

United Theological Seminary of the Twin Cities Policy on Sexual Misconduct & Sexual Harassment

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United Theological Seminary of the Twin Cities Policy on Sexual Misconduct & Sexual Harassment

Statement of Non-Discrimination

United Theological Seminary of the Twin Cities (“United”) adheres to all federal and state civil rights laws banning discrimination in institutions of higher education, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments Act of 1972 (“Title IX”), and [Section 135A.15 of the Minnesota Statutes](#). United does not discriminate against an employee, applicant for employment, student or applicant for admission on the basis of race, religion, color, sex, pregnancy, ethnicity, national identity, citizenship status, disability, age, sexual orientation, gender, gender identity, veteran or military status, predisposing genetic characteristics or any other protected category under applicable local, state, or federal law. To view United’s full statement on non-discrimination, see United’s Non-Discrimination Statement.

United is committed to the principles of equal opportunity and seeks to establish and maintain an environment which ensures equal access to education for all United community members including students, applicants for admission, employees, applicants for employment, guests, and visitors. United does not discriminate on the basis of sex in any education program or activity operated by United including, but not limited to, admissions, employment, recruitment, compensation, and athletics as well as access to housing and facilities, classes and schools, counseling, employment assistance to students, health and insurance benefits and services, and fringe benefits. United is required by Title IX and the regulations thereunder not to discriminate in such a manner.

For additional information or inquiries about the application of Title IX and the regulations thereunder, contact United’s Title IX Coordinator and/or the Assistant Secretary of the United States Department of Education.

The Title IX Coordinator’s contact information is as follows:

Hillary Vamstad (she/her/hers)
Registrar and Student Advisor, Title IX Coordinator
3000 Fifth St NW, New Brighton, MN 55112-2598
Phone: (651) 255-6120
Email: hvamstad@unitedseminary.edu

Scope of Policy & General Reporting Information

United provides the following information on how to report sex discrimination, sexual misconduct, and sexual harassment to United and outlines United's response to such reports.

Any person may experience sex discrimination, sexual misconduct, or sexual harassment, irrespective of the identity of the complainant or respondent, and is encouraged to report such incidents to United. Therefore, any person, regardless of whether or not the person reporting the alleged incident is the person alleged to be victimized of the incident, may report sex discrimination, sexual misconduct, or sexual harassment to the Title IX Coordinator. Reports may be made in person, by mail, by telephone, by email, or any other means that result in the Title IX Coordinator receiving a person's written or verbal report.

Reports may be made at any time, including during non-business hours, by using the telephone number or email address or by mail to the office address listed for the Title IX Coordinator.

The United Title IX Coordinator is:

Hillary Vamstad (she/her/hers)
Registrar and Student Advisor, Title IX Coordinator
3000 Fifth St NW, New Brighton, MN 55112-2598
Phone: (651) 255-6120
Email: hvamstad@unitedseminary.edu

When the Title IX Coordinator receives a report (either written or oral) of sexual misconduct or sexual harassment, the Title IX Coordinator will contact the complainant to provide supportive measures. For more information about supportive measures, see pages 19-20 of this policy.

Upon receipt of a report, complaint or formal complaint, the Title IX Coordinator will review the details of the alleged incident and conduct a preliminary assessment to determine which of United's grievance procedures will be applied to address the report. Regardless of the type of incident, United applies prompt and equitable grievance procedures to resolve complaints of sex discrimination, sexual misconduct, and sexual harassment. United's grievance procedures apply equally to all persons regardless of sex, gender, sexual orientation or gender identity.

Formal complaints of incidents of sexual harassment as defined under Title IX involving United students or employees will be addressed using the formal complaint and grievance process as described on pages 30-39 of this policy.

Complaints regarding incidents of sexual misconduct which fall outside of the Title IX definition of sexual harassment (see pages 6-9 for Title IX definitions) or which occurred outside of United's own education programs or activities or outside of the United States will be addressed using the

complaint procedures outlined in the Student Handbook (for incidents involving students) and Faculty Handbooks (for incidents involving employees).

Incidents of sex discrimination which do not involve sexual harassment as defined under Title IX or sexual misconduct will be addressed using the grievance procedures outlined in United's Non-Discrimination Statement.

When possible, the Title IX Coordinator will notify the reporting party of which of United's grievance procedures correspond to the alleged incident.

Title IX Coordinator Responsibilities

All educational institutions receiving federal financial assistance must designate and authorize at least one employee to coordinate its efforts to comply with its responsibilities under Title IX of the Education Amendment of 1972, which prohibits sex discrimination in education programs and activities. These designated employees are generally referred to as Title IX Coordinators.

The following person has been designated as the Title IX Coordinator at United:

Hillary Vamstad (she/her/hers)
Registrar and Student Advisor, Title IX Coordinator
3000 Fifth St NW, New Brighton, MN 55112-2598
Phone: (651) 255-6120
Email: hvamstad@unitedseminary.edu

The Title IX Coordinator is responsible for responding to reports and complaints of sex discrimination, sexual misconduct, and sexual harassment on behalf of United. The Title IX Coordinator's responsibilities include, but are not limited to:

- Receiving the required training in relevant state and federal laws and United policies and procedures;
- Advising an individual, including a complainant, third-party reporter, or respondent, about United's policies and procedures related to sex discrimination, sexual misconduct, and sexual harassment as well as explaining courses of action available at United and the courses of action available externally regarding any such incidents, including reporting to law enforcement;
- Receiving incident reports of sex discrimination, sexual misconduct, and sexual harassment;
- Informing complainants of the availability of supportive measures;
- Informing complainants of the process for filing a formal complaint under Title IX;

- Offering supportive measures to complainants designed to restore or preserve equal access to United’s education program or activity;
- Conducting Title IX investigations;
- Working with respondents to provide supportive measures, as appropriate;
- Coordinating the effective implementation of both supportive measures (to one or both parties) and remedies to a complainant as well as disciplinary sanctions which may be imposed upon a respondent after the formal complaint process;
- Handling other tasks and responsibilities as determined by the Title IX Coordinator.

Definitions

The following section defines sex discrimination, sexual misconduct, sexual harassment under Title IX, and other terms related to the Title IX grievance process.

I. Sex discrimination

Discrimination against an individual based on that person’s sex, gender, gender identity or sexual orientation.

II. Sexual Misconduct

United prohibits conduct which has the purpose or effect of unreasonably interfering with a person’s employment or academic performance or creating an intimidating, hostile, or offensive working or educational environment. Such behavior constitutes sexual misconduct.

The following behaviors are also considered sexual misconduct and prohibited:

- Persistent, unwelcome flirtation, advances and/or propositions of sexual nature;
- Repeated insults, “wolf-whistling,” humor, jokes and/or anecdotes that belittle or demean an individual’s or a group’s sexuality or sex;
- Repeated, unwelcome comments of sexual nature about an individual’s body or clothing;
- Unwarranted displays of sexually suggestive objects or pictures;
- Inappropriate touching, such as patting, pinching, hugging, or repeated brushing against an individual’s body.
- Pressure for sexual favors
- Obscene communications, or bullying based on gender or sexual orientation
- Administration of date rape drug(s)
- Touching of a non-private body part with the person’s own private body part

- Exploitation of another person’s sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose.
- Committing, attempting, or inciting another to commit sexual contact with another member of the College community without that person’s consent, including but not limited to, rape and other forms of sexual assault.
- Other behaviors defined as sexual harassment under Item III of this policy which occur outside of Adrian College’s education program or activity and/or the United States

III. Sexual Harassment under Title IX

Sexual Harassment is a form of sex discrimination. Title IX defines sexual harassment as conduct on the basis of sex that satisfies **one or more of the following three types of behavior**:

1. Quid pro quo harassment

A United employee conditioning provision of an aid, benefit or service of United on an individual’s participation in unwelcome sexual conduct.

