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Addendum to the 2022-2023 Catalog & Student Handbook

All material in the California Health Sciences University (CHSU) 2022-2023 Catalog & Student Handbook reflects information as it was available at the publication date. Updates and/or corrections to the 2022-2023 Catalog & Student Handbook made after the publication date appear in the *Addendum to the 2022-2023 Catalog & Student Handbook*.

Students are responsible for informing themselves of and satisfactorily meeting all requirements pertinent to their relationship with the University. Students and others who use this amended catalog should be aware that the information changes from time to time at the sole discretion of California Health Sciences University (CHSU) and that these changes might alter information contained in this publication. Any such changes may be obtained in the addendum to the catalog. CHSU reserves the right, at any time and without notice, to make any changes to all rules, policies, procedures and any other information that pertains to students or the institution including, but not limited to, admission, registration, tuition and fees, attendance, curriculum requirements, conduct, academic standing, candidacy and graduation. This amended catalog does not constitute a contract, or terms or conditions of contract between the student, faculty and/or staff at CHSU.

General Information - Revisions

Approval to Operate and Accreditation

Approval to Operate Bureau for Private Postsecondary Education Disclosures

The information within is accurate at the time of publication. Students are responsible for informing themselves of and satisfactorily meeting all requirements pertinent to their relationship with the University. Students and others who use this catalog should be aware that the information changes from time to time at the sole discretion of California Health Sciences University (CHSU) and that these changes might alter information contained in this publication. Any such changes may be obtained in the addendum to the catalog. CHSU reserves the right, at any time and without notice, to make any changes to all rules, policies, procedures and any other information that pertains to students or the institution including, but not

limited to, admission, registration, tuition and fees, attendance, curriculum requirements, conduct, academic standing, candidacy and graduation. This catalog does not constitute a contract, or terms or conditions of contract between the student, faculty and/or staff at CHSU.

The California Health Sciences University College of Pharmacy, College of Osteopathic Medicine and College of Biosciences and Health Professions is a private institution that is approved to operate as such by the California Bureau for Private Postsecondary Education. "Approval to Operate" means that California Health Sciences University is in compliance with state standards as set forth in CEC94897 (1).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA 95834, <http://www.bppe.ca.gov/>, Phone: (888) 370-7589 or (916) 431-6959 or Fax: (916)263-1897.

Student Assistance

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by Phone: (888) 370-7589, Option #5 or email: osar@dca.ca.gov. More information on the Office of Student Assistance and Relief can be found on the [BPPE website](#).

Accreditation

WASC Senior College and University Commission ("WSCUC")

California Health Sciences University is accredited by the WASC Senior College and University Commission (WSCUC). WSCUC is a regional accreditor. Regional accreditation is a form of institutional accreditation that involves a comprehensive review of all institutional functions. Regional accrediting organizations do not accredit individual programs, although new programs are actively reviewed through the substantive change process.

More information on WSCUC accreditation, including the process to file a complaint directly with WSCUC can be found on the website at: www.wscuc.org. WSCUC is located at: 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, Phone: (510) 748-9001, Fax: (510) 748-9797.

Accreditation Council for Pharmacy Education (ACPE)

ACPE Accreditation Disclosure Statement

Accreditation status regarding the 4-Year Doctor of Pharmacy Program for Classes enrolled between 2021-2024

The California Health Sciences University College of Pharmacy's 4-Year Doctor of Pharmacy program has had its pre-accreditation status withdrawn by the Accreditation Council for Pharmacy Education, 190 South LaSalle Street, Suite 2850, Chicago, IL 60603, 312/664-3575; FAX, 866/228-2631, website www.acpe-accredit.org, for issues of non-compliance with the following standards: Standard No. 8: Organization and Governance, Standard No 18: Faculty and Staff – Quantitative Factors, and Standard No. 22: Practice Facilities. For an explanation of withdrawal of the program's status, consult the Office of the Dean or ACPE. In cooperation with ACPE, the College is implementing a teach-out plan that will afford currently enrolled students in the Classes of 2021, 2022, 2023, and 2024 the same rights and privileges as graduates from a program holding ACPE Candidate status.

More information on ACPE accreditation, including the process to file a complaint directly with ACPE, can be found on its website at www.acpe-accredit.org. ACPE is located at 135 South LaSalle Street, Suite 4100, Chicago, IL 60503 and can be reached by phone at 312-664-3575 or by fax at 312-664-4652.

Candidate Status

With respect to clarification of the meaning of Candidate status, graduates of a program so designed would, in the opinion of ACPE, have the same rights and privileges of those graduates from an accredited program. The Candidate status denotes a developmental program that is expected to mature in accord with stated plans within a defined time period. It should be underscored, however, that decisions concerning eligibility for licensure by examination or reciprocity reside with the respective state boards of pharmacy in accordance with their state statutes and administrative rules. Should Candidate status be awarded to a program, ACPE would, however, make its position known and make recommendations consistent with that position.

Commission on Osteopathic College Accreditation (COCA)

The California Health Sciences University College of Osteopathic Medicine was awarded pre-accreditation

status during the April 23-25, 2020 meeting of the Commission on Osteopathic College Accreditation (COCA) of the American Osteopathic Association (AOA).

The American Osteopathic Association's Commission on Osteopathic College Accreditation (COCA) accredits osteopathic medical education programs leading to the DO degree in the United States (programmatic accreditation). The COCA also accredits free-standing colleges of osteopathic medicine where no other educational program is offered (institutional accreditation) and serves as the federal Title IV gatekeeper for those institutions. By assessing the compliance of osteopathic medical education programs based on the nationally accepted standards of the COCA, we serve the interests of the public and of the students enrolled in our Colleges of Osteopathic Medicine (COMs). To achieve and maintain accreditation, an osteopathic medical education program leading to the Doctor of Osteopathic Medicine (DO) degree must meet the standards found on the COCA website: <https://osteopathic.org>.

Information on how to file a complaint directly with COCA can be found on its website at <https://osteopathic.org>. COCA is located at 142 E. Ontario St., Chicago, IL 60611 and can be reached by phone at 888-626-9262.

