



## TITLE IX POLICY

### **Nondiscrimination Policy and Notice of Nondiscrimination**

Beal University, (the “University”) is committed to providing a working and educational environment free of unlawful harassment, sexual violence, discrimination, and retaliation. University policy prohibits harassment or discrimination based on race, religious creed, color, national origin, ancestry, parental or marital status, sex, military and veteran status, physical and mental disability, medical condition, age, sexual orientation, sex characteristics, gender, gender identity, gender expression, genetic information, volunteer or internship status, pregnancy or related conditions, or any other classification protected by the federal, state or local law. In accordance with Title IX of the Education Amendments of 1972 (“Title IX”), Beal University does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that operates, as required by Title IX and its regulations, including in admission and employment. Beal University adopts the policy and procedures (the “Policy”) set forth herein to ensure a prompt and equitable process for those involved in an allegation of sex-based discrimination or other prohibited conduct under Title IX.

This Policy applies to all persons involved in the operation of the University and prohibits sexual or other unlawful harassment or discrimination by any employee of the University, as well as students, customers, vendors or anyone who does business with, or is otherwise affiliated with, the University. It further extends to prohibit sexual or other unlawful harassment or discrimination by or against students of the University. Any employee, student, or contract worker who violates this Policy will be subject to disciplinary action upon a finding of responsibility following application of the grievance procedures described herein. To the extent a customer, vendor, or other person with whom the University does business engages in sexual or other unlawful harassment or discrimination, the University will take appropriate corrective action.

As part of the University’s commitment to providing a discrimination-free working and learning environment, this Policy shall be widely disseminated to the University community through publications, the University website, to all employees and students, to all applicants for employment and admission, at new employee orientations, student orientations, to all professional organizations holding collective bargaining or professional agreements with the University, and other appropriate channels of communication. The University provides training to enable the University to handle any allegations of discrimination promptly and equitably. The University will quickly respond to all reports of discrimination and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this Policy.

Inquiries about Title IX may be referred to Beal University’s Title IX Coordinator, the U.S. Department of Education’s Office of Civil Rights, or both. Beal University’s Title IX Coordinator is:

Robin Tardiff, 99 Farm Rd, Bangor, ME 04401, [titleix@beal.edu](mailto:titleix@beal.edu), and 207-307-3900 ext 336.

Beal University prohibits sex discrimination and sex-based harassment in any education program or activity that it operates. Individuals may report concerns or questions to the Title IX Coordinator or [titleix@beal.edu](mailto:titleix@beal.edu). The notice of nondiscrimination is located at <https://beal.edu/consumer-information/>.



**Title IX Coordinator**

The following individual serves as the Title IX Coordinator and has the primary responsibility for coordinating the University’s efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sex-based harassment, discrimination, and retaliation. Questions about this Policy, Complaints, or notice of alleged violations can be made by contacting the Title IX Coordinator.

Title IX Coordinator	Phone	Email	Address
Robin Tardiff	207-307-3900	<a href="mailto:titleix@beal.edu">titleix@beal.edu</a>	99 Farm Road Bangor, ME 04401

In addition, the University has designated the Chief Operating Officer as a person with authority to address and correct sex-based harassment, discrimination, and retaliation.

Deputy Title IX Coordinator	Phone	Email	Address
Steve Villett	207-307-3900	<a href="mailto:svillett@beal.edu">svillett@beal.edu</a>	99 Farm Road Bangor, ME 04401

In addition to the foregoing individuals, the University has directed all employees, not designated as Confidential Resource, to report any knowledge they have of sex-based harassment, discrimination, and retaliation to the Title IX Coordinator.

All employees and staff shall receive Title IX training, including information on the University’s obligation to address sex discrimination, the scope of conduct constituting sex discrimination, the definition of sex-based harassment, and all applicable notification and information requirements. In addition to the foregoing, all members of the Title IX Team shall also receive Title IX training on the investigation and grievance process, how to serve as an impartial member, the meaning and application of the term “relevant” in relation to questions and evidence, the information resolution process, and the specific responsibilities of their positions.