For example, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual’s educational or employment progress, development or performance. This includes when submission to such conduct would be a condition for access to receiving the benefits of or opportunities in any educational or employment program.

Quid pro quo harassment does not need to be severe and pervasive as required under Item III.2. below, because the abuse of authority in the form of even a single instance is inherently offensive and serious enough to jeopardize equal educational access.

2. Denial of Equal Educational Access due to Severe, Pervasive, and Objectively Offensive Conduct (“Davis Standard”)

Unwelcome conduct determined by a reasonable person to be so **severe, pervasive and objectively offensive** that it effectively denies a person equal access to United’s education program or activity.

Signs of enduring *unequal* educational access due to severe, pervasive, and objectively offensive sexual harassment may include skipping class to avoid a harasser, a decline in a

student's grade point average, or having difficulty concentrating in class. However, no concrete injury is required to conclude that serious harassment would deprive a reasonable person in the complainant's position of the ability to access United's education program or activity on an equal basis with persons who are not suffering such harassment.

3. **Sexual Assault, Dating Violence, Domestic Violence, and Stalking**

Sexual Assault: Forcible or non-forcible sex offenses under the FBI's Uniform Crime Reporting program (U.C.R.). Various forms of sexual assault include:

Sex Offenses, Forcible: Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent.

Forcible Rape: (Except Statutory Rape) The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity.

Forcible Sodomy: Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object: To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Nonforcible: (Except Prostitution Offenses) Unlawful, nonforcible sexual intercourse.

Incest: Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent. In Minnesota, the age of consent is 16.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:

1. The length of the relationship
2. The type of relationship
3. The frequency of interaction between the persons involved in the relationship

Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. *34 U.S.C. 12291 (a)(8)*

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Sexual assault, which includes rape, is referenced in the third prong of the definitions of sexual harassment. Note that any report of sexual assault, dating violence, domestic violence, or stalking is not subject to the Davis Standard referenced in the second prong of definitions of sexual harassment, which consider whether the incident was "severe, pervasive, and objectively offensive."

A single act of sexual assault, dating violence, domestic violence, and stalking does not need to demonstrate severity, pervasiveness, objective offensiveness, or denial of equal access to education because denial of equal access is assumed. Therefore, complainants can feel confident reporting such incidents to United and receive supportive measures without wondering whether sexual assault is 'bad enough' to report.

United is required under Federal Title IX regulations to respond to incidents of sexual harassment as stated above. Additionally, conduct outlined in the above definitions of sexual harassment and sexual misconduct may be considered a violation of Minnesota law and subject to mandatory reporting and/or criminal investigation.

Relevant Terms

The following terms are related to the grievance process required under Title IX to address incidents of sexual harassment. The grievance process is described on pages 30-39 of this policy.

Actual Knowledge: Notice of sexual harassment or allegations of sexual harassment delivered to United's Title IX Coordinator. Such notice includes reports sent to the Title IX Coordinator in person, by mail, by telephone, by email, or by any other means that result in the Title IX Coordinator receiving a person's written or verbal report.

Advisor: An individual who provides support, guidance, and/or assistance to the complainant or responding party throughout the investigation, hearing, appeals, and/or informal resolution process. Complainants and respondents have the right to select an advisor of their choice. Advisors may be a friend, mentor, family member, attorney, or any other supporter a party chooses to advise them who is both eligible and available. Advisors are required during the hearing process. If a party does not have an advisor present at the hearing process, United will provide the party with an advisor. Additional information about the role of advisors can be found on pages 17-18 of this policy.

Complaint: A document that initiates the complaint procedures under the United Student and/or Faculty Handbooks against a respondent alleging sexual misconduct. For more information about the complaint procedures, see United Student and Faculty Handbooks.

Complainant: An individual who is alleged to be the victim of conduct that could constitute sexual harassment. A complainant may, but is not required to be, a student, employee, or other United community member.

Consent: Words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act. A person who is mentally incapacitated or physically helpless cannot consent to a sexual act. A person is mentally incapacitated if that person lacks the judgment to give a reasoned consent to sexual contact or sexual penetration due to being under the influence of alcohol, a narcotic, anesthetic, or any other substance, administered to that person without the person's agreement. A person is physically helpless if the person is asleep or not conscious, unable to withhold consent or to withdraw consent because of a physical condition, or unable to communicate nonconsent and the condition is known or reasonably should have been known to the actor. Corroboration of the victim's testimony is not required to show lack of consent.

Education Program or Activity: All of the operations of United, which may be on or off campus, as well as locations, events, or circumstances over which United exercises substantial control over both the respondent and the context in which an incident of sexual harassment occurs.

Additionally, any building owned or controlled by student organizations which are officially recognized by United are also considered to be part of United's education program or activity, irrespective of whether the building is on or off campus and irrespective of whether United exercises substantial control over the respondent and the context of the harassment other than the fact that United officially recognizes the fraternity or sorority that owns or controls the building. Therefore, Title IX requires United to investigate formal complaints alleging sexual harassment that occurred in a fraternity or sorority building (located on or off campus) owned by a fraternity or sorority that is officially recognized by United as a Greek life organization.

United's education program or activity also extends to operations which include computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of United.

Formal Complaint: A document that initiates the grievance process outlined on pages 30-39 of this policy against a respondent alleging Title IX sexual harassment. A formal complaint must be filed by the complainant or signed by the Title IX coordinator, it must allege sexual harassment against a respondent, and it must request that United investigate the allegation of sexual harassment. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in an education program or activity at United. A formal complaint may be a document delivered to the Title IX Coordinator's office or electronic submission sent via email which contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the complaint.

Submission of a formal complaint to United is not equivalent to filing charges with local law enforcement and does not require a complainant to file charges with local law enforcement. For more information about reporting incidents of sexual misconduct or sexual harassment to local law enforcement, see page 25 of this policy.

Report: Notice, either written or oral, provided to the Title IX Coordinator of an alleged incident of sex discrimination, sexual harassment, or sexual misconduct. Any person, regardless of whether or not the person reporting the alleged incident is the person alleged to be the victim the incident may report sex discrimination, sexual misconduct or sexual harassment Reports may be made in person, by mail, by telephone, by email, or any other means that result in the Title IX Coordinator receiving a person's written or verbal report. Reports may be made at any time, including non-business hours, by using the telephone number or email address or by mail to the office address listed for the Title IX Coordinator.

Respondent: An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or sexual misconduct.

Responsible Employees: Employees who have the authority to take action to redress sexual violence, who have been given the duty of reporting incidents of sexual violence or any other misconduct by members of the United community (students, staff, faculty, guests, visitors) to the Title IX Coordinator or other appropriate United designees, or whom a reporting party could

reasonably believe have this authority or duty. Responsible Employees who receive information or a report about any act that potentially constitutes sexual misconduct or sexual harassment must further report that information to the Title IX Coordinator.