Professionalism and Conduct – Revisions

California Health Sciences University Unlawful Discrimination, Harassment, Sexual Misconduct, and Title IX Policy and Procedures

I. Non-Discrimination Policy Statement & Purpose

California Health Sciences University ("CHSU") is committed to creating and maintaining an inclusive environment, where all individuals can achieve their academic and professional aspirations free from Sex-Based Misconduct, and other forms of unlawful discrimination, harassment, or related retaliation. CHSU does not discriminate in the operation of or access to the University's programs on the basis of the following protected classes: race (including natural hairstyle or hair texture related thereto); color, national origin (including possessing a driver's license issued under Vehicle Code § 12801.9), ethnicity or ancestry; age (40 and over); physical or mental disability, perceived

disability or perceived potential disability; sex; gender; sexual orientation; gender identity, transgender status, gender expression, pregnancy or perceived pregnancy, childbirth, breastfeeding or medical conditions related to pregnancy, childbirth or breastfeeding; reproductive health decision making, medical condition (including cancer-related physical or mental health impairment or history of same); citizenship; military and veteran status; genetic characteristics; political affiliation; religious belief or practice; marital status; or any other classifications protected by applicable federal, state, or local laws and ordinances (“Protected Class” or “Protected Classes”).

This Non-Discrimination Policy (“Policy”) prohibits the following conduct (“Prohibited Conduct”):

1. Harassment or discrimination, including, but not limited to, Sex-Based Misconduct against students, employees, and applicants for admission or employment based on membership in a Protected Class;
2. Harassment or discrimination based on the perception that a person is a member of a Protected Class or is associated with a person who has, or is perceived to have, membership in a Protected Class;
3. Any and all Retaliation against any person for submitting a report of violation of this Policy or for cooperating in the administration of this Policy, including participation in an investigation or adjudication process;
4. Knowingly submitting a complaint under this Policy based on false allegations or to knowingly provide false information in connection with an investigation or adjudication of a complaint processed under this Policy;
5. Any Responsible Employee who fails to report allegations of Prohibited Conduct, including, but not limited to, Sex-Based Misconduct or Title IX Sexual Harassment;
6. Any person in a position of power or influence that intentionally deters or hinders another person from reporting allegations of conduct which, if true, would violate this Policy; and
7. Any other violation of this Policy.

The intent of this Policy is to provide for the University to act consistently with its legal obligations under Title IX of the Education Amendments of 1972 (“Title IX”), Title VI and Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act, Uniformed Services Employment and Reemployment Rights Act of 1994 (“USERRA”), the Equal Pay Act of 1963, the Age Discrimination Act of 1975, Title I and Title IV of the Americans with Disabilities Act (“ADA”) of 1990 and as amended by ADA Amendments Act of 2008, the

Immigration Reform and Control Act of 1986 (“IRCA”), the Rehabilitation Act of 1973, and other applicable federal and state anti-discrimination laws. CHSU recognizes that the law in these areas may change. To the extent this policy conflicts with applicable federal or state law, CHSU will act in compliance with law.

The purpose of this policy is to:

1. Define Prohibited Conduct;
2. Ensure members of the University community respond appropriately when incidents of Prohibited Conduct occur;
3. Provide for methods of reporting Prohibited Conduct to appropriate University administrators;
4. Establish fair and equitable procedures for filing and handling complaints of Prohibited Conduct; and
5. Ensure that when Prohibited Conduct does occur the University takes appropriate action to stop, prevent and remedy the Prohibited Conduct;
6. Set forth grievance procedures for the handling of Formal Title IX Sexual Harassment complaints, as required by federal regulations set forth at 34 Code of Federal Regulations Section 106.45. This policy shall be reviewed periodically to determine if modifications are appropriate.

This policy shall be reviewed periodically to determine if modifications are appropriate.

II. Application and Scope

This policy applies to all members of the University community, including CHSU employees, students, applicants for admission or employment, third-party contractors and vendors, independent contractors, volunteers and any third party who enters CHSU facilities. Every member of the community is responsible for complying with this Policy.

This policy applies to prohibited conduct alleged to have occurred: (a) on CHSU property; (b) in connection with CHSU activities, programs, or events; (c) online or off-campus where the conduct affects the CHSU learning or working environment, would violate other University Policies had it occurred on campus, or where the University determines it has a substantial interest.

CHSU recognizes and promotes its commitment to academic freedom and freedom of speech, as described in applicable CHSU policies. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws, such as the conduct prohibited by this Policy.

CHSU also recognizes that some students are also employed by the University ("Student-Employee"). Under this Policy, Student-Employees may be treated either as students or employees based on the circumstances of each situation, in compliance with the provisions set forth below.

Additionally, while this Policy comprehensively prohibits illegal harassment and discrimination, there will be some procedures which are only applicable to Title IX Sexual Harassment (defined below) because different legal requirements are applicable in such matters. Applicable distinctions in the processing of such complaints are addressed below.

This Policy has been approved by the Office of the President. It supersedes all other University policies regarding harassment, discrimination, Sex-Based Misconduct, or Title IX. The Title IX, Diversity and Equity Coordinator is responsible for the administration of this Policy.

III. Establishment of the Office of the Title IX, Equity and Diversity Coordinator

The President of the University shall designate and authorize an administrator to serve as CHSU's Title IX, Equity and Diversity Coordinator ("Title IX Coordinator") who has the training, experience, and resources necessary to perform the following duties:

- A. Coordinate the University's compliance with Title IX of the Education Amendments of 1972 and other California state and federal laws applicable to Sex-Based Misconduct, including with respect to issuance of notification of this Policy to members of the campus community, the conduct of investigations, preparation of required reports, and effective implementation of supportive measures, and Corrective Measures.
- B. Developing and maintaining the University's Title IX webpages which provide information regarding Title IX compliance, including methods for reporting Sex-Based Misconduct, applicable grievance processes and options regarding supportive measures whether or not a Formal Complaint of Title IX Sexual Harassment is filed.
- C. Ensure, that the University is providing mandatory Sex-Based Misconduct prevention education and training programs to all members of the University campus, including as follows:
 1. In accordance with applicable state and federal law, provide training to all students, faculty,

other academic appointees, administrators, and non-academic staff regarding how Sex-Based Misconduct can be reported.

