

# Reporting Parties

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## **How do I make a formal report of gender-based discrimination or sexual misconduct?**

To initiate a formal process, you must meet with the Title IX Coordinator or the Title IX Deputy Coordinator. During this meeting, the Title IX Coordinator or the Title IX Deputy Coordinator, will explain the College disciplinary process. The Title IX Coordinator or the Title IX Deputy Coordinator will ask you to briefly explain what occurred (e.g. who, what, where, when). The Coordinator or Deputy Coordinator will also discuss the availability of interim measures such as academic flexibility requests, initiating a no-contact order, or other steps to assist you during the complaint resolution process.

You have the right to have an advisor of your choice present during this meeting.

## **How long does the meeting take?**

Although each case is unique, the initial meeting generally takes approximately one hour.

## **What happens after the interview with the Title IX Coordinator?**

After the interview, an investigator will be assigned to your complaint. Once an investigator is assigned, they will contact you to schedule an interview. The investigator may be the Title IX Coordinator or Deputy Coordinator, another trained Napa Valley College employee, or an outside investigator. The investigator will interview you and all available witnesses.

## **What happens during the interview with the investigator?**

Often there will be two people present during the interview. One, the investigator, will be primarily responsible for asking questions. The second person will serve as a witness and take notes during the interview. The investigator will ask for a detailed description of what occurred. They will also request the names of witnesses and any other evidence that you

might have, such as text messages, emails, or photos.

You have the right to have an advisor of your choice present during the interview.

### **What does the advisor do during the process?**

The role of the advisor is to offer support during the investigation process. The advisor can provide mental and emotional support and take notes during the interview. The advisor may not speak on your behalf or interfere with the interview in any way.

### **What happens after my interview with the investigator?**

After your interview, the investigator will draft an interview summary. You will have the opportunity to review the summary and submit any corrections or other comments.

### **Who will be informed about my complaint?**

The Title IX office only shares information on a need-to-know basis with those involved in the investigation and resolution of the complaint. During the formal complaint resolution process, the accused individual (respondent) and witnesses will be informed about your complaint.

### **If I am a student, will my professors know about my complaint?**

Your instructors will only learn about your complaint if their participation is absolutely necessary in the investigation and resolution process. The Title IX office will make every effort to protect your privacy. For example, often complainants request interim academic measures such as extensions on assignments and rescheduled exams.

### **If I am an employee, will my supervisor or co-workers know about my complaint?**

Information about your complaint will not be shared with your supervisor or coworkers unless doing so is necessary for the investigation. For example, your supervisor may need to be informed about your complaint if you request interim measures such as adjustments to your work schedule or working conditions. A coworker may be informed of your

complaint if he or she is a witness for the investigation. In all circumstances, the Title IX team will work to maintain your privacy to the greatest extent possible.

### **Do I have a right to appeal the decision?**

If either party is not satisfied with the results of the administrative determination, he or she may submit a written appeal to the Board of Trustees within 15 days of receiving notice of a final determination. The Board will review the original complaint, the investigative report, the administrative decision, and the appeal. The Board will then issue a final decision within 45 days of receiving the appeal request. All parties are included in any appeal reconsideration and have equal rights of participation. There is only one level of appeal. All appeals determinations made by the Board of Trustees are final.

### **How long will the entire process take?**

The length of the process depends on the facts of each case – for example, the number of witnesses, any college breaks, etc. – but the process should generally take 90 working days or less.

### **How can the Title IX Office help me if I do not want to make a formal report?**

The Title IX Coordinator or Deputy Coordinator can assist you even if you choose not to go through the formal college disciplinary process. The Coordinator or Deputy Coordinator can arrange interim measures such as academic support solutions (including note takers, changes to your academic schedule, or extra time to complete an assignment) safety plans, no-contact orders, and other solutions to assist you in achieving your educational goals.