The following employees of United are Responsible Employees: administrators, deans, as well as all other residential faculty. Responsible Employees are expected to make every effort to explain their duty to report to anyone disclosing, or about to disclose, information to them.

Standard of Evidence: The standard used to determine if a Title IX policy violation occurred. United uses a “preponderance of evidence” standard, which means that the evidence demonstrated in the grievance process demonstrates that it is more likely than not that the alleged conduct or policy violation occurred.

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 where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to United’s education programs or activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or United’s educational environment, or deter sexual harassment. Supportive measures are described in further detail on pages 19-20 of this policy.

Additional Information

Amnesty Provision

United seeks to remove any barriers to reporting sex discrimination, sexual misconduct, and sexual harassment. Therefore, any individual who reports an incident of sex discrimination, sexual misconduct, or sexual harassment in good faith will be provided with limited immunity from being charged for policy violations related to the personal ingestion of alcohol or other drugs. The seminary may recommend education or therapeutic remedies for those individuals.

Confidentiality

United will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute or regulations, 20 U.S.C. 1232g and 34 CFR part 99, or required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

United is also committed to protecting the privacy of all individuals involved in a report of sexual misconduct and sexual harassment. Every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review of the allegations. The privacy of the parties will be respected and safeguarded at all times. For purposes of this policy, “privacy” and “confidentiality” have distinct meanings:

“Privacy” means that information related to a report of sexual misconduct or sexual harassment will only be shared with a limited number of individuals who are United employees who need to know in order to assist in the active review, investigation, or resolution of the report.

“Confidentiality” means that personally identifying information, such as names or information that directly or indirectly identifies the individuals involved in the incident, cannot be revealed to any individual other than those involved in the grievance process or complaint procedures without express permission of the individual, unless there are circumstances posing an imminent risk of harm to self or others. Complete confidentiality is only available when information is disclosed to professionals who are mandated by law to protect the confidential disclosures.

On campus, these individuals include:

Cindi Beth Johnson, cbjohnson@unitedseminary.edu, 651.255.6118 or

John Lee, jlee@unitedseminary.edu, 651.255.6156.

Any United employee who is not specifically designated as a completely confidential resource is required to share reports of incidents of sexual misconduct and sexual harassment to the Title IX Coordinator.

Where a complainant makes a report but requests that a name or other identifiable information not be shared with the respondent or that no formal action be taken, United will balance this request with its dual obligation to provide a safe and non-discriminatory environment for the entire United community. United will consider the following when deciding whether to grant the complainant's request for confidentiality: Whether the complainant wants to participate in an investigation; the severity and impact of the sexual misconduct or sexual harassment; the respective ages of the parties; whether the respondent has admitted to sexual misconduct or sexual harassment; whether the respondent has a pattern of committing sexual misconduct or sexual harassment; the existence of independent evidence; and the extent of prior remedial methods taken with the respondent.

United will take all reasonable steps to investigate and respond to reports of sexual harassment and sexual misconduct consistent with the complainant's request for confidentiality or request not to pursue an investigation.

If United is unable to take action consistent with the complainant's request for confidentiality, the Title IX Coordinator will communicate with the complainant about United's chosen course of action, which may include the Title IX Coordinator filing a formal complaint of sexual harassment and the resulting initiation of a grievance process under Title IX or filing a complaint of sexual misconduct and the resulting complaint procedures outlined in the Student and Faculty Handbooks. Alternate courses of action may also include steps to limit the effects of the alleged incidents of sexual harassment or sexual misconduct and prevent its recurrence that do not involve formal disciplinary action against the respondent or revealing the identity of the complainant.

Disciplinary Sanctions

Respondents found responsible for sexual harassment as defined in this policy may be subject to disciplinary sanctions at the conclusion of the grievance process. Disciplinary sanctions range from warning to expulsion (student) or termination (employee) from the University, depending on the severity of the incident and taking into account any previous disciplinary violations. The range of possible sanctions includes, but is not limited to:

- Warning
- Probation
- Suspension

- Expulsion
- Termination (employees)

False Accusations

United policy prohibits parties, including complainants, respondents, and witnesses, from knowingly making false statements or knowingly submitting false information during the grievance process.

United reserves the right to subject an individual to disciplinary action for making a materially false statement in bad faith during the course of the grievance process. Such charges do not constitute retaliation on behalf of United against the individual as the individual has violated United's own policy.

Jurisdiction

Any person may experience sex discrimination, sexual misconduct, or sexual harassment anywhere. Therefore, any individual may report any incident to the Title IX Coordinator. However, United's response to such incidents is dependent upon the location of the alleged incident.

The Title IX grievance procedures described in this policy must be applied when alleged incidents of sexual harassment (as defined on pages 6-9 of this policy) occur in United's own education program or activity (as defined on page 10 of this policy) and in the United States.

Alleged incidents of sexual harassment or sexual misconduct which occur outside of United's own education program or activity or outside of the United States, for example on a study abroad program, will be addressed using the complaint procedures referenced in the Student and Faculty Handbooks.

United's jurisdiction extends to electronic, digital, and online sexual harassment. Factual circumstances of electronic, digital, and online sexual harassment will be analyzed on a case by case basis to determine the context in which the harassment occurred. Such sexual harassment which occurs in an education program or activity as defined on page 10 of this policy (in which United exercises substantial control over the respondent and the context in which the harassment occurs) will be addressed using the Title IX grievance process outlined in this policy. Incidents of electronic, digital, and online sexual harassment or misconduct which occur outside of United's own education program or activity are subject to the complaint procedures outlined in the Student and Faculty Handbooks.

For clarification regarding incidents which occur on-campus versus off-campus, see the definition of Education Program or Activity on pages 10 of this policy.

Remedies

Remedies are provided to the complainant and designed to restore or preserve their equal access to United's education program or activity. Remedies may be the same individualized services as described on pages 19-20 of this policy as Supportive Measures. However, remedies do not need to be non-disciplinary or non-punitive and do not need to avoid burdening the respondent.

The Title IX Coordinator is responsible for implementation of any remedies.

Retaliation

United prohibits any person from intimidating, threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations, or because an individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under Title IX and its implementing regulations.

This retaliation provision may apply to any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, any organization affiliated with the respondent, any student, any United employee, any witness, or any other individuals who participate (or refuse to participate) in any manner in an investigation, proceeding, or hearing of United's Title IX grievance process. This policy includes protecting the complainant, respondent, and witnesses from being coerced, intimidated, threatened, or otherwise discriminated against based on their participation or refusal to participate in the Title IX grievance process.

Retaliation includes Intimidation, threats, coercion, or discrimination, including charges against an individual for Student or Faculty Handbooks violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations.

Charging an individual with a Student or Faculty Handbook violation for making a materially false statement in bad faith in the course of the grievance process does not constitute retaliation. However, a determination regarding responsibility alone is not sufficient to conclude that an individual made a materially false statement in bad faith. A complainant's allegations may not have been false even where the ultimate determination is that the respondent is not responsible

and/or that the complainant may not have acted subjectively in bad faith (and conversely, that a respondent may not have made false, or subjectively bad faith, denials even where the respondent is found responsible).

Exercising rights protected under the First Amendment does not constitute retaliation.