2. Provide annual training for University employees who are responsible for reporting Sex-Based Misconduct, including Title IX Sexual Harassment.
3. Provide annual training for University employees who are Confidential Resources, facilitators of informal resolution processes, investigators, Hearing Advisors, hearing officers and other decisions makers, appeal adjudicators, University officials with authority to institute corrective measures and others involved with a grievance process for complaints of Sex-Based misconduct regarding their roles and responsibilities with respect to Title IX compliance. This includes, but is not necessarily limited to, training regarding the following matters, as appropriate to the employee's role: technology to be used at a live hearing, issues of relevance of questions and evidence, and the rules applicable to questions and evidence regarding sexual predisposition or prior sexual behavior. Any materials used to train Title IX Coordinators, investigators, decision-makers, appeal adjudicator, and any person who facilitates an informal resolution process for a Formal Title IX Complaint of Sexual Harassment, must not rely on sex stereotypes and must promote impartial investigations and adjudications of Formal Title IX Sexual Harassment Complaints of sexual harassment. Additionally, training with a trauma-informed perspective is required for any CHSU employee responsible for any part of an investigation, informal resolution, or grievance process for complaints of Sex-Based Misconduct.
4. Offer primary prevention programs and awareness campaigns to the University community to promote ongoing awareness of Sex-Based Misconduct, including preventing dating violence, domestic violence, sexual assault, and stalking. These campaigns may include, but are not limited to, education about the definition of consent, consensual relationships, options for bystander intervention, trauma-informed approaches, and risk reduction awareness information. These programs are to promote behaviors that foster healthy and respectful relationships while also encouraging a safe environment for bystanders to intervene in a potential case of dating violence, domestic violence, sexual assault, or stalking.

- D. Provide educational materials to promote compliance with the Policy and familiarity with reporting procedures, and post on the CHSU's website the names and contact information of the Title IX Coordinator and
- E. Provide prompt and equitable response to reports of Sex-Based Misconduct, including authorizing and ensuring effective implementation of Supportive Measures and Title IX Supportive Measures for complainants and respondents, determining whether to file a Formal Title IX Sexual Harassment Complaint on behalf of the University, overseeing implementation of the University's Sex-Based Misconduct grievance processes, and effectively implementing Corrective Measures in cases of Sex-Based Misconduct.
- F. Maintain records of reports of Sex-Based Misconduct, including Title IX Sexual Harassment including: investigation records, any determination regarding responsibility, any audio or audiovisual recording or transcript related to the grievance process, any supportive measures implemented, any preventative or corrective measures imposed on the respondent, any remedies provided to the complainant, any appeal and result of such appeal, any informal resolution process and result from such process, all training materials used to train Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process, for seven (7) years and in accordance with University records management policies.
- G. Identify and address any patterns or systemic problems that arise during the review of reports of Title IX Sexual Harassment.
- H. Ensure procedures are in place to provide support for both complainants and respondents during the University's process for responding to allegations of Sex-Based Misconduct, including Title IX Sexual Harassment.
- I. Shall decide whether a hearing is necessary to determine whether any sexual harassment more likely than not occurred. In making this decision, the Title IX Coordinator may consider whether the parties elected to participate in the investigation and whether each party had the opportunity to suggest questions to be asked of the other party or witnesses, or both, during the investigation, consistent with all applicable law.

IV. Applicable Definitions

Definitions applicable to this Policy are set forth below. Under federal regulation the definitions applicable in cases of Title IX Sexual Harassment are different from the

definitions applicable to other types of Prohibited Conduct as a matter of law. Accordingly, set forth below are three sections of definitions:

- A. Definitions Applicable in all Matters of Prohibited Conduct Covered by this Policy;
- B. Definitions Applicable in Matters of Prohibited Conduct Other than Title IX Sexual Harassment;
- C. Definitions Applicable Only in Cases of Title IX Sexual Harassment.

These sections are set forth below.

A. Definitions Applicable in all Matters of Prohibited Conduct Covered by this Policy

1. **Responsible Employee:** All employees of CHSU are mandated to report allegations of misconduct covered by this Policy, unless specifically exempted from reporting obligations below. For purposes of complying with California law, under this Policy, a responsible employee means an employee who has the duty to report sexual harassment to an appropriate school official who has the authority to take action to redress sexual harassment or provide supportive measures to students. Responsible employee includes, but is not limited to, those individuals with any of the following positions or substantially similar positions or job duties, regardless of the specific title the institution may attach to the position:

- Title IX coordinator or other coordinator designated to comply with and carry out the institution's responsibilities related to complaints of sexual harassment;
- Residential advisors, while performing the duties of employment by the institution;
- Housing directors, coordinators, or deans;
- Student life directors, coordinators, or deans;
- Athletic directors, coordinators, or deans;
- Coaches of any student athletic or academic team or activity;
- Faculty and associate faculty, teachers, instructors, or lecturers;
- Graduate student instructors, while performing the duties of employment by the institution;
- Laboratory directors, coordinators, or principal investigators;
- Internship or externship directors or coordinators;
- Study abroad program directors or coordinators.

Responsible employee does not include any of the individuals described above who are also any of the following:

- A therapist, physician, psychotherapist, sexual assault counselor, or domestic violence counselor, as defined

in the California Evidence Code, when acting in the course and scope of their licensure. (Note: Being a licensed physician or other healthcare professional does not automatically exclude an employee from reporting under this policy unless they learn of the information in the course of providing medical treatment.)

- An individual acting in a professional capacity for which confidentiality is mandated by law, including, but not necessarily limited to, Confidential Resources as defined under this Policy.

All employees of the University who receive, in the course of their employment, information that a violation of this Policy has occurred shall promptly report that information to the Title IX, Diversity and Equity Coordinator. This includes all students who are also employees of the University when the disclosure is made to them in their capacity as an employee. The online reporting form can be accessed at <https://chsu.edu/title-ix/>. Exceptions to the duty to report include:

- University employees who are Confidential Resources (as defined below) who receive, in the course of employment, information that a student has or may have suffered Sex-Based Misconduct, including, but not limited to, Title IX Sexual Harassment.
- Employees who learn of a report of Sex-Based Misconduct during the course of participation in a public awareness event such as a "Take Back the Night" or similar event.