You may also contact the U.S. Department of Education’s Office for Civil Rights, the federal agency responsible for overseeing Title IX.

<p>Office for Civil Rights U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-1100 Customer Service Hotline: (800) 421-3481 Facsimile: (202) 453-6012 TTY#: (800) 877-8339 Email: <a href="mailto:OCR@ed.gov">OCR@ed.gov</a> <a href="http://www.ed.gov/ocr">www.ed.gov/ocr</a></p>	<p>State of Maine is part of the Boston Regional Office Office for Civil Rights U.S. Department of Education 8th Floor 5 Post Office Square Boston, MA 02109-3921 Telephone: (617) 289-0111 Facsimile: (617) 289-0150 Email: <a href="mailto:OCR.Boston@ed.gov">OCR.Boston@ed.gov</a></p>
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### **Confidential Resources**

Confidential resources are not obligated to report information that is provided to them. This allows individuals to explore their options in a non-pressured environment while they make informed decisions. An individual who is not prepared to make a report, or who may be unsure how to label what happened, but still seeks information and support, is strongly encouraged to contact a Confidential Resource. Confidential resources who receive oral or written complaints are not required to report potential violations of this policy.

Dr. Stephanie Morgan, Program Director is a Beal University Confidential Resources and may be reached at [confidentialresource@beal.edu](mailto:confidentialresource@beal.edu).

Beal University has an obligation to make reasonable efforts to investigate and address conduct prohibited by this policy. University community members who have the authority to take action or who have responsibility for administrative leadership, teaching, or advising, including all faculty members, lab specialists, and members of University management, are not Confidential Resources and are required to notify the Title IX Coordinator of suspected violations and cannot guarantee the confidentiality of a complaint or report under this policy.

### **Grievance Procedure**

Beal University has adopted Title IX grievance procedures that provide for the prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

#### **Complaints:**

The following people have a right to make a complaint of sex discrimination, including complaints of sex-based harassment, requesting that Beal University investigate and make a determination about alleged discrimination and/or sex-based harassment under Title IX:

- A “complainant,” which includes
  - A student or employee of Beal University who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
  - A person other than a student or employee of Beal University who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in Beal University’s education program or activity;
- A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- Beal University’s Title IX Coordinator.
- With respect to complaints of sex discrimination other than sex-based harassment, in addition to the people listed above, the following persons have a right to make a complaint:
  - Any student or employee of Beal University; or
  - Any person other than a student or employee who was participating or attempting to participate in Beal University’s education program or activity at the time of the alleged sex discrimination.

Note that a person is entitled to make a complaint of sex-based harassment only if they themselves are alleged to have been subjected to the sex-based harassment, if they have a legal right to act on behalf of such person, or if the Title IX Coordinator initiates a complaint consistent with the requirements of 34 C.F.R § 106.44(f)(1)(v).



Beal University may consolidate complaints of sex discrimination against more than one respondent, or by more than one complainant against one or more respondents, or by one party against another party, when the allegations of sex discrimination arise out of the same facts or circumstances. When more than one complainant or more than one respondent is involved, references below to a party, complainant, or respondent include the plural, as applicable.

**Basic Requirements of Title IX Grievance Procedures:**

Beal University will treat complainants and respondents equitably.

Beal University requires that any Title IX Coordinator, investigator, or decisionmaker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. As long as there is no conflict of interest or bias, a decisionmaker may be the same person as the Title IX Coordinator or investigator.

Beal University presumes that the respondent is not responsible for the alleged sex discrimination until a determination is made at the conclusion of its grievance procedures.