The parties have the right to discuss the allegations under investigation, but this right does not preclude United from warning the parties not to discuss or disseminate the allegations in a manner that constitutes retaliation or unlawful tortious conduct. It is unacceptable for any person to leak or disseminate information to retaliate against another person.

Complaints alleging retaliation may be filed with United's Title IX Coordinator, which will be handled using the prompt and equitable grievance procedures available for non-sexual harassment sex discrimination complaints by students and employees, as referenced in United's Non-Discrimination Statement.

Right to an Advisor

All parties are entitled to an advisor of their choosing to assist them throughout the Title IX grievance process. The advisor may be a friend, counselor, faculty member, family member, attorney or any other individual a party chooses to advise them who is eligible and available to serve during the grievance process. Any person who may be called as a witness may not serve as an advisor. Individuals seeking guidance about who to select as an advisor may contact the Title IX Coordinator.

Parties are entitled to be accompanied by their advisor in all meetings, interviews, hearings, and appeals at which the party is entitled to be present during the grievance process. Parties are required to have an advisor present at the live hearing. If a party does not have an advisor available to be present at the live hearing, United will provide the party with an advisor of United's choice in United's sole discretion, who may or may not be an attorney.

United cannot guarantee equal advisory rights. Consequently, if one party selects an advisor who is an attorney but the other party does not or cannot afford an attorney, United is not obligated to provide an attorney or other advisor, except at the hearing. United is not required to provide an attorney as an advisor at the hearing.

All advisors are subject to the same United rules whether they are attorneys or not. Advisors may not present on behalf of their advisee in a meeting or interview. Advisors must conduct all cross-examination of the other party and all witnesses in a live hearing even in the event that the advisee is not present at the live hearing.

Advisors should request or wait for a break in the interview, hearing, or meeting if they wish to interact with United's Title IX personnel. Advisors may confer quietly with their advisees as

necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation.

Advisors may be given an opportunity to meet in advance of any interview or hearing with United's Title IX personnel during the grievance process.

Any advisor who fails to follow the guidelines established by United in the grievance process will be provided an oral warning. If the advisor continues to disrupt or otherwise fails to follow those guidelines, the advisor will be asked to leave the proceeding. If an advisor is asked to leave, the meeting, interview, hearing or other proceeding will be suspended until the party advisor is reinstated; the party secures another advisor to accompany them at that meeting, interview, hearing or proceeding; or United provides the party with another advisor for the hearing.

If an advisor is asked to leave a proceeding, the Title IX Coordinator will determine whether the advisor may be reinstated or must be replaced by a different advisor for the remainder of the grievance process.

The parties must advise the Title IX Coordinator of the identity of their advisor at least two (2) days before the date of their first meeting with Title IX Coordinator and scheduled hearing. The parties must provide subsequent timely notice to the investigators if they change advisors at any time. No audio or video recording of any kind other than as required by institutional procedure is permitted during meetings with University officials.

Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant and respondent without unreasonably burdening the other party.

Supportive measures are designed to:

- Restore or preserve equal access to the party's education at United;
- Protect the safety of all parties or United's educational environment; or
- Deter sexual harassment.

United's Supportive measures include, but are not limited to:

- Counseling services
- Extensions of deadlines or other course-related adjustments
- Modifications of work, class, exam, or assignment schedules
- Campus escort services
- Mutual restrictions on contact between the parties
- Changes in work or housing locations
- Leaves of absence
- Increased security and monitoring of certain areas of the campus
- Alternative course completion options
- Medical services
- Academic support services (i.e., tutor)
- Other similar measures as necessary

United will offer supportive measures to every complainant when the Title IX Coordinator receives a report of an incident of sexual misconduct or sexual harassment. Examples of forms of a report may include written or oral reports submitted by a complainant, Responsible Employee, anonymous reporting party, third-party reporter, or other United community member.

Upon receiving a report of an alleged incident of sexual harassment or sexual misconduct, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures and explain the option for filing a formal complaint as well as the formal complaint process under the complaint procedures outlined in the Student and Faculty Handbooks. The complainant will have the opportunity to express what he/she would like in the form of supportive measures, and the Title IX Coordinator will take into account the complainant's wishes in determining which supportive measures to offer. Supportive measures will be available to complainants regardless of whether or not they wish to file a formal complaint to initiate a grievance process.

Supportive measures remain available to the complainant before and after filing a formal complaint of sexual harassment or a complaint of sexual misconduct as well as when no formal complaint or complaint has been filed. Additionally, United will provide supportive measures to

complainants even when the alleged incident does not constitute sexual harassment under Title IX, fall within the jurisdictional conditions under Title IX, or constitute sexual misconduct under the United Student or Faculty Handbooks. For example, a complainant may still seek supportive measures when an incident of sexual harassment occurs outside of United's education program or activity or outside of the United States. A complainant may request supportive measures when the alleged conduct is considered to be sexual misconduct under this policy but does not qualify as sexual harassment under Title IX.

Supportive measures may remain in place throughout an appeal process.

Regardless of the result of the Title IX grievance process, United reserves the right to continue supportive measures. Therefore, if United determines that a respondent is not responsible for violating Title IX or the Student or Faculty Handbooks, United may continue providing supportive measures to a complainant or respondent to restore or preserve equal access to their education.

United adheres to Federal Title IX regulations, which require the equitable treatment of complainants and respondents. Equitable treatment under Title IX includes providing supportive measures and remedies for complainants and avoiding disciplinary action against respondents until the formal grievance process as outlined in this policy is completed. While respondents will be offered supportive measures, Title IX does not require equality or parity with respect to the supportive measures provided to complainants and respondents.

Confidentiality & Supportive Measures: United will keep confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the ability of United to provide the supportive measures. For example, where a no-contact order is appropriate, the respondent would need to know the identity of the complainant in order to comply with the no-contact order, and campus security would need to know the identity of the complainant in order to help enforce the terms of the no-contact order. For more information about confidentiality during the Title IX grievance process, see page 13 of this policy.

In order for United to provide supportive measures to the complainant, United must know the identity of the complainant. Therefore, it is not possible for the complainant to remain anonymous and receive supportive measures because at least one school official (such as the Title IX Coordinator) must know the complainant's identity in order to offer and implement any supportive measures. A complainant or third party may desire to report sexual harassment without disclosing the complainant's identity—and may do so using the reporting options detailed on pages 23-25 of this policy—but United will be unable to provide supportive measures in response to the report without knowing the complainant's identity.

Implementation of Supportive Measures: The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures. Although supportive measures may require collaboration with various Departments on campus, the Title IX Coordinator will serve as the point of contact for complainants and respondents.

Emergency Removal

United reserves the right to remove a respondent from a United education program or activity without undergoing a grievance process on an emergency basis in the event that United undertakes an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal.

In the event of emergency removal, United will provide the respondent with post-removal notice and the opportunity to challenge the decision immediately following the removal.

Administrative Leave

United reserves the right to place a non-student employee respondent on administrative leave during the pendency of a grievance process outlined in this policy.