2. Confidential Resources: CHSU's Confidential Resources ("Confidential Resources") include only mental health counselors and other persons working pursuant to professional license requiring confidentiality while working on campus when working within the scope of their licensure. Physicians, pharmacists, and other healthcare professionals employed by CHSU as faculty and not employed to provide healthcare services to employees or students are not Confidential Resources. Confidential Resources are exempt from reporting Sex-Based Misconduct when working in the course and scope of their licensure; however, Confidential Resources will inform a person who discloses experiencing possible Sex-Based Misconduct of the discloser's right to report directly to the Title IX Coordinator and how to make a report to the Title IX Coordinator. When Confidential Resources are not working in the course and scope of their licensure and they learn about allegations of Prohibited Conduct they are required to report that conduct as any other Responsible Employee. This exemption does not extend to other areas of mandated reporting obligations under federal, state, or

local laws, such as the California Child Abuse and Neglect Reporting Act (CANRA) or Cleary Act reporting requirement as a Campus Security Authority.

3. Preponderance of Evidence: A standard of proof that requires that a fact be found when its occurrence, based on evidence, is more likely than not to be true. This shall be the standard of proof applicable to all factfinding under this Policy.

4. Relevancy of Evidence: Throughout this policy, references are made to relevant evidence, both in the investigation phase or adjudication phase of a matter. Relevant evidence means evidence which has any tendency in reason to prove or disprove a disputed fact, including both inculpatory and exculpatory evidence, that is of consequence in determining whether the allegations of Prohibited Conduct are true or not true under the preponderance of the evidence standard. Relevant evidence includes evidence regarding the credibility of a party or witness. However, notwithstanding the above, the following evidence must be excluded:

- Evidence which is disclosed to a Confidential Employee, operating within the scope of their work, unless the disclosing party and the Confidential Employee provide voluntary written consent to its use.
- Evidence which is protected by a legally recognized privilege unless the appropriate party has provided voluntary written consent to its use. Legally recognized privileges including, but not limited to, the following: the attorney-client privilege, evidence maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional when 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.
- Evidence of a complainant's prior sexual history unless one of the following exceptions applies: (i) if such information is offered to prove that someone other than the respondent committed the conduct alleged by the Title IX Complainant; or (ii) 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.

5. Sex-Based Misconduct: Sex-Based Misconduct includes:

- All forms of discrimination and harassment on the basis of sex, sex stereotyping, gender or gender expression, pregnancy or perceived pregnancy, childbirth, breastfeeding, or medical conditions related to pregnancy, childbirth, or breastfeeding;

- California Sexual Harassment, as defined herein;
- Sexual Harassment under the California Education Code, as defined herein;
- Title IX Sexual Harassment, as defined herein, and other conduct which violates Title IX of the Education Amendments of 1972;
- Exposing one's genitals in a public place for the purpose of sexual gratification;
- Attempts to engage in any Sex-Based Misconduct, even if not completed.

6. Sexual Harassment: Under the California Evidence Code, Sexual Harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress;
- Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual;
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment;
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual harassment includes sexual violence, sexual battery, and sexual exploitation as defined herein.

7. Sexual Violence: Sexual violence means physical sexual acts perpetrated against a person without the person's affirmative consent. Physical sexual acts include both of the following:

- Rape, defined as penetration, no matter how slight, of the vagina or anus with any part of object, or oral copulation of a sex organ by another person, without consent of the victim;
- Sexual battery, defined as the intentional touching of another person's intimate parts without consent, intentionally causing a person to touch the intimate parts of another without consent, or using a person's own intimate part to intentionally touch another person's body without consent.

8. Sexual Exploitation: Sexual exploitation means a person taking sexual advantage of another person for the benefit of anyone other than that person without that person's consent, including but not limited to, any of the following acts:

- The prostituting of another person.
- The trafficking of another person, defined as the inducement of a person to perform a commercial sex act, or labor or services, through force, fraud or coercion.
- The recording of images, including video or photograph, or audio of another person's sexual activity or intimate parts, without that person's consent.
- The distribution of images, including video or photograph, or audio of another person's sexual activity or intimate parts, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to the disclosure.
- The viewing of another person's sexual activity or intimate parts, in a place where that other person would have a reasonable expectation of privacy, without that person's consent, for the purpose of arousing or gratifying sexual desire.

9. Consent: Consent is affirmative, conscious, voluntary, and revocable. Consent to sexual activity requires of all persons involved an affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person to ensure they have the affirmative consent of the other to engage in the sexual activity. Lack of protest, lack of resistance, or silence does not alone constitute consent. Affirmative consent must be ongoing and can be revoked at any time during sexual activity, even after penetration occurs. If confusion or ambiguity arises as to the willingness of the other individual to proceed, then consent should be re-obtained. The existence of a dating relationship or past sexual relations between the persons involved should never by itself be assumed to be an indicator of consent (nor will subsequent sexual relations or dating relationship alone suffice as evidence of consent to prior conduct). The following provisions apply to the definition of consent:

- Incapacitation: Incapacitation is a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely as a result of drinking, using drugs, or taking medication.
- The Respondent's belief that the alleged victim consented will not provide a valid defense unless the belief was actual and reasonable. In making this determination, the factfinder will consider all of the facts and circumstances the Respondent knew, or

reasonably should have known, at the time. In particular, the Respondent's belief is not a valid defense where:

- The Respondent's belief arose from the Respondent's own intoxication or recklessness;
- The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the alleged victim affirmatively consented; or
- The Respondent knew or a reasonable person should have known that the alleged victim was unable to consent because the alleged victim was incapacitated, in that the alleged victim was: asleep or unconscious; unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication; unable to communicate due to a mental or physical condition. Anyone engaging in sexual activity should be aware of the other person's level of intoxication.

10. **Credibility:** The credibility of complainants, alleged victims, respondents and witnesses must be evaluated when there are conflicting versions of relevant events related to a matter under investigation required by this Policy. Credibility means whether or not a particular version of events should be believed. In assessing credibility of any person, factors to consider include, but are not necessarily limited to: inherent plausibility of the person's statement; their demeanor and attitude toward the matter; whether they have motivation to inaccurately state facts; whether or not other persons or evidence corroborate their version of events (such as an eye witness or someone who discussed the events with the person around the time the events took place); the character of the testimony; the extent of the person's capacity to perceive, remember or communicate regarding the matter; consistent or inconsistent statements made by the same person; admissions of untruthfulness. No one (1) factor is necessarily determinative of credibility. The mere fact that there was no eyewitness to an alleged event does not mean a person is not credible, and similarly, whether a respondent had previously engaged in similar misconduct does not mean the respondent is not credible as to the current matter being investigated.