Beal University has established the following timeframes for the major stages of the grievance procedures:

- Evaluation
  - Title IX Coordinator will meet within one (1) week of the reported complaint with the complainant to review the complaint, discuss supportive measures, and review the process.
  - Notification of the investigation will be sent to all parties within three (3) to five (5) business days of the complaint meeting.
- Investigation
  - Conducted in an expeditious manner, however, can take anywhere from two (2) to six (6) months depending on a variety of factors (e.g., complexity of case, availability of witness, etc.).
- Hearing, if applicable
  - Will be scheduled within two (2) to four (4) weeks from issuance of investigative report and last one (1) to three (3) business days if investigative report provided determines a hearing is required.
- Determination
  - The Title IX Coordinator and/or decisionmaker will prepare the final determination report. The Title IX Coordinator will notify all parties in writing of the determination within ten (10) to fourteen (14) business days of issuance of the final investigative report, or the hearing, when offered.
- Appeal
  - Any party may request an appeal of the determination or dismissal in writing to the Chief Operating Officer within seven (7) business days following receipt of the determination or notice of dismissal. A decision on appeal will be rendered within fourteen (14) business days of submission.
- *Reasonable Extension for Good Cause*

The Title IX Coordinator may request an extension for good cause for one of the following reasons which may include, but is not limited to: difficulty obtaining information, concurrent law enforcement activity, the need for language assistance, or disability accommodations. The Title IX Coordinator will inform both parties of the requested extension.

Either party may also submit a request for a reasonable extension in writing to the Title IX Coordinator. The Coordinator will provide reasonable extensions upon a finding of good cause and will provide the



parties with notice and reason for any extension or delay. The University shall take all reasonable efforts to apprise all Parties of the progress of the investigation.

Beal University will take reasonable steps to protect the privacy of the parties and witnesses during its grievance procedures. These steps will not restrict the ability of the parties to obtain and present evidence, including by speaking to witnesses; consult with their family members, confidential resources, or advisors; or otherwise prepare for or participate in the grievance procedures. The parties cannot engage in retaliation, including against witnesses.

Beal University will objectively evaluate all evidence that is relevant and not otherwise impermissible: including both inculpatory and exculpatory evidence. Credibility determinations will not be based on a person's status as a complainant, respondent, or witness.

The following types of evidence, and questions seeking that evidence, are impermissible (i.e., will not be accessed or considered, except by Beal University to determine whether one of the exceptions listed below applies; will not be disclosed; and will not otherwise be used), regardless of whether they are relevant:

- Evidence that is protected under a privilege recognized by Federal or State law or evidence provided to a confidential employee, unless the person to whom the privilege or confidentiality is owed has voluntarily waived the privilege or confidentiality;
- A party's or witness's records that are made or maintained by a physician, psychologist, or other recognized professional or paraprofessional in connection with the provision of treatment to the party or witness, unless Beal University obtains that party's or witness's voluntary, written consent for use in its grievance procedures; and
- Evidence that relates to the complainant's sexual interests or prior sexual conduct, unless evidence about the complainant's prior sexual conduct is offered to prove that someone other than the respondent committed the alleged conduct or is evidence about specific incidents of the complainant's prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

**Written Notice of Allegations:**

Upon initiation of Beal University's Title IX grievance procedures, Beal University will notify the parties in writing of the following, with sufficient time for the parties to prepare a response before any initial interview:

- Beal University's Title IX grievance procedures and any informal resolution process;
- Sufficient information available at the time to allow the parties to respond to the allegations, including the identities of the parties involved in the incident(s), the conduct alleged to constitute sex discrimination and/or sex-based harassment, and the date(s) and location(s) of the alleged incident(s);
- Retaliation is prohibited;
- The respondent is presumed not responsible for the alleged sex-based harassment until a determination is made at the conclusion of the grievance procedures. Prior to such a determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decisionmaker;
- The parties may have an advisor of their choice who may be, but is not required to be, an attorney;
- The parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence.



If, in the course of an investigation, Beal University decides to investigate additional allegations of sex discrimination and/or sex-based harassment by the respondent toward the complainant that are not included in the written notice provided or that are included in a complaint that is consolidated, Beal University will notify the parties by providing written notice of the additional allegations.