Crime Victim Bill of Rights

Under Minnesota law, victims of sex crimes possess rights under the Crime Victim Bill of Rights, which is contained in Mn. Stat. 611A, *et. seq.* These rights include:

- The right to be notified of victim's rights under Minnesota law
- The right to be notified of the progress of the perpetrator's court proceedings
- The right to participate in the prosecution
- The right to protection from harm, including the withholding of the victim's address in open court and protection of the victim's identity from the public
- The right to request the court to order the offender to pay restitution
- The right to confidentially request HIV testing of a convicted offender
- The right to no-cost sexual assault examination
- The right to be free from polygraph examination during the course of the prosecution
- The right to assistance from the Crime Victims Reparations Board and the commissioner of public safety

For further information and the complete text of the Minnesota Crime Victim Bill of Rights, see the statute noted above.

Minnesota Sexual Harassment and Violence Policy Statute

The Minnesota Sexual Harassment and Violence Policy statute (Mn.stat 135A.15 subd 1-10) addresses sexual harassment and sexual violence, which may affect United students and employees. Many of the provisions of that statute are addressed throughout this policy. The following paragraphs are expressly included in this policy to indicate United's commitment to those provisions of the statute not addressed elsewhere in this policy.

As part of the Supportive Measures referenced in this policy, United will notify the complainant of the availability of local programs providing sexual assault advocacy services and information on free legal resources and services.

A complainant who has experienced sexual assault may decide when to repeat a description of the incident of sexual assault.

United will cooperate with local law enforcement agencies if the complainant decides to pursue the criminal process and will completely and promptly assist law enforcement authorities in obtaining, securing, and maintaining evidence. The complainant may see resolution through United complaint process, may pursue criminal action, may choose one but not the other, or may choose both. Law enforcement's determination whether or not to prosecute a respondent or the outcome of any criminal prosecution are not determinative of whether sexual harassment or misconduct occurred under this policy.

United will treat complainants with dignity and offer them fair and respectful health care and counseling services or make referrals to such services. United will not suggest to the complainant that the complainant was at fault for the violations that occurred or that the complainant should have acted in a different manner to avoid the incident.

Subject to laws governing access to student records, United will provide a complainant with access to the complainant's description of the incident as it was reported to United, even if the complainant transfers to another postsecondary institution. If a complainant chooses to transfer to another postsecondary institution, at the complainant's request, United will provide that complainant with information about that institution's resources for victims of sexual assault.

Reporting Sex Discrimination, Sexual Misconduct & Sexual Harassment

Individual safety is paramount. Victims of sexual violence who are in an emergency situation or are uncertain about what they should do are encouraged to call 911 to request assistance from emergency personnel including law enforcement and emergency medical personnel.

Local law enforcement and emergency medical personnel are trained to help victims of sexual violence and can recommend the best options to ensure preservation of evidence, ensure the victim's safety, and to begin a criminal investigation into the incident.

Any person may report an incident(s) of sex discrimination, sexual misconduct, or sexual harassment to the Title IX Coordinator. The reporting party may be the person directly affected by the alleged incident (referred to as "complainant") or a third party. Reports of sex discrimination, sexual misconduct, and sexual harassment may be written or verbal and may be made at any time (including non-business hours) in person, by using the telephone number or email address, or by mail to the office address, of the Title IX Coordinator.

United's Title IX Coordinator contact information is as follows:

Hillary Vamstad (she/her/hers)
Registrar and Student Advisor, Title IX Coordinator
3000 Fifth St NW, New Brighton, MN 55112-2598
Phone: (651) 255-6120
Email: hvamstad@unitedseminary.edu

When the Title IX Coordinator receives notice through a report (either written or oral), complaint, or formal complaint of an alleged incident of sex discrimination, sexual misconduct, or sexual harassment, the Title IX Coordinator will promptly contact the complainant to:

- A. Discuss the availability of supportive measures, as defined on pages 19-20 of this policy;
- B. Consider the complainant's wishes with respect to supportive measures;
- C. Inform the complainant of the availability of supportive measures with or without filing a complaint or formal complaint;
- D. Explain to the complainant:
 - i. United's procedures for handling non-sexual harassment sex discrimination;
 - ii. Process for filing a complaint under United's Student and Faculty Handbooks; and/or
 - iii. Process for filing a formal complaint under Title IX, as outlined on pages 30-39 of this policy.

The Title IX Coordinator will conduct a preliminary assessment of the report, complaint, or formal complaint to assist the complainant in determining which grievance process or procedures the

complainant may initiate. For more information about the Preliminary Assessment, see page 26 of this policy.

In addition to reporting an incident of sex discrimination, sexual misconduct, or sexual harassment to the Title IX Coordinator, individuals have the following reporting options:

I. [Reporting to a Responsible Employee](#)

A person may report an alleged incident of sex discrimination, sexual misconduct, or sexual harassment to a United Responsible Employee, as defined on page 11 of this policy. Responsible Employees must report the alleged incident to the Title IX Coordinator or appropriate United designees. After a Responsible Employee reports an incident of sex discrimination, sexual misconduct, or sexual harassment to the Title IX Coordinator.

II. [Anonymous Reporting](#)

United permits anonymous parties to report alleged incidents of sex discrimination, sexual misconduct, and/or sexual harassment by telephone or by mail to the office of the Title IX Coordinator.

If the anonymous report contains the identity of the complainant, upon receipt of the report, the Title IX Coordinator will contact the complainant to offer supportive measures and explain the process for filing a formal complaint. However, if the anonymous report does not contain the identity of the complainant, United will be unable to contact the complainant to offer supportive measures. While the Title IX Coordinator will keep confidential complainant's identity (unless disclosing the complainant's identity is necessary to provide supportive measures for the complainant, such as issuing no-contact orders), the Title IX Coordinator must know the identity of the complainant to offer such supportive measures.

III. [Confidential Reporting](#)

Individuals who want to report sexual misconduct or sexual harassment but do not want to initiate a formal grievance process under Title IX or complaint processes under the Student and Faculty Handbooks may report the incident to:

- Cindi Beth Johnson, cbjohnson@unitedseminary.edu (651.255.6137)
- John Lee, jlee@unitedseminary.edu (651.255.6156).

These individuals are not required to report incidents of sexual misconduct to the Title IX Coordinator.

IV. Reporting to Local Law Enforcement

United encourages anyone who has experienced sexual misconduct or sexual harassment to pursue criminal action for incidents that may also be crimes under applicable criminal statutes. Law enforcement officers are trained in handling sexual assault and other cases involving sexual misconduct and harassment. Reporting to law enforcement does not require prosecution of the offense and the reporting party's wishes will be taken into account by law enforcement. The police report and any supporting evidence may be turned over to the Minnesota State's Attorney's Office, which decides whether there is sufficient evidence to prosecute. Information about the law enforcement process of reporting, the investigation, arrests, filing of charges, hearings, the trial and sentencing will be explained at the time of the report. United employees will assist the reporting party in contacting local law enforcement, if explicitly requested by the reporting party. However, reporting an incident of sexual misconduct or sexual harassment to United does not in any way equate to reporting the incident to local law enforcement. An individual may decide to report an incident exclusively to United, exclusively to local law enforcement, or to both United and local law enforcement.

Should an individual report an incident of sexual misconduct or sexual harassment to both United and local law enforcement, United will comply with law enforcement requests for cooperation. Such cooperation may require United to temporarily suspend its own investigation into the alleged incident while local law enforcement gathers evidence. During this time, United will continue to offer supportive measures to the complainant. As soon as local law enforcement or United determines that a delay is no longer necessary, United will promptly resume its investigation.