11. **Corrective Measures:** Services, accommodations, corrective actions, sanctions, remedies or other measures put in place as a result of final resolution of a complaint of conduct prohibited by this Policy. Possible Corrective Measures imposed under this Policy include:

- Participation in a voluntary, facilitated restorative process;
- A written or verbal apology;

- A written or verbal warning, letter of reprimand, performance improvement plan, or other document outlining expectations for future behavior and related consequences;
- Training or other educational requirements, such as an assigned reading, a research or reflective paper, attendance at an educational seminar or program, or similar activity;
- Assistance from check-ins with campus safety or security personnel;
- Mandatory or voluntary counseling;
- Mentorship, accountability meetings, or coaching assignments;
- Community service or other volunteer activities;
- Modifications to job position or work assignments (such as a transfer or modification of job duties), or delivery of curriculum or course requirements, such as independent study, adjusted deadlines, or remote learning;
- Disciplinary probation, which may include monitoring of progress, review of behavior, limitations on campus privileges, or other restrictions on participation in University events, extra-curricular, or co-curricular activities over a set period of time;
- Prohibition from utilizing certain campus facilities;
- No-contact directives;
- Drug testing and/or drug and alcohol counseling programs;
- Temporary or permanent exclusion from attending University events or activities;
 - Suspension from employment or participation in an academic program, extra-curricular, or co-curricular activities;
- Dismissal from the University's academic programs or termination of employment;
- Other actions which seek to make a victim whole or which seek to prevent a recurrence of Prohibited Conduct.

B. Definitions Applicable in Matters of Prohibited Conduct Other than Title IX Sexual Harassment

1. **Discrimination:** Discrimination means excluding from participation, denying the benefits of, or otherwise subjecting an individual or group of individuals to different treatment based on a Protected Class. For example, unlawful discrimination may consist of a decision, policy, or practice.
2. **Harassment:** Harassment is unwelcome verbal, visual or physical conduct based on a Protected Class which creates an intimidating, offensive, or hostile work or educational environment that interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile

or offensive. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays, or e-mails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual based on a Protected Class.

3. Complaint: A report of Prohibited Conduct prohibited by this Policy. A "formal" or written report or complaint is not required.
4. Complainant: A Complainant is any person who reports alleged Prohibited Conduct or an alleged victim of Prohibited Conduct, regardless of whether the alleged victim makes the report. Prohibited Conduct for purposes of this definition does not include Title IX Sexual Harassment.
5. Respondent: A Respondent is a person alleged to have engaged in Prohibited Conduct. Prohibited Conduct for purposes of this definition does not include Title IX Sexual Harassment.
6. California Sexual Harassment.
 - a. Sexual harassment is unwelcome sexual advances, unwelcome requests for sexual favors, and other unwelcome verbal, nonverbal or physical conduct of a sexual nature when:
 - i. *Quid Pro Quo*: A person's submission to such conduct is implicitly or explicitly made the basis for employment decisions, academic evaluation, grades or advancement, or other decisions affecting participation in a University program, activity, or service; or
 - ii. *Hostile Environment*: Such conduct is sufficiently severe or pervasive that it unreasonably denies, adversely limits, or interferes with a person's participation in or benefit from the education, employment or other programs, activities, or services of the University and creates an environment that a reasonable person would find to be intimidating or offensive.
 - b. Consideration is given to the totality of the circumstances in which the conduct occurred.
 - c. Sexual harassment need not be motivated by sexual desire. Examples of conduct that violates this policy include but are not limited to: Obscene or vulgar gestures, posters, or comments; Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies; Propositions, or suggestive or insulting comments of a sexual nature; Derogatory cartoons, posters, and drawings; Sexually-explicit e-mails or voicemails; Uninvited touching of a sexual nature;

Unwelcome sexually-related comments; Conversation about one's own or someone else's sex life; Conduct or comments consistently targeted at only one gender, even if the content is not sexual; or Teasing or other conduct directed toward a person because of the person's gender.

7. Retaliation: Retaliation is an adverse action against a person based on their report or other disclosure of conduct prohibited by this Policy to a University employee or their participation in the investigation, reporting, remedial or disciplinary processes provided for in this Policy. An adverse action is conduct that would intimidate or discourage a reasonable person from reporting conduct prohibited by this Policy or participating in a process provided for in this Policy, such as threats, intimidation, harassment, or coercion. Retaliation does not include good faith actions lawfully pursued in response to a report of conduct prohibited by this Policy.
8. Supportive Measures. Supportive Measures are services, accommodations or other measures put in place temporarily following a complaint of conduct prohibited by this Policy to assist or protect either the Complainant, the Respondent or the University community. Supportive Measures may remain in place until the matter is resolved, changed, or ended depending on how the parties' needs evolve while the matter is being processed. Supportive measures may also become a permanent Preventative and Corrective Measure following resolution of the matter. Supportive Measures may include, but are not limited to: counseling, extensions of deadlines or other course related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures, or other measures determined to be reasonable by the Title IX Coordinator.

C. Definitions Applicable Only in Cases of Title IX Sexual Harassment

1. Formal Title IX Sexual Harassment Complaint: A document filed by a Title IX Sexual Harassment Complainant or signed by the Title IX Coordinator alleging Title IX Sexual Harassment against a Title IX Sexual Harassment Respondent and requesting that the University investigate the allegation. A parent or guardian of a Title IX Sexual Harassment Complainant who is an unemancipated minor may also file a Formal Title IX Sexual Harassment Complaint on

behalf of their child or ward. References to "Formal Title IX Sexual Harassment Complaint" throughout this Policy refer to Formal Title IX Sexual Harassment Complaint.