**Dismissal of a Complaint:**

Beal University may dismiss a complaint of sex discrimination and/or sex-based harassment if:

- Beal University is unable to identify the respondent after taking reasonable steps to do so;
- The respondent is not participating in Beal University's education program or activity and is not employed by Beal University;
- Beal University obtains the complainant's voluntarily withdrawal in writing of any or all of the allegations in the complaint, the Title IX Coordinator declines to initiate a complaint, and Beal University determines that, without the complainant's withdrawn allegations, the conduct that remains alleged in the complaint, if any, would not constitute sex discrimination under Title IX even if proven; or
- Beal University determines the conduct alleged in the complaint, even if proven, would not constitute sex discrimination under Title IX. Before dismissing the complaint, Beal University will make reasonable efforts to clarify the allegations with the complainant.

Upon dismissal, Beal University will promptly notify the complainant in writing of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then Beal University will also notify the respondent of the dismissal and the basis for the dismissal promptly following notification to the complainant, or simultaneously if notification is in writing.

Beal University will notify the complainant that a dismissal may be appealed and will provide the complainant with an opportunity to appeal the dismissal of a complaint. If the dismissal occurs after the respondent has been notified of the allegations, then Beal University will also notify the respondent that the dismissal may be appealed. Dismissals may be appealed on the following bases:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If the dismissal is appealed, Beal University will:

- Notify the parties of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and
- Notify the parties of the result of the appeal and the rationale for the result.





When a complaint is dismissed, Beal University will, at a minimum:

- Offer supportive measures to the complainant as appropriate;
- If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
- Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within Beal University's education program or activity.

**Investigation:**

Beal University must provide for adequate, reliable, and impartial investigation of complaints.

The burden is on Beal University—not on the parties—to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

Beal University will provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all meetings or proceedings with sufficient time for the party to prepare to participate.

Beal University will provide the parties with the same opportunities to be accompanied to any meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney.

- Beal University will not limit the choice or presence of the advisor for the complainant or respondent in any meeting or proceeding.
- Beal University may establish restrictions regarding the extent to which the advisor may participate in these grievance procedures, as long as the restrictions apply equally to the parties.

Beal University will provide the parties with the same opportunities, if any, to have people other than the advisor of the parties' choice present during any meeting or proceeding.

Beal University will provide an equal opportunity for the parties to present fact witnesses and other inculpatory and exculpatory evidence that are relevant and not otherwise impermissible.

Beal University will review all evidence gathered through the investigation and determine what evidence is relevant and what evidence is impermissible regardless of relevance.

Beal University will provide each party and the party's advisor, if any, with an equal opportunity to access the evidence that is relevant to the allegations of sex discrimination and/or sex-based harassment and not otherwise impermissible, in the following manner:

- Beal University will provide an equal opportunity to access the relevant and not otherwise impermissible evidence;
- Beal University will provide a reasonable opportunity to review and respond to the evidence. If Beal University conducts a live hearing, applicable if the investigative report provided determines a hearing is required, as part of its grievance procedures, it will provide this opportunity to review the evidence in advance of the live hearing. Beal University may decide whether to provide this opportunity to respond prior to the live hearing, during the live hearing, or both prior to and during the live hearing; and
- Beal University will take reasonable steps to prevent and address the parties' and their advisors' unauthorized disclosure of information and evidence obtained solely through the grievance procedures. Disclosures of such information and evidence for purposes of administrative proceedings or litigation related to the complaint of sex discrimination are authorized.



### **Questioning the Parties and Witnesses:**

Beal University must provide a process that enables the decisionmaker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex discrimination and/or sex-based harassment.

When a live hearing is not conducted: Beal University process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will:

- Allow the investigator or decisionmaker to ask questions during individual meetings with a party or witness;
- Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the investigator or decisionmaker during one or more individual meeting, including follow-up meetings, with a party or witness, subject to the procedures for evaluating and limiting questions discussed below; and
- Provide each party with audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow up questions.

When live hearing is conducted: Beal University's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will allow the decisionmaker to ask such questions, and either

- Allow each party to propose such questions that the party wants asked of any party or witness and have those questions asked by the decisionmaker, subject to the procedures for evaluating and limiting questions discussed below; or
- Allow each party's advisor to ask any party or witness such questions, subject to the procedures for evaluating and limiting questions discussed below. Such questioning will never be conducted by a party personally. If Beal University permits advisor-conducted questioning and a party does not have an advisor to ask questions on their behalf, Beal University will provide the party with an advisor of Beal University's choice, without charge to the party, for the purpose of advisor-conducted questioning. In those instances, Beal University will not appoint a confidential employee and may appoint, but is not required to appoint, an attorney to serve as an advisor.
- Provide each party with audio or audiovisual recording or transcript with enough time for the party to have a reasonable opportunity to propose follow up questions.