United's policy, definitions, and standard of proof differ from Minnesota criminal law. Neither law enforcement's determination of whether to prosecute a respondent, nor the outcome of any criminal prosecution will determine whether sexual misconduct or sexual harassment has occurred under this policy. Proceedings under this policy may be carried out prior to, simultaneously with or following civil or criminal proceedings off campus.

What Happens After a Report is Submitted to the Title IX Coordinator?

Preliminary Assessment

Upon receiving a report, complaint or formal complaint of an alleged incident of sex discrimination, sexual misconduct, or sexual harassment, the Title IX Coordinator will conduct a preliminary assessment to determine United's response using the following threshold criteria:

1. Would the incident be considered "sexual harassment" under Title IX, as defined on pages 6-9 of this policy?
 - a. In assessing the type of incident, the Title IX Coordinator will determine if the alleged conduct was either:
 - i. Quid pro quo harassment (involving a United employee);
 - ii. Sexual Assault, Dating Violence, Domestic Violence, or Stalking; or
 - iii. Unwelcome conduct that is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to United's program or activity
2. Did the incident occur in a United education program or activity, as defined on page 10 of this policy?
3. Did the incident occur in the United States?

If the answer is "no" to any of these questions, the alleged incident may be considered one or more of the following forms of conduct and addressed accordingly:

1. Non-sexual harassment sex discrimination: United's grievance procedures for handling incidents of sex discrimination can be found in the United Non-Discrimination Statement.
2. Sexual Misconduct: Incidents of sexual misconduct will be addressed using the investigations procedures outlined in United's Student and Faculty Handbooks.
3. Non-actionable: Complainant may request and United may provide supportive measures as appropriate

If the answer is "yes" to the three threshold criteria, the incident may constitute sexual harassment under Title IX, and the complainant may file a formal complaint under Title IX to initiate an investigation and grievance process.

After conducting the assessment, the Title IX Coordinator will send a written notification of their preliminary assessment to the complainant.

The complainant may appeal the Title IX Coordinator's preliminary assessment of the alleged incident to the United President within 10 days of receiving written notice from the Title IX Coordinator. If a formal complaint or complaint is filed, the respondent may appeal the Title IX

Coordinator's preliminary assessment to the United President within 10 days of receiving the notice of the complaint.

Complainants may request supportive measures or an investigation into allegations of conduct that do not meet Title IX jurisdictional conditions, under United's Student and Faculty Handbooks.

Regardless of whether an alleged incident is determined to constitute sexual harassment, sexual misconduct, or sex discrimination, and regardless of whether or not the complainant files a formal complaint under Title IX or a complaint under United's Student or Faculty Handbooks, United will provide supportive measures to the complainant. For more information about Supportive Measures, see pages 19-20 of this policy.

Filing a Formal Complaint

Filing of a formal complaint of an alleged incident of sexual harassment under Title IX initiates the investigation and grievance process outlined on pages 30-39 of this policy.

Who Can File a Formal Complaint?

The complainant or Title IX Coordinator must file the formal complaint.

Third parties cannot file formal complaints. Additionally, fundamental fairness and due process principles require that a respondent be informed of the details of the allegations made against them, to the extent that the details are known, to provide an adequate opportunity for the respondent to respond. Therefore, a complainant cannot remain anonymous and file a formal complaint. However, the Title IX Coordinator will keep confidential the identities of the complainant and respondent (and witnesses) from anyone not involved in the grievance process, except as permitted by FERPA, required by law, or as necessary to conduct the grievance process. For more information about confidentiality, see page 13 of this policy.

While a formal complaint requires the complainant's identity, Title IX does not require a complainant to identify the respondent in a formal complaint. If a complainant does not know the respondent's identity and files a formal complaint, United is still required to investigate the formal complaint because an investigation may reveal the respondent's identity. If the respondent's identity becomes known, United will send both parties the written notice of allegations (see page 31 of this policy) follow the grievance process outlined in this policy, and may impose disciplinary sanctions against the respondent at the conclusion of the grievance process. However, if a respondent's identity remains unknown, United will be unable to comply with the required grievance process outlined in this policy and therefore unable to impose disciplinary sanctions against the respondent.

Under certain circumstances, the Title IX Coordinator may determine that an investigation is necessary, even when the identity of the complainant is unknown or the complainant does not want an investigation. In this case, the Title IX Coordinator may choose to sign a formal complaint and initiate the grievance process. When this occurs, the Title IX Coordinator is not a complainant or otherwise considered a party included in the grievance process. The alleged victim will remain the complainant and be treated as a party in the grievance process. However, the complainant is not required to participate in the grievance process.

How to File a Formal Complaint:

Formal complaints may be submitted in person, by mail, or by email to the Title IX Coordinator, whose contact information is listed on page 3 of this policy. Formal complaints cannot be filed by telephone.

What is a Formal Complaint?

A formal complaint is a document or electronic submission (such as an email) that contains the complainant's physical or digital signature or otherwise indicates that the complainant is the person filing the complaint.

A formal complaint alleges sexual harassment against a respondent and requests that United investigate the allegation of sexual harassment. Therefore, submitting a formal complaint indicates an intentional decision on behalf of the complainant to initiate the Title IX grievance process.

When Can A Formal Complaint be Filed?

There is no time limit on a complainant's decision to file a formal complaint, so the decision to sign and file a formal complaint does not need to occur in the immediate aftermath of an alleged incident or reporting an incident.

However, at the time of filing a formal complaint, the complainant must be participating in or attempting to participate in a United education program or activity.

This requirement does not exclude a complainant who has graduated or is on a leave of absence if the complainant intends to apply to a different United program, intends to remain involved in United's alumni programs and activities, or may intend to re-apply after a leave of absence.

Dismissal of a Formal Complaint

The investigation of the conduct alleged in the formal complaint may uncover new information about the incident. In accordance with Title IX, United must dismiss the formal complaint of

sexual harassment under Title IX if at any point during the investigation or hearing process it is determined that the conduct alleged in the formal complaint:

1. Would not constitute sexual harassment as defined under Title IX (defined on pages 6-9 of this policy), even if proven;
2. Did not occur in a United education program or activity; or
3. Did not occur against a person in the United States.

Such dismissal does not indicate that a United policy violation did not occur. Therefore, United may choose to address such incidents using United's student complaint and investigations procedure.

United reserves the right to dismiss a formal complaint or allegations therein, if at any time during the investigation or hearing:

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

Upon dismissal of a formal complaint (either as required or not), United will promptly send a written notice of dismissal and reason(s) therefor simultaneously to both parties.

The complainant and respondent have the right to appeal United's dismissal of the formal complaint or any allegations therein on several bases. For more information about the bases of appeal, see page 37 of this policy.

Consolidation of Formal Complaints

United may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one complainant or more than one respondent, references in this policy to the singular "party," "complainant," or "respondent" include the plural, as applicable.

Grievance Process for Formal Complaints of Sexual Harassment

General Information

The following grievance process complies with 34 CFR § 106.45 of Title IX. All processes, provisions, and rules stated in this policy apply equally to both parties—complainants and respondents.

United will treat complainants equitably by providing the complainant and respondent with supportive measures throughout the grievance process, following the grievance process before imposing any disciplinary sanctions (or other actions that are not supportive measures) against a respondent, and providing remedies to a complainant where a determination of responsibility for sexual harassment has been made against a respondent.

