may include, but are not limited to:
 - Changing an employee's work environment (e.g., reporting structure, office/workspace relocation)
 - Visa/immigration assistance
 - Exam, paper, and/or assignment rescheduling or adjustment
 - Receiving an incomplete in, or a withdrawal from, a class (may be retroactive)
 - Transferring class sections
 - Temporary withdrawal/leave of absence (may be retroactive)
 - Alternative course completion options
 - Referral to counseling, medical, and/or other healthcare services
 - Referral to the Employee Assistance Program
 - Referral to community-based service providers
 - Student financial aid counseling
 - Education to the institutional community or community subgroup(s)
 - Safety planning
 - Providing campus safety escorts
 - Implementing contact limitations (no contact orders) between the parties
 - Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
 - Timely warnings
 - Increased security and monitoring of certain areas of the campus
 - Any other actions deemed appropriate by the Title IX Coordinator
- The right to have NWTC maintain such actions for as long as necessary and for supportive measures to remain confidential, provided confidentiality does not impair the NWTC'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 have the Investigator(s), Advisors, and/or Decision-maker(s) identify and question relevant available witnesses, including expert witnesses
- The right to provide the Investigator(s)/Decision-maker(s) with a list of questions that, if deemed relevant, may be asked of any party or witness
- The right to have inadmissible prior sexual predisposition/history or irrelevant character evidence excluded by the Decision-maker
- 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 all relevant and directly related evidence obtained by the investigation, subject to privacy limitations imposed by state and federal law, and a ten (10) business day period to review and comment on the evidence
- The right to receive a copy of the final investigation report, including all factual, policy, and/or credibility analyses performed, and to have at least ten (10) business days to review and comment on the report prior to the hearing
- 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 complaints addressed by Investigator(s), Title IX Coordinator(s), and Decision-maker(s) who have received [at least eight hours of] relevant annual training
- The right to preservation of confidentiality/privacy, as permitted by law
- The right to meetings, interviews, and/or hearings that are closed to the public
- The right to petition that any NWTC 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 present, including presence via remote technology, during all testimony given and evidence presented during any formal grievance hearing
- The right to have an impact statement considered by the Decision-maker(s) following a determination of responsibility for any allegation, but prior to sanctioning
- The right to be promptly informed in a written Notice of Outcome letter of the finding(s) and sanction(s) of the resolution process (if any) and a detailed rationale of the decision including an explanation of how credibility was assessed, delivered simultaneously (without undue delay) to the parties
- The right to be informed in writing of when a decision by the institution is considered final and any changes to the final determination or sanction(s) that occur post Notification of Outcome
- 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
- The right to a fundamentally fair resolution as defined in these procedures

SANCTIONS AND REMEDIES

There are several factors considered when determining a sanction. Sanctions are imposed and enforced when the Respondent has been found in violation of the NWTC's sexual harassment policy. Some considerations for sanctioning include:

- The nature, severity of, and circumstances surrounding the violation(s)
- The Respondent's disciplinary history
- The need for sanctions to bring an end to the discrimination, harassment, and/or retaliation
- The need for sanctions to prevent future recurrence of discrimination, harassment, and/or retaliation
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community

- The impact on the parties
- Any other information deemed relevant by the Decision-maker(s)

Sanctions are typically implemented as soon as feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested.

Examples of student sanctions are:

- **Warning:** A formal statement that the conduct was unacceptable and a warning that further violation of any Recipient policy, procedure, or directive will result in more severe sanctions/responsive actions.
- **Required Counseling:** A mandate to meet with and engage in either Recipient-sponsored or external counseling to better comprehend the misconduct and its effects.
- **Probation:** A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- **Suspension:** Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at Recipient. [insert transcript notation here if applicable].
- **Expulsion:** Permanent termination of student status and revocation of rights to be on campus for any reason or to attend Recipient-sponsored events. This sanction will be noted permanently as a Conduct Expulsion on the student's official transcript, [subject to any applicable expungement policies.]
- **Withholding Diploma:** The Recipient may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities as a sanction if the student is found responsible for an alleged violation.
- **Revocation of Degree:** The Recipient reserves the right to revoke a degree previously awarded from the Recipient for fraud, misrepresentation, and/or other violation of Recipient policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Organizational Sanctions:** Deactivation, loss of recognition, loss of some or all privileges (including registration) for a specified period of time.
- **Other Actions:** In addition to or in place of the above sanctions, the Recipient may assign any other sanctions as deemed appropriate.

Examples of employee sanctions are:

- 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

PREVENTION AND AWARENESS PROGRAMS

Bystander Intervention: NWTC offers bystander intervention programming to all new students in an effort to ensure that each member of the campus community is invested in creating a safe campus environment. Program participants are instructed on safe options for preventing harm and intervening when a risk of sexual misconduct exists.

- iRESPECT Committee: A committee of student, faculty, and staff members meet regularly to survey the campus climate in relation to sexual and gender. The group focuses on ensuring campus compliance with relevant policies and laws, as well as prevention and education efforts].
- VAWA Training: Incoming students and new employees are provided with education and training on awareness and risk reduction of sexual violence, dating violence, domestic violence, stalking and consent in compliance with the Violence Against Women Act.
- Ongoing Campaigns: Ongoing awareness and prevention campaigns are provided throughout the school year to students, faculty and staff.

FREQUENTLY ASKED QUESTIONS (FAQ)

Can an attorney be my Advisor?

- Yes. You have the right to an Advisor of your choice, which can include an attorney.

Will my parents/guardians find out about this incident?

- It depends. If you are a minor, members of the Title IX team have certain mandatory reporting obligations, which may include notifying your parents/guardians of the incident.
- If you are not a minor, this incident is a part of your education record, which is protected under the Family Educational Rights and Privacy Act (FERPA). This means that your education record cannot be shared with anyone with whom you have not given [Recipient] permission to share.

Do I have to resolve this through a formal grievance process?

- No. You have options. If you are a Complainant and wish to resolve informally, you must first make a formal complaint. Upon receipt of this formal complaint, the Title IX Coordinator will provide you with additional information. Any party who wishes to resolve the matter informally should contact the Title IX Coordinator. All parties must agree, in writing, to informally resolve for this to be an option.

Is there a time limit on when I can report?

- There is no statute of limitations on when a complaint can be filed however there are certain jurisdictional requirements that must be met to pursue a formal grievance process under Title IX.

Will I get in more trouble if I was drinking underage during the incident?

- NWTC 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.

What happens if the Respondent fails to comply with the sanctions?

- Respondents are expected to comply with the assigned sanctions, responsive actions, and/or corrective actions within the timeframe specified by the final Decision-maker(s). 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.

What happens if the Respondent transfers, leaves, or resigns prior to the conclusion of the formal resolution process?

- If a Respondent permanently withdraws or resigns, the resolution process ends with a dismissal, as NWTC no longer has disciplinary jurisdiction over the withdrawn student or former employee. However, NWTC will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

What if law enforcement is involved?

- NWTC's 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. NWTC may undertake a short delay in its investigation if circumstances require. Communication will be sent to the parties explaining the reason(s) for the delay and the anticipated duration of the delay.

Do I have to be cross-examined during the hearing?

- If you want the Decision-Maker(s) to consider any prior statements made or evidence submitted by you, then yes, you must submit to cross-examination during the hearing. You have a choice not to, but your statements and evidence will not be considered by the Decision-maker(s).