*Procedures for the decisionmaker to evaluate the questions and limitations on questions:* The Decisionmaker will determine whether a proposed question is relevant and not otherwise impermissible before the question is posed and will explain any decision to exclude the question as not relevant or otherwise impermissible. Questions that are unclear or harassing of the party or witness being questioned will not be permitted. The decisionmaker will give a party an opportunity to clarify or revise a question that the decisionmaker determines is unclear or harassing. If the party sufficiently clarifies or revises the question, the question will be asked.

*Refusal to respond to questions and inferences based on refusal to respond to questions:* The Decisionmakers may choose to place less or no weight upon statements by parties or witnesses who refuse to respond to questions deemed relevant and not impermissible. The decisionmaker may not draw an inference as to whether the discrimination or sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions.





**Procedures for a Live Hearing, if offered:**

The Title IX Coordinator has discretion to determine whether a live hearing will be conducted. Factors the Title IX Coordinator will consider when determining whether a hearing will be offered include: seriousness of the alleged offense and severity of potential disciplinary sanctions upon a finding of responsibility, complexity of evidence and number of parties and/or witnesses, and the degree to which credibility of parties and/or witnesses is both in dispute and relevant to reaching a determination. Beal University will conduct the live hearing with the parties physically present in the same geographic location or, at Beal University's discretion or upon the request of either party, will conduct the live hearing with the parties physically present in separate locations with technology enabling the decisionmaker and parties to simultaneously see and hear the party or witness while that person is speaking.

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

**Determination Whether Sex Discrimination and/or Sex-Based Harassment Occurred:**

Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, Beal University will:

- Use the preponderance of the evidence standard of proof to determine whether sex discrimination occurred. The standard of proof requires the decisionmaker to evaluate relevant and not otherwise impermissible evidence for its persuasiveness. If the decisionmaker is not persuaded under the applicable standard by the evidence that sex discrimination occurred, whatever the quantity of the evidence is, the decisionmaker will not determine that sex discrimination occurred.
- Notify the parties simultaneously in writing of the determination whether sex discrimination and/or sex-based harassment occurred under Title IX including
  - A description of the rationale for such alleged sex discrimination and/or sex-based harassment;
  - Information about the policies and procedures that Beal University used to evaluate the allegations;
  - The decisionmaker's evaluation of the relevant and not otherwise impermissible evidence and determination, whether sex discrimination and/or sex-based harassment occurred;
  - When the decisionmaker finds that sex-based harassment occurred, any disciplinary sanctions Beal University will impose on the respondent, whether remedies other than the imposition of disciplinary sanctions will be provided by Beal University to the complainant, and, to the extent appropriate, other students identified by Beal University to be experiencing the effects of the sex-based harassment; and
  - Beal University's procedures and permissible bases for the complainant and respondent to appeal, if applicable;
- Beal University will not impose discipline on a respondent for sex discrimination prohibited by Title IX unless there is a determination at the conclusion of the grievance procedures that the respondent engaged in prohibited sex discrimination.
- If there is a determination that sex discrimination occurred, the Title IX Coordinator will, as appropriate:
  - Coordinate the provision and implementation of remedies to a complainant and other people Beal University identifies as having had equal access to Beal University's education program or activity limited or denied by sex discrimination;
  - Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and
  - Take other appropriate prompt and effective steps to ensure that sex discrimination does



not continue or recur within Beal University's education program or activity.

- Comply with the grievance procedures before the imposition of any disciplinary sanctions against a respondent; and
- Not discipline a party, witness, or others participating in the grievance procedures for making a false statement or for engaging in consensual sexual conduct based solely on the determination whether sex discrimination occurred.