2. Title IX Sexual Harassment Complainant: An individual who is alleged to be the victim of conduct that could constitute Title IX Sexual Harassment irrespective of whether a Formal Title IX Sexual Harassment Complaint has been filed.
3. Title IX Sexual Harassment Respondent: An Individual who has been reported to be the perpetrator of conduct that could constitute Title IX Sexual Harassment. Any individual may be a respondent, whether such individual is a student, faculty member, administrator, or other employee of the University or other person with or without any affiliation to the University.
4. Officials with Authority – Actual Knowledge. For purposes of determining actual knowledge of Title IX Sexual Harassment the following positions have authority at CHSU to institute Corrective Measures for Title IX Sexual Harassment: (i) the President, (ii) the Provost, (iii) all Deans of colleges within the University, (iv) all Assistant/Associate Student Affairs Deans of colleges within the University; (v) the Title IX Coordinator; and (vi) all employees who serve as either hearing officers, hearing panel members, decision makers, or appeal adjudicators in cases of Title IX Sexual Harassment when serving in that role. In all cases, Corrective Measures must be imposed in compliance with the Grievance Process for Complaints of Title IX Sexual Harassment.
5. Title IX Supportive Measures: Title IX Supportive Measures are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge to the Title IX Sexual Harassment Complainant or Title IX Sexual Harassment Respondent before or after the filing of a Formal Title IX Sexual Harassment Complaint or where no Formal Title IX Sexual Harassment Complaint has been filed. Title IX Supportive Measures are designed to restore or preserve equal access to the University's education program, or activity, without punishing, disciplining or unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment, or deter Title IX Sexual Harassment. Title IX Supportive Measures may include, but are not limited to: counseling, extensions of deadlines or other course related adjustments, modifications of work or class

schedules, campus escort services, mutual restrictions on contact between the parties, changes in work, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. The determination of what Title IX Supportive Measures are appropriate in a given situation must be based on the facts and circumstances of that situation.

6. Title IX Sexual Harassment Informal Resolution: An informal resolution of Title IX Sexual Harassment which may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
7. Title IX Sexual Harassment: Sexual harassment for purposes of Title IX means conduct on the basis of sex that satisfies one or more of the following: (i) an employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct; (ii) unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or (iii) Sexual Assault, Dating Violence, Domestic Violence, or Stalking. The following definitions further define Title IX Sexual Harassment:
 - a. Sexual Assault: The term Sexual Assault means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, including, but not necessarily limited to, fondling, rape, and statutory rape.
 - b. Dating Violence: The term Dating Violence means violence committed by a person—(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship; (ii) The type of relationship; (iii) The frequency of interaction between the persons involved in the relationship.
 - c. Domestic Violence: The term Domestic Violence includes 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.

- d. Stalking: Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—(A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

V. Reporting to Police for Criminal Conduct; Effect of Criminal Charges or Criminal Investigation

In an emergency situation, CHSU community members should call 9-1-1. CHSU encourages all members of its community who believe they are the victim of criminal behavior (including, but not limited to, criminal sexual violence) to report the conduct to the police even if significant time has passed since the incident. All members of the CHSU community may seek assistance in reporting a crime of sexual violence to law enforcement by contacting the Title IX Coordinator.

Complainants under this policy also may choose not to notify law enforcement. Regardless of whether a Complainant chooses to make a report to law enforcement, the Complainant may still file a Complaint under this policy. Additionally, regardless of whether the alleged misconduct rises to the level of a criminal offense, CHSU encourages all community members to report alleged discrimination, harassment, retaliation, or sexual violence to CHSU.

The procedures outlined in this Policy are separate from any criminal process or investigation. Because the requirements and standards for finding a violation of criminal law are different from the standard under this Policy, criminal investigations, reports or verdicts may be different from the outcomes under this Policy. The University may share information and coordinate investigation efforts with law enforcement when necessary or appropriate. A delay resulting from such coordination is good cause for extending the timelines to complete the process. Any such delay will be communicated and documented to the Complainant and Respondent.

State, federal, and local government agencies are responsible for criminal prosecution. The University has no authority or responsibility for the criminal prosecution of any matter, even if the University helps someone to file a

report of criminal conduct or receives a report of a complaint under this policy that may rise to the level of criminal conduct.

VI. Reporting Prohibited Conduct to the University; Amnesty for Student Complainants and Witnesses

CHSU is committed to enforcing this Policy. The effectiveness of the University's efforts depends in part on employees and students telling the University about inappropriate conduct. Employees and students should not assume that CHSU has knowledge of any form of illegal discrimination, harassment, or retaliation. If employees or students do not report harassing or discriminatory conduct, CHSU may not become aware of a possible violation of this Policy and may not be able to take appropriate corrective action. Any Responsible Employee who believes that this Policy has been violated is mandated to report those concerns, and for concerns related to Sex-Based Misconduct Responsible Employees must report those concerns to the Title IX Coordinator directly. Any person can report Prohibited Conduct at any time (including during non-business hours), either verbally or in writing, in person, by mail, by telephone, email, or by any other means as follows:

1. Report to the Title IX Coordinator. As of the effective date of this policy, the University's Title IX Coordinator is Ms. Carlita Romero-Begley, PHR, SHRM-CP, Vice President of Human Resources and Title IX Coordinator, and may be contacted by phone at 559-282-8747 (direct line), via email at cromerobegley@chsu.edu or in person at Room 310B, 65 N. Clovis Avenue, Clovis, CA 93612.

The CHSU website will be kept updated with any changes to the Title IX Coordinator's name and contact information.

2. Report to Another Responsible Employee. They can report verbally, via phone or via email to any Responsible Employee, such as to the Dean or the student affairs staff of any of the University's colleges, the Office of the Provost or Office of the President. Any person or office that receives a report (except for Confidential Resources) must forward it to either the Title IX Coordinator. If the person to whom a report normally would be made to is the person accused of Prohibited Conduct, reports may be made to another Responsible Employee or office. If the person accused of Prohibited Conduct is the Title IX Coordinator, the report may be made to the President.

3. Online Through the University Website. They can report by submitting the online form, either with their name or anonymously. The online form is located on CHSU's website at <https://chsu.edu/title-ix/>. Forms submitted online will be delivered to the Title IX Coordinator.

While there is no time limit for submitting reports of Prohibited Conduct, such reports should be brought forward as soon as possible. Prompt reporting will better enable CHSU to respond, investigate, provide an appropriate remedy, and impose Corrective Measures, if appropriate. All incidents should be reported even if significant time has elapsed.

