

How to Report

Faculty, staff and student employees who have or receive complaints of sexual harassment or sexual violence are obligated to report complaints to their supervisor or department head and/or to the Title IX Employee Coordinator as follows:

- If the accused individual is a student, the complaint must be reported to:

Carolus Brown, Dean of Students
Title IX Student Coordinator
Room 108
Phone: (408)498-5137
Email: cbrown@usv.edu

- If the accused individual is an employee or a visitor, the complaint must be reported to:

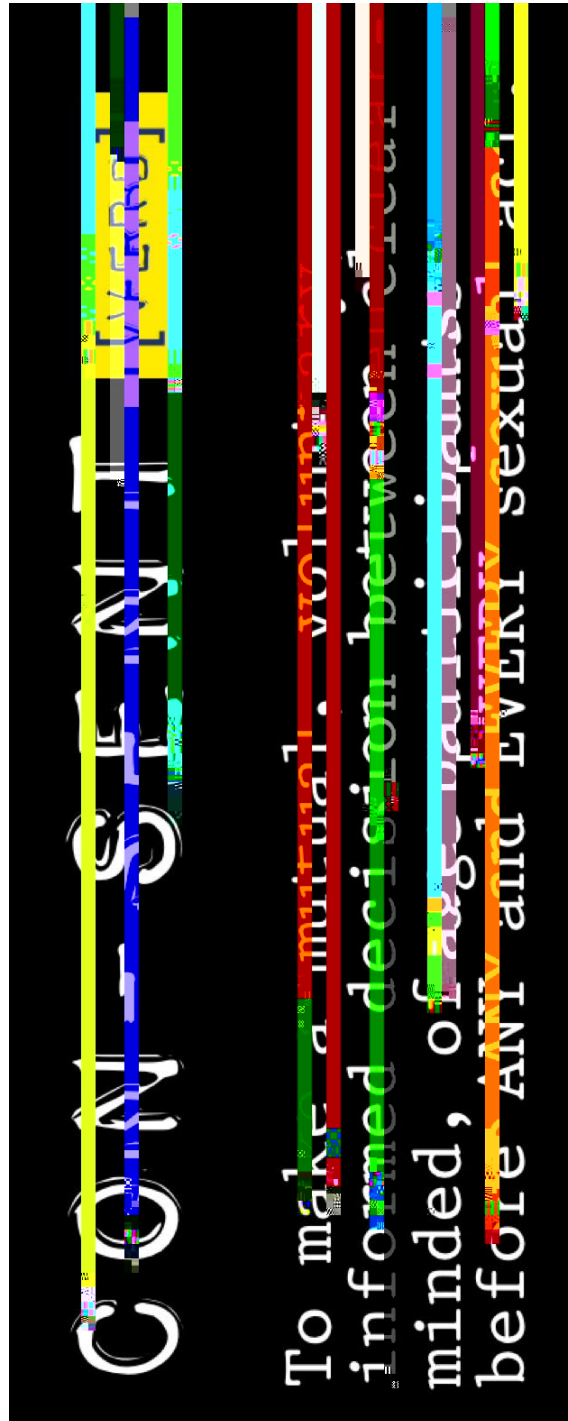
Leslie Anderson, Director of Human Resources
Room 102
Email: leslie@usv.edu

Students filing a complaint of sexual harassment or sexual assault on their own behalf or for another student may report it to:

Carolus Brown, Dean of Students
Title IX Student Coordinator
Room 108
Phone: (408)498-5137
Email: cbrown@usv.edu

IMPORTANT!

University of San Diego if and when they occur



is firmly committed to nondiscrimination in its delivery of educational services. These practices include, but are not limited to, admission to, and participation in the benefits and services of, educational programs or related activities sponsored by the University. In compliance with all applicable federal and state laws, decisions will be made irrespective of the individual's sex, race, color, religion, religious creed, age (over 18 years), mental or physical disability, medical condition as defined by law, national origin, marital status, veteran status, sexual orientation, gender or any other basis prohibited by federal or state law or local ordinance. This policy is in accordance with Title VI of the Civil Rights Act of 1964, as amended; Executive Order 11246, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1975; and any applicable state and local laws. When necessary, the University will reasonably accommodate individuals with disabilities if the individuals are otherwise qualified to meet the fundamental requirements of the University's educational program and/or able to safely perform all essential functions, without undue hardship to the University.

PROCEDURES F





3. *Notice to Others Regarding Complaint.* With the exception of Respondents, who may be notified of a filed complaint, including any amendment(s) thereto, and, in the discretion of the University, given a copy of any relevant part of the complaint, only those persons with a legitimate need to know will be apprised of the filing and final disposition of a complaint. Those persons may include, but are not necessarily limited to, appropriate organizational unit administrators (Academic or Administrative Department Directors, Managers, or Supervisors; or anyone on the Executive Committee) who may have an obligation to monitor the environment to ensure that retaliatory action does not occur during or after the investigative process concludes, and who may be required to implement recommendations of the University when it completes its investigation.
4. *Access to Information Regarding the Investigation.* Complainants and Respondents, upon inquiry and during the course of an investigation, may be advised of the status of the investigation.
5. *Amending a Complaint.* If, during the course of investigation, the University determines that more information is required to enable a meaningful investigation, Complainants may be requested to clarify or amplify allegations in the complaint. Complainants may also be allowed to add new Respondents or new discrimination charges related to the original complaint so long as such additions fall within the time limits otherwise applicable to the complaint and are accepted by the



- a. Upon completing investigation of an Administrative Review, the University will evaluate the evidence in accordance with the Nondiscrimination and Anti-harassment Policy and related standards and make a policy finding based on a preponderance of the evidence, also issuing a letter of determination to the requesting administrator which includes a finding of whether a policy violation occurred, and any information deemed appropriate.
- b. In a Type II Administrative Review, the University issues a letter of determination to the requesting administrator and also to any Respondent who was notified in the matter, including a finding of whether a policy violation occurred, and any other information deemed appropriate.
- c. Where a policy violation is found in an Administrative Review, the University also makes recommendations regarding any sanctions up to and including termination and/or other corrective action deemed appropriate, such as education and training. If discriminatory harassment is found, these recommendations include steps reasonably calculated to end any harassment and to prevent recurrence. The University may also issue recommendations in