The determination regarding responsibility becomes final either on the date that Beal University provides the parties with the written determination of the result of any appeal, or, if no party appeals, the date on which an appeal would no longer be considered timely.

### **Appeals**

Beal University will offer an appeal from a dismissal or determination whether sex discrimination and/or sex-based harassment occurred:

- Procedural irregularity that would change the outcome;
- New evidence that would change the outcome and that was not reasonably available when the determination or dismissal was made; and
- The Title IX Coordinator, investigator, or decisionmaker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that would change the outcome.

If a party appeals a dismissal or determination whether sex-based harassment occurred, Beal University will:

- Notify the parties in writing of any appeal, including notice of the allegations, if notice was not previously provided to the respondent;
- Implement appeal procedures equally for the parties;
- Ensure that the decisionmaker for the appeal did not take part in an investigation of the allegations or dismissal of the complaint;
- Ensure that the decisionmaker for the appeal has been trained consistent with the Title IX regulations;
- Communicate to the parties in writing that Beal University will provide the parties a reasonable and equal opportunity to make a statement in support of, or challenging, the outcome; and notify the parties in writing of the result of the appeal and the rationale for the result.

### **Informal Resolution, if offered**

In lieu of resolving a complaint through Beal University's Title IX grievance procedures, the parties may instead elect to participate in an informal resolution process. Methods for informal resolution may include, but are not limited to: mediation, coaching the person on how to directly address a situation which is causing a problem; aiding in the modification of a situation in which the offensive conduct occurred; or assisting a department or division with the resolution of a real or perceived problem. Beal University will inform the parties in writing of any informal resolution process it offers and determines is appropriate, if any.

If the Complainant and Respondent voluntarily consent in writing, Complaints can be resolved through Informal Resolution. The Title IX Coordinator will facilitate an appropriate Informal Resolution process depending on the nature of the allegations, the Parties involved, and the overall circumstances. Before the initiation of an informal resolution process, Beal University will explain in writing to the parties:

- The allegations;
- The requirements of the informal resolution process;



- That any party has the right to withdraw from the informal resolution process and initiate or resume grievance procedures at any time before agreeing to a resolution;
- That if the parties agree to a resolution at the end of the informal resolution process, they cannot initiate or resume grievance procedures arising from the same allegations;
- The potential terms that may be requested or offered in an informal resolution agreement, including notice that an informal resolution agreement is binding only on the parties; and
- What information Beal University will maintain and whether and how Beal University could disclose such information for use in Title IX grievance procedures if such procedures are initiated or resumed.

Informal Resolution will be conducted by a facilitator, who may or may not be the Title IX Coordinator. It is not necessary to pursue Informal Resolution first in order to pursue the University's Grievance Process. The University shall document any informal resolution. Such documentation shall be retained by the Title IX Coordinator as appropriate and will be kept confidential to the extent permitted by law.

**Supportive Measures:**

Beal University will offer and coordinate supportive measures, as reasonably available and appropriate for the complainant and/or respondent involved in complaints regarding sex discrimination and/or sex-based harassment. Supportive measures are to help restore or preserve that person's access to the University's education program or activity or provide support during the University's Title IX grievance procedures or during the informal resolution process. Supportive measures may include: counseling, support groups, specialized training (if reasonably available,) mutual or non-mutual no-contact orders, changes in work schedules or work assignments that are not imposed for punitive reasons, retroactive withdrawals, extensions of deadlines, adjustments to transcripts, tuition reimbursements, campus escort services, or monitoring of certain areas on campus.

**Disciplinary Sanctions and Remedies:**

Following a determination that sex-based harassment occurred, Beal University may impose disciplinary sanctions, determined on case-by-case basis, which may include but are not limited to, additional training, a restriction on contact, warning, suspension, or termination/dismissal. Beal University may also provide remedies, determined on a case-by-case basis, which may include counseling, support groups, specialized training (if reasonably available,) mutual or non-mutual no-contact orders, changes in work schedules or work assignments that are not imposed for punitive reasons, retroactive withdrawals, extensions of deadlines, adjustments to transcripts, tuition reimbursements, campus escort services, or monitoring of certain areas on campus.