CHSU prefers the Complaint be made in writing and specifically identify the person(s) involved, names of witnesses and what occurred. However, if a Complaint is not filed in writing but CHSU receives notice of any allegation(s) that is subject to this Policy, CHSU shall take steps to address the allegation(s) in a manner appropriate to the circumstances.

The University will keep reports of Prohibited Conduct as confidential as possible but may be required to disclose information to comply with law or the University's policies and procedures, including (but not limited to) for the purposes of investigating and/or resolving the complaint.

The University encourages reporting of Prohibited Conduct. It is in the best interest of the CHSU community that individuals come forward to make reports of Prohibited Conduct, regardless of whether they have engaged in conduct in violation of university policy, such as using drugs or alcohol at or near the time of the incident. To encourage reporting in these types of situations, the University will not subject a complainant or witness of Prohibited Conduct who is a student or a student-employee to Corrective Measures for a violation of the University's code of conduct or other University policy (i.e., will grant the student amnesty) unless the University determines that the violation was egregious. Egregious violations include acts that: (1) place the health or safety of themselves or others at risk; or (2) involves plagiarism, cheating or academic dishonesty. Student-employees may still be subject to Corrective Measures as employees of CHSU for acts which put CHSU at significant risk of litigation or damage to reputation. The University reserves the right to require individuals who are granted amnesty under this section to participate in assessments, training, counseling, or educational programs, including (but limited to) topics such as health and safety, professionalism, or harassment/discrimination prevention.

The University will not pursue action against a person for a code of conduct violation that does not involve sex discrimination or sexual harassment, but arises out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Title IX Sexual Harassment Complaint, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations.

VII. Title IX Coordinator Response to Complaints of Prohibited Sex-Based Conduct

The Title IX Coordinator will process complaints of sexual harassment, sexual violence, or other sex-based misconduct in accordance with this Section. This section only applies to the Title IX Coordinator's processing of complaints; it does not apply to responsible employees making a mandatory report of alleged misconduct under this Policy. Nothing in this section shall relieve a Responsible Employee from reporting obligations described in other sections of this policy.

Any disciplinary measures imposed by the University for violations of the University's policies at or near the time of the incident being investigated shall be consistent with paragraph (10) of subdivision (b) of California Education Code section 67386.

The University will take reasonable steps to respond to each incident of sexual harassment involving individuals subject to the University's policies that occur in connection with any educational activity or other program of the University, as well as incidents that occurred on or off campus, if, based on the allegations, there is any reason to believe that the incident could contribute to a hostile educational environment or otherwise interfere with a student's access to education.

Regardless of how the information was received, if the University knows, or reasonably should know, about the possible sexual harassment involving individuals subject to the University's policies at the time, the University shall promptly investigate under the procedures set forth under Grievance Process 1, to determine whether the alleged conduct more likely than not occurred, or otherwise respond if the University determines that an investigation is not required. If the University determines that the alleged conduct more likely than not occurred, it shall immediately take reasonable steps to end the harassment, address the hostile environment, if one has been created, prevent its recurrence, and address its effects. The University is presumed to know of sexual harassment if a

responsible employee knew, or, in the exercise of reasonable care, should have known, about the sexual harassment.

A. Responding to Prior Incidents of Sexual Harassment

The University shall consider and respond to requests for accommodations relating to prior incidents of sexual harassment that could contribute to a hostile educational environment or otherwise interfere with a student's access to education where both individuals are, at the time of the request, subject to the institution's policies.

In some cases, students may disclose incidents of sexual harassment or other sex-based misconduct in the course of their academic program. Responsible Employees, and Confidential Resources acting outside the scope of their licensure (for example, physicians who are performing faculty member duties), are still required to report these disclosures to the University's Title IX Coordinator. In such cases, investigation or adjudication of the alleged misconduct may not be required or possible; however, the University may provide the student with supportive measures and resources appropriate to the situation and consistent with the University's obligation to prevent a hostile educational environment or interference with the student's access to education.

B. Responding To Students' Requests for Confidentiality

If a student who is not an employee of the University is a complainant and requests confidentiality, which could preclude a meaningful investigation or potential discipline of the potential respondent, or that no investigation or disciplinary action be pursued to address alleged sexual harassment, the University shall take the request seriously, while at the same time considering its responsibility to provide a safe and nondiscriminatory environment for all students, including for the complainant, and considering other requirements of law and University policy. In determining whether to disclose a complainant's identity or proceed to an investigation over the objection of the complainant, the University may consider whether any of the following apply:

1. There are multiple or prior reports of sexual misconduct against the respondent;
2. The respondent reportedly used a weapon, physical restraints, or engaged in battery;
3. The respondent is a faculty or staff member, or other person, with oversight of students;
4. There is a power imbalance between the complainant and respondent;

5. The complainant believes that the complainant will be less safe if complainant's name is disclosed or an investigation is conducted;
6. The University is able to conduct a thorough investigation and obtain relevant evidence in the absence of the complainant's cooperation;
7. Other basis for taking action to preserve campus safety or the safety of the complainant or others.

If the University determines that it can honor the student's request for confidentiality, it shall still take reasonable steps to respond to the complaint, consistent with the request, to limit the effects of the alleged sexual harassment and prevent its recurrence without initiating formal action against the alleged perpetrator or revealing the identity of the complainant. These steps may include increased monitoring, supervision, or security at locations or activities where the alleged misconduct occurred; providing additional training and education materials for students and employees; or conducting climate surveys regarding sexual violence. The University shall also take immediate steps to provide for the safety of the complainant while keeping the complainant's identity confidential as appropriate. These steps may include changing living arrangements or course schedules, assignments, or tests. The complainant shall be notified that the steps the University will take to respond to the complaint will be limited by the request for confidentiality.

If the University determines that it must disclose the complainant's identity to the respondent or proceed with an investigation, it shall inform the complainant prior to making this disclosure or initiating the investigation. The institution shall also take immediate steps to provide for the safety of the complainant where appropriate. In the event the complainant requests that the University inform the respondent that the student asked the University not to investigate or seek discipline, the University shall honor this request.

