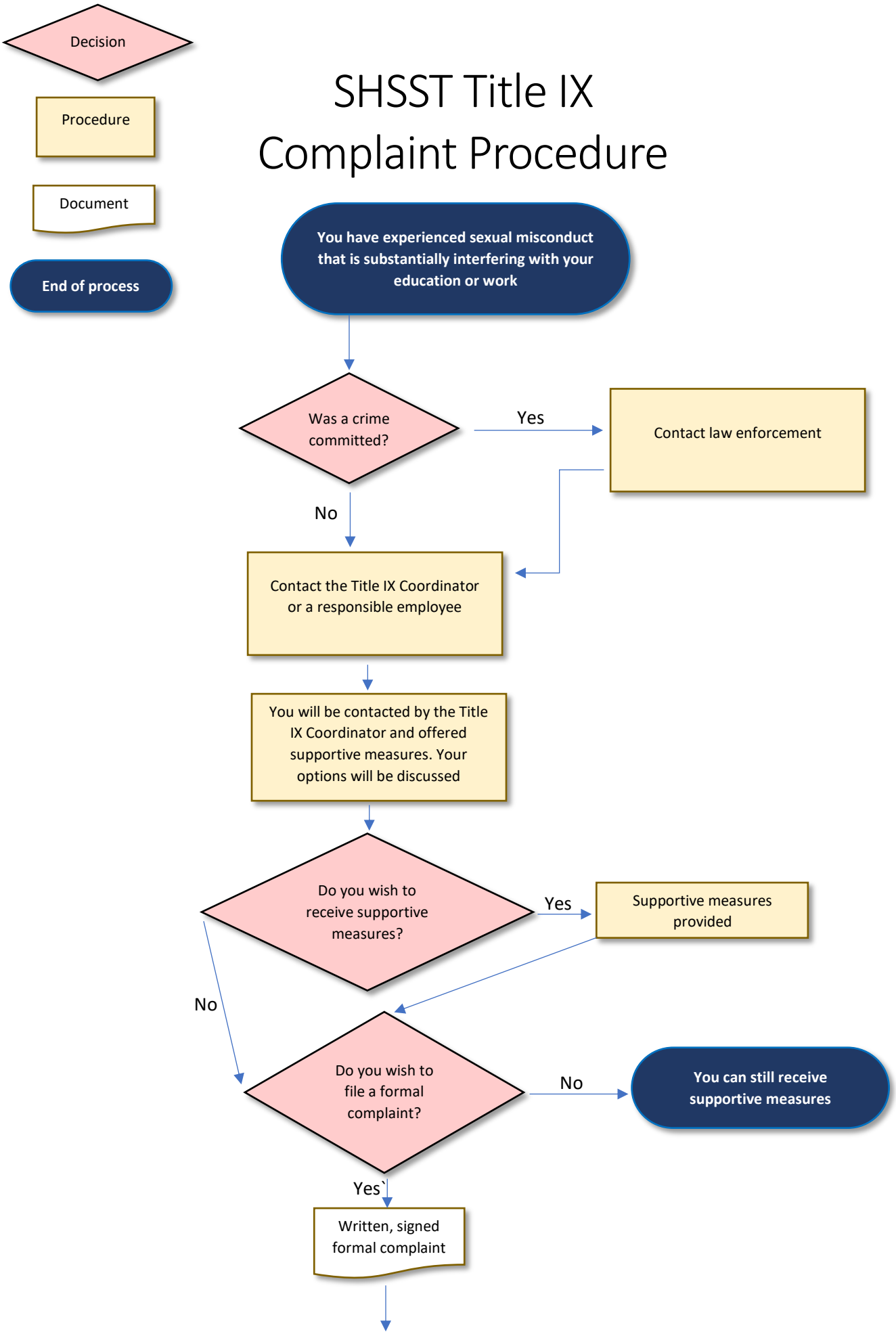
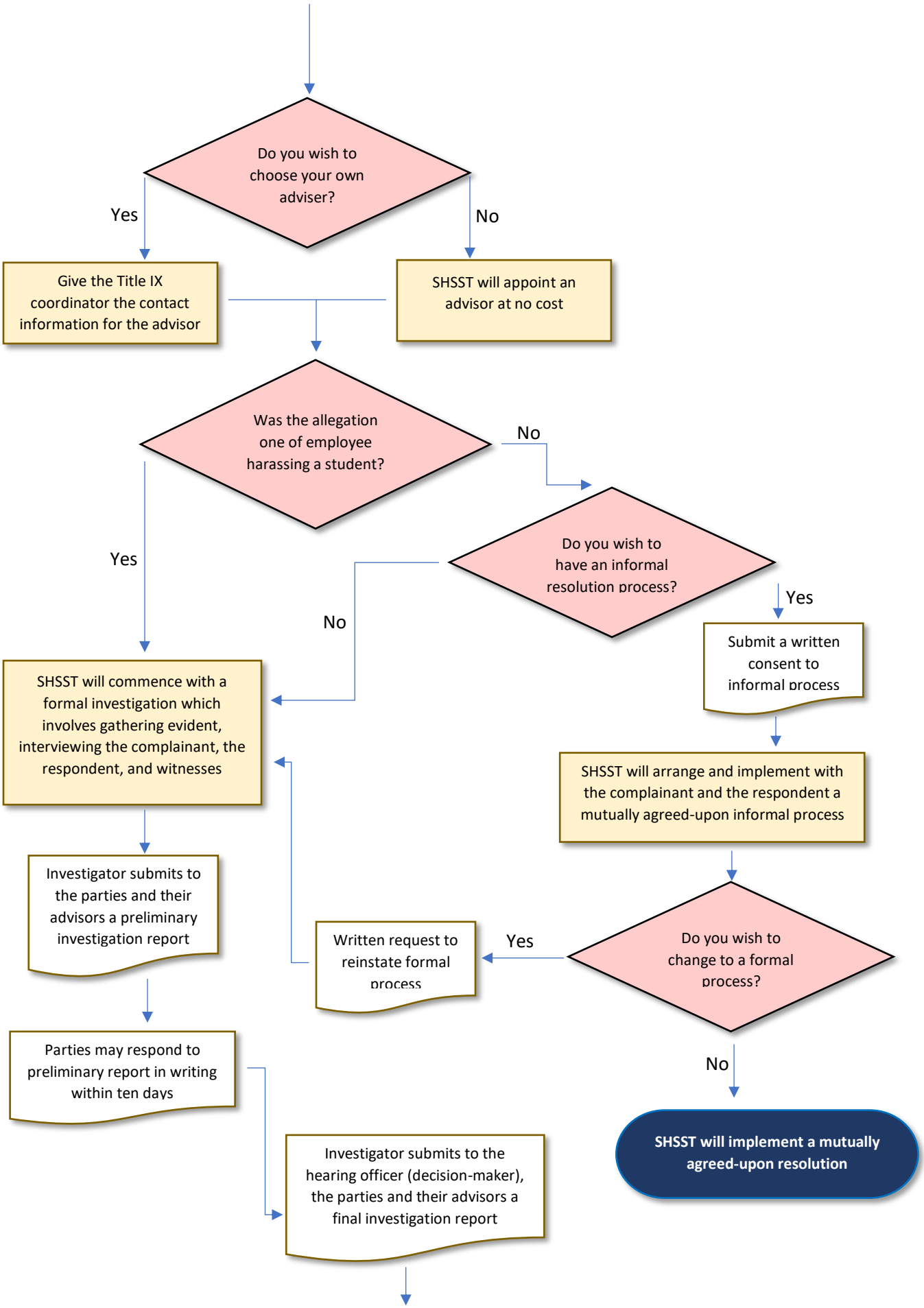
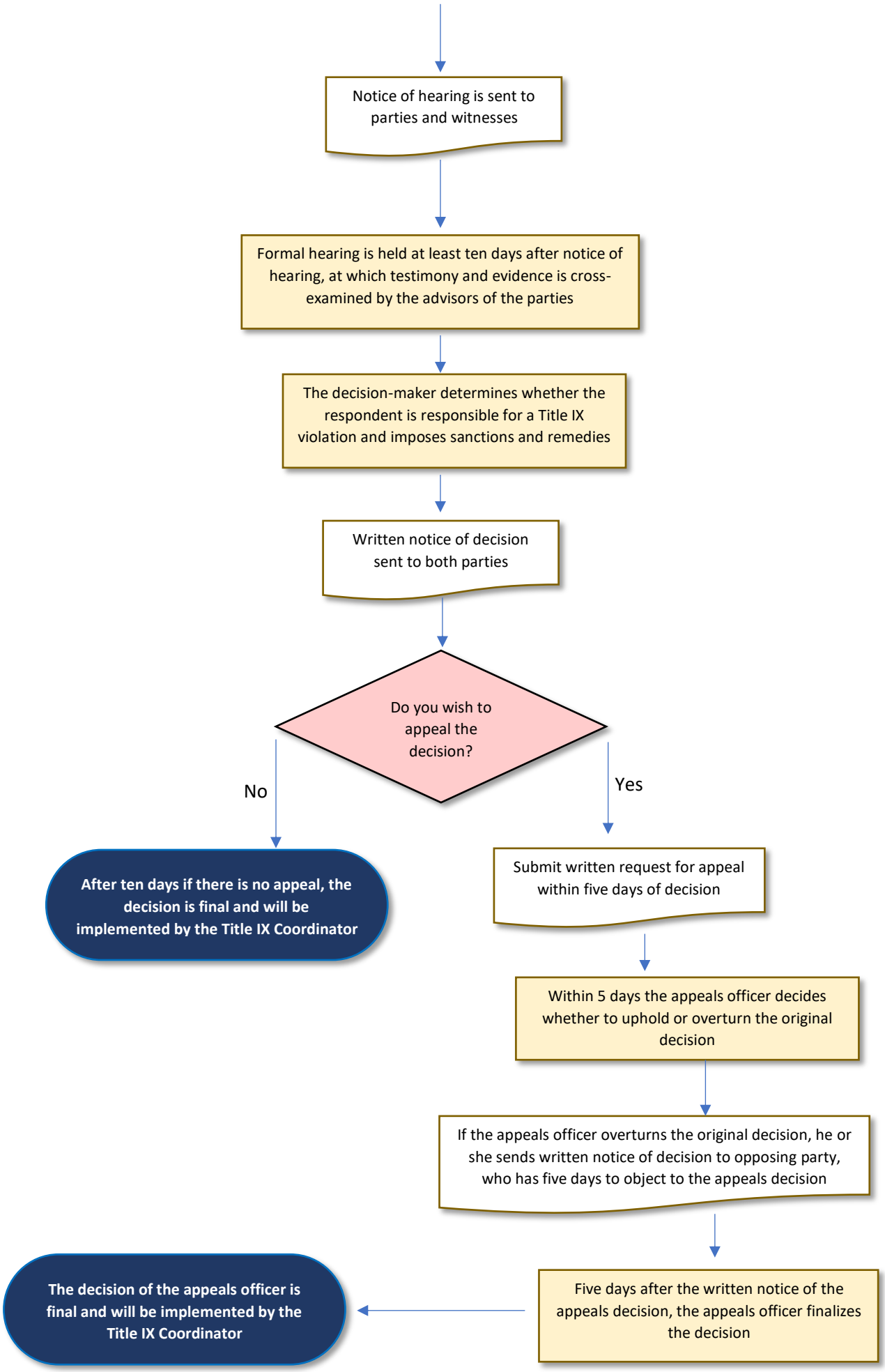
SHSST Title IX Complaint Procedure




Do you wish to choose your own adviser?
Yes
No
Give the Title IX coordinator the contact information for the advisor
SHSST will appoint an advisor at no cost
Was the allegation one of employee harassing a student?
No
Yes
Do you wish to have an informal resolution process?
No
Yes
Submit a written consent to informal process
SHSST will commence with a formal investigation which involves gathering evident, interviewing the complainant, the respondent, and witnesses
SHSST will arrange and implement with the complainant and the respondent a mutually agreed-upon informal process
Investigator submits to the parties and their advisors a preliminary investigation report
Written request to reinstate formal process
Yes
Do you wish to change to a formal process?
Parties may respond to preliminary report in writing within ten days
No
SHSST will implement a mutually agreed-upon resolution
Investigator submits to the hearing officer (decision-maker), the parties and their advisors a final investigation report


Notice of hearing is sent to parties and witnesses
Formal hearing is held at least ten days after notice of hearing, at which testimony and evidence is cross-examined by the advisors of the parties
The decision-maker determines whether the respondent is responsible for a Title IX violation and imposes sanctions and remedies
Written notice of decision sent to both parties
Do you wish to appeal the decision?
No
Yes
After ten days if there is no appeal, the decision is final and will be implemented by the Title IX Coordinator
Submit written request for appeal within five days of decision
Within 5 days the appeals officer decides whether to uphold or overturn the original decision
If the appeals officer overturns the original decision, he or she sends written notice of decision to opposing party, who has five days to object to the appeals decision
Five days after the written notice of the appeals decision, the appeals officer finalizes the decision
The decision of the appeals officer is final and will be implemented by the Title IX Coordinator