United's grievance process relies upon an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence. United applies the preponderance of the evidence standard, which means that the evidence demonstrated in the grievance process demonstrates that it is more likely than not that the alleged conduct or policy violation occurred. United applies the same standard of evidence for formal complaints against students and employees, including faculty, and applies the same standard of evidence to all formal complaints of sexual harassment.

Determination of a party's credibility will not be based on a person's status as a complainant, respondent, or witness. United presumes that the respondent is not responsible for the alleged conduct until a determination regarding responsibility at the conclusion of the grievance process.

All United employees involved in the Title IX investigation and grievance process have received the appropriate training to participate in the Title IX grievance process, and training materials have been made publicly available on United's website. Training topics include, but are not limited to, the definition of sexual harassment under Title IX, steps to conducting a Title IX investigation and grievance process, and how to serve impartially, including by avoiding prejudgment of facts, conflicts of interest, and bias.

If a complainant or respondent considers United's treatment of a formal complaint of sexual harassment may constitute discrimination on the basis of sex under Title IX, they may file a report of sex discrimination with the Title IX Coordinator.

Conflicts of Interest

United employees participating in the Title IX grievance process including the Title IX Coordinator, investigators, decision-makers, and informal resolution facilitators as well as external parties employed by United to complete Title IX investigation and adjudication functions (hearings, appeals, and informal resolution options) are prohibited from having a conflict of interest or bias

for or against complainants or respondents generally or as an individual complainant or respondent.

In an effort to avoid potential conflicts of interest, United may provide the names and titles of internal and external Title IX investigators and adjudicators to the parties at the initiation of the investigation, informal resolution process, or hearing. Such information will be provided no less than five (5) days before any meeting or hearing between the party and the investigator or adjudicator. The complainant or respondent may request the removal of an investigator or adjudicator on the grounds of personal bias or other conflicts of interest by submitting a written statement to the Title IX Coordinator setting forth the basis for the request no more than three (3) days after receiving notice of the identity of the individual involved in the Title IX grievance process. The Title IX Coordinator will review the written statement and make a determination if there is a conflict of interest. Appropriate steps will be taken to ensure that no conflict of interest exists on the part of anyone involved in the Title IX investigation, hearing, appeals, or informal resolution processes. If a conflict of interest exists, another individual will be assigned to the appropriate role. If a conflict of interest exists between the complainant or respondent and the Title IX Coordinator, reports should be directed to the United president.

Timelines for the Grievance Process

United aims to complete the Title IX grievance process, including appeals and informal resolution processes, in a reasonably prompt time frame. Generally, United will conclude the grievance process within ninety (90) days.

United reserves the right to allow for the temporary delay of the grievance process or the limited extension of time frames for good cause with written notice to the complainant and the respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of the party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

I. Written Notice

Upon receipt of a formal complaint, United will provide a written notice of allegations to both parties, if known, simultaneously. The notice includes the following information:

- A. Notice of the allegation of sexual harassment, as defined on pages 6-9 of this policy, containing sufficient details known at the time, including:
 - a. Identities of the parties involved in the incident (if known);
 - b. Conduct allegedly constituting a policy violation;

- c. Date and location of the alleged incident (if known).
- B. Sufficient time for each party to prepare a response before any initial interview.
- C. Explanation of each party's right to an advisor of their choice, who may be, but is not required to be, an attorney. The advisor may participate during the grievance process, subject to limitations established by United. For more information about the Right to an Advisor, see pages 17-18 of this policy.
- D. Explanation of each party's right to inspect and review all evidence gathered during the investigation.
- E. Reference to the sections of this policy and United's Student and/or Faculty Handbooks, which prohibit knowingly making false statements or knowingly submitting false information during the grievance process.
- F. Statement that the respondent is presumed not to be responsible for the alleged conduct unless and until a determination of responsibility is final.
- G. Statement that a determination of responsibility will be made at the conclusion of the grievance process.
- H. Provide a copy of United's Policy on Sexual Misconduct & Sexual Harassment, which outlines the grievance process utilized to address alleged incidents of sexual harassment under Title IX.
- I. List of on-campus and off-campus support resources for complainants.

If, during the course of the investigation, United decides to investigate allegations about the complainant or respondent that are not included in the initial notice provided to the parties, United will provide written notice of the additional allegations to the parties whose identities are known.

II. Investigation of Formal Complaints

United is obligated to investigate formal complaints of sexual harassment. United will complete the Title IX investigation within thirty (30) days, excluding weekends and holidays. United will inform the parties of the name and title of the assigned investigator in the written notices of investigative interview issued to the parties.

Role of United & the Parties

During the investigation, the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on United and not on the parties.

Both parties are provided with an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence during the grievance process. United will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.

United is prohibited from accessing, considering, disclosing, or otherwise using a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless United obtains the party's voluntary, written consent to do so for the grievance process outlined in this policy.

Participation of the Parties in the Investigation Process

United will provide written notice to a party who is invited and expected to participate in any investigative interviews, hearings, or other meetings. This written notice will include the date, time, location, names of participants, and purpose of the meeting and be provided not less than five (5) days prior to the meeting, providing the party with sufficient time to prepare.

Parties may not attend interviews of any other party or witness or any meeting or hearing related to the investigation, unless invited and expected to participate by United.

Prior to completion of the investigative report at the conclusion of the investigation, all parties have the opportunity to have not more than one other person present during any grievance proceeding, including the opportunity to be accompanied to any grievance-related meeting or proceeding by an advisor of their choice, who may be an attorney. A party may only be accompanied by their advisor during the live hearing. United does not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding, including investigative interviews. However, United reserves the right to establish restrictions regarding the extent to which the advisor may participate in the proceedings, which will apply equally to both parties. For more information about Rights to an Advisor, see page 17-18 of this policy.

All parties and their advisors will be given an equal opportunity to inspect and review all evidence gathered during the investigation that is directly related to the allegations raised in the formal complaint, including evidence upon which United does not intend to rely in reaching a determination regarding responsibility as well as inculpatory and exculpatory evidence, regardless of the source. The evidence subject to inspection and review will be provided either in electronic format or hard copy to the parties and their advisors, if any. The parties will have ten (10) days to submit a written response regarding the investigation evidence. The investigator will consider the parties' responses prior to completion of the investigative report.

United may redact confidential portions of the investigation file or require the parties and their advisors to execute nondisclosure agreements to preserve the confidentiality of confidential information prior to release of the investigation file to the parties and their advisors.

All of the evidence which was provided to the parties for inspection and review will be made available at any hearing related to the formal complaint to provide each party the equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.

The parties may submit any additional evidence prior to the investigator finalizing the investigative report with a copy provided to the other party and their advisor.

Investigative Report

The Title IX investigator will create an investigative report that fairly summarizes relevant evidence.

Upon completion, investigator will send the investigative report to each party and the party's advisor, if any, at least ten (10) days prior to a scheduled hearing, in electronic format or hard copy. Upon review, the parties may submit a written response to the decision-maker not less than five (5) days prior to the scheduled hearing, with a copy to the other party and their advisor. The other party may submit a written reply to the written response at least two (2) days prior to the scheduled hearing, with a copy to the other party and their advisor.

The investigator may include recommended findings or conclusions in the investigative report, but the decision-maker is under an independent obligation to objectively evaluate relevant evidence in making a determination.

III. Hearing Process

Live hearings are a mandatory part of the Title IX grievance process. A single hearing officer or panel of hearing officers will act as the decision-maker(s) at United Title IX hearings and must not be the same person as the Title IX Coordinator or investigator. United will provide specific procedural rules for the live hearing to the parties and their advisors at least 10 (ten) days prior to the scheduled hearing.

Live hearings may be conducted with all parties physically present in the same geographic location. In this instance, at the request of either party, United will arrange for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and the parties to simultaneously see and hear the party or witness answering the questions.

United also reserves the right to require or permit any or all parties, witnesses and other participants to appear at the live hearing virtually, with technology enabling participants to simultaneously see and hear each other.

United will create an audio recording, audiovisual recording, or transcript of any live hearing and make it available to the parties for inspection and review.

Both parties have the right to present relevant fact and expert witnesses as well as inculpatory and exculpatory evidence at the hearing. A written summary of any evidence not included in the investigation file should be provided to the decision-maker and the other party and their advisor no less than five (5) days prior to the hearing.

Cross-Examination

During the live hearing, the decision-maker will permit each party's advisor to ask the other party and any witnesses any relevant questions and follow-up questions, including questions which challenge credibility.

Cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor, and cross-examination may never be conducted by a party personally.

Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.

Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless: 1.) such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant; or 2.) if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, the decision-maker(s) may not rely on any statement of that party or witness in reaching a determination regarding responsibility. However, the decision-maker(s) may not draw an inference about the determination regarding responsibility based solely on a party's or witnesses' absence from a live hearing or refusal to answer cross-examination or other questions.

Hearings & Advisors

Apart from the advisor's role in cross-examination, United reserves the right to restrict the extent to which advisors may participate in the proceedings.

If a party does not have an advisor present at the live hearing, United will provide, without fee or charge to that party, an advisor of United's choice to conduct cross-examination on behalf of that party. The advisor may be, but is not required to be, an attorney.

United will include details regarding the role of the advisors in the hearing procedural rules provided to the parties at least five (5) days prior to the scheduled hearing.

IV. Determination Regarding Responsibility

Following the live hearing, the decision-maker(s) will issue a written determination. To reach the determination, the decision-maker(s) will apply the preponderance of the evidence standard of evidence, as defined on page 12 of this policy.

The decision-maker(s) will issue the written determination to the parties simultaneously generally no more than ten (10) days after the conclusion of the live hearing. Copies will be sent to the parties and their advisors by email, certified mail, or overnight delivery service such as Federal Express, with receipt of acknowledgement.

The written determination will include the following information:

- A. Identification of the allegations potentially constituting sexual harassment, as defined on pages 6-9 of this policy;
- B. A description of 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 evidence, and hearings held;
- C. Findings of fact supporting the determination;
- D. Conclusions regarding the application of United's Student and Faculty Handbook policies and/or this policy to the facts;
- E. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions to be imposed on the respondent, and whether remedies designed to restore or preserve equal access to United's education program or activity will be provided by United to the complainant; and
- F. United's procedures and permissible bases for the complainant and respondent to appeal.

The determination is final either:

1. On the date United provides the parties with the written determination of an appeal, if an appeal was filed; or
2. The date for filing an appeal expires without an appeal having been filed.

V. Appeals

Either complainant or respondent may file a written notice of appeal of a determination of dismissal of a formal complaint within five (5) days after receiving the written determination or notice of dismissal. The notice of appeal must be delivered to the Title IX Coordinator within such 5-day period by email, personal delivery, certified mail or overnight delivery service.

A party may appeal from a) determination regarding responsibility, and b) United's dismissal of a formal complaint or any allegations therein, on the following bases:

- A. Procedural irregularity that affected the outcome of the process;
- B. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the process; and
- C. 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 process.

In the event that a party files an appeal, the appeal decision-maker(s) will be free of bias as well as conflict of interest. Additionally, the appeal decision-maker(s) will not be the Title IX Coordinator, investigator involved in the investigation, or decision-maker who reached the determination regarding responsibility or dismissal. The appeal decision-maker will have received required training under Title IX.

United will notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties, including a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome.

The appealing party must submit a statement to the appeal decision-maker in support of the appeal within five (5) days of filing the notice of appeal with a copy to the other party and their advisor. Although the other party is not obligated to respond to the appealing party, should the other party wish to respond, the other party must submit a written response to the statement

filed by the appealing party to the appeal decision-maker within five (5) days of receipt of the appealing party's statement with a copy to the other party and their advisor.

No oral arguments will be held on the appeal unless so directed by the appeal decision-maker, in which case both parties' advisors will be given an equal opportunity to present oral arguments.

The appeal decision-maker will issue a written decision simultaneously to both parties, describing the result and the rationale of the decision generally within ten (10) days of receiving the final written statements from the parties.

VI. Informal Resolutions

At any time following the filing of a formal complaint and prior to reaching a determination regarding responsibility, United offers complainants and respondents informal resolution options such as mediation, restorative justice, or other forms of alternative dispute resolution, which do not involve or require a full investigator and adjudication (hearing process).

In order for United to proceed with informal resolution options, United will:

- A. Provide the parties with a written notice disclosing the following:
 - i. The allegations;
 - ii. The requirements of the informal resolution process, including the circumstances under which the informal resolution process would preclude the parties from resuming a formal complaint arising from the same allegations, provided, however, that at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint; and
 - iii. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared;
- B. Obtain voluntary, written consent from the parties to the informal resolution process

United will provide the parties with the specific guidelines corresponding to the various informal resolution options prior to the parties signing a written consent to the informal resolution process.

United is prohibited from offering informal resolution options in cases which involve a United employee's sexual harassment of a student.

United is prohibited from requiring as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints of sexual harassment as outlined in this policy. Additionally, United cannot require the parties to participate in an informal resolution process and United cannot offer an informal resolution process unless a formal complaint has been filed.

Recordkeeping

United will maintain for a period of seven years the records of the following:

- A. Each sexual harassment investigation, including any determination regarding responsibility, the audio recording, audiovisual recording, or transcript of the hearing, any disciplinary sanctions imposed on the respondent, as well as any remedies provided to the complainant designed to restore or preserve equal access to the United's education program or activity;
- B. Any appeal and the result therefrom;
- C. Any informal resolution and the result therefrom; and
- D. All materials used to train Title IX Coordinators, investigators, decision-makers, and informal resolution facilitators. United will make these training materials publicly available on its website.

For each response to a report or formal complaint of sexual harassment, United will create and maintain for a period of seven years, records of any actions, including any supportive measures taken. In each instance, United will document the basis for its conclusion that its response was not deliberately indifferent and document that it has taken measures designed to restore or preserve equal access to United's education program or activity. If United does not provide a complainant with supportive measures, then United will document the reasons why such a response was not clearly unreasonable in light of the circumstances.

Confidential Resources & Medical Services

Confidential Resources

John Lee
Chaplain
(651) 255-6156
jlee@unitedseminary.edu

Margaree Levy
Assistant Dean of Students
(651) 255-6118
mlevy@unitedseminary.edu

Emergency Medical Services

Main Campus
New Brighton Police Department
785 Old Hwy 8 NW
New Brighton, MN 55112
(651) 288-4100

Twin Cities School of Theology
Minneapolis Police Department
350 S 5th St #130
Minneapolis, MN 55415
(612) 673-3000