Notwithstanding the above, all Responsible Employees are required to report allegations of sexual harassment as set forth in Section VI. The determinations set forth in this section regarding whether to initiate an investigation or not shall be the responsibility of the Title IX Coordinator (or designee).

VIII. University Grievance Processes

The University has two separate grievance processes for handling reports of Prohibited Conduct, including Sex-Based Misconduct, under this Policy:

- A. Grievance Process One for Complaints of Unlawful Harassment, Discrimination, and Sex-Based

Misconduct Except for Formal Title IX Sexual Harassment Complaints (“Grievance Process 1”), set forth in section X of this Policy; and

- B. Grievance Process Two for Formal Title IX Sexual Harassment Complaints (Grievance Process 2”), set forth in section XI of this Policy.

The investigation and adjudication of alleged misconduct under these processes is not an adversarial process or a formal legal process between the Complainant, the Respondent, and the witnesses, but rather an internal administrative process for postsecondary institutions to comply with their obligations under existing law. The Complainant does not have the burden to prove, nor does the Respondent have the burden to disprove, the underlying allegation or allegations of misconduct.

The following matters will be processed under Grievance Process 1:

- a. All reports of Sex-Based Misconduct which do not meet the requirements of a Formal Title IX Sexual Harassment Complaint which are determined by the Title IX Coordinator to fall within the Application and Scope of this Policy as set forth above (this includes, but is not necessarily limited to, reports regarding sex discrimination, failure to accommodate pregnant or parenting students, conduct which violates the Violence Against Women Act—i.e., sexual assault, domestic violence, dating violence and stalking - which occurs outside of the United States); and
- b. Formal Title IX Sexual Harassment Complaints which are dismissed under 34 Code of Federal Regulations Section 106.45; and
- c. All other reports of Prohibited Conduct which do not involve Sex-Based Misconduct.

For matters processed under Grievance Process 1, a “formal” or “written” complaint is not required but is encouraged. Responsible Employees are required to report any allegations regarding such matters as described in this Policy.

Grievance Process 2 is reserved only for Formal Title IX Sexual Harassment Complaints which are not otherwise dismissed under 34 Code of Federal Regulations Section 106.45.

During the course of processing a report of Sex-Based Misconduct, it is possible that the alleged conduct may become a Formal Title IX Sexual Harassment Complaint after initiation of Grievance Process 1. In that case, the Title IX Coordinator shall move the matter into Grievance Process 2.

It is also possible that a Formal Title IX Sexual Harassment Complaint may be dismissed during Grievance Process 2, including, but not limited to situations where it is determined that the alleged conduct no longer meets the definition of Title IX Sexual Harassment. In that case, the Title IX Coordinator shall move the matter into Grievance Process 1, as appropriate.

In all cases, the availability of Informal Resolution procedures is governed by section IX, below.

Additionally, the University may require the Parties, Advisory Support Persons, Advisors, witnesses, third-party professionals or others involved in the grievance process to execute non-disclosure agreements, FERPA waivers or similar documents under either Grievance Process 1, Grievance Process 2 or Informal Resolution procedures.

Impact of Respondent's Employment Separation or Withdrawal as a Student

If at any time after the Title IX Complaint process is initiated, a respondent is no longer enrolled in or employed by the University, the University may, but is not required to, dismiss the Complaint, subject to re-opening if the respondent subsequently is rehired by the University or is reinstated as a student.

IX. Initial Review of Reports of Sex-Based Misconduct; Dismissal of Formal Title IX Sexual Harassment Complaint and Appeal from Dismissal

For reports regarding Sex-Based Misconduct, the Title IX Coordinator shall conduct an initial review of the report and determine the appropriate grievance process for the matter, as set forth in this section.

- a. Requirements for Formal Title IX Sexual Harassment Complaint

In order for a complaint to be subject to the Grievance Process for Complaints of Title IX Sexual Harassment, a Formal Title IX Sexual Harassment Complaint must be filed either by an alleged victim, the parent or guardian of a minor alleged to be a victim, or the Title IX Coordinator.

A Formal Title IX Sexual Harassment Complaint is considered “filed” when either of the following occurs:

- 1. An alleged victim files a report alleging another person has subjected them to Title IX Sexual Harassment and the report contains a physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Title IX Sexual Harassment Complaint. If the identity of the

Respondent is not known to the Complainant, the Complainant does not need to include the Respondent's identity in the Complaint, as this may be determined during the investigation process.

2. The Title IX Coordinator files and signs a Formal Title IX Sexual Harassment Complaint.

Additionally, at the time of filing a Formal Title IX Sexual Harassment Complaint, the following three requirements must be met:

1. The alleged victim must be participating in or attempting to participate in the education program or activity of the University.
2. The alleged misconduct must have occurred against a person in the United States either (a) on CHSU property; (b) in connection with CHSU activities, programs, or events where the University exercises substantial control over the respondent and the context in which the incident occurred; (c) buildings owned or controlled by officially recognized University student organizations, regardless whether the building is located on or off-campus and irrespective of whether the University exercised substantial control over the respondent and the context of the harassment; (d) cyber harassment conducted over computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operation of, the University; or (e) off-campus conduct that has effects in the education program; and
3. The conduct alleged in the Formal Title IX Sexual Harassment Complaint must, if proven by a preponderance of the evidence, constitute Title IX Sexual Harassment.

Participation or Attempted Participation in an Educational Program or Activity: An alleged victim must be participating in or attempting to participate in the education program or activity of the University. This includes, but is not limited to:

1. Applicants for or students enrolled in a University academic programs;
2. Applicants for employment or those employed by the University;
3. Alumni of the University if they graduated from a program of the University and intend to either (a) apply to a different program offered by the University or (b) to remain involved with University's alumni programs and activities; or

4. A student who is on a leave of absence if they are still enrolled as a student of the University or if they intend to re-apply to the University after the leave of absence is concluded; or
5. A student who has left the University because of Title IX Sexual Harassment, but who wants to re-enroll if the University responds appropriately to the Title IX Sexual Harassment;

Substantial Control: When determining whether the University exercises substantial control over the respondent and the context in which the incident occurred, factors to be considered include, but are not limited to, whether the University funded, promoted, or sponsored the event.

Off-Campus Conduct: Off-Campus Conduct effects an education program when the alleged victim has to interact with the respondent in a University's education program or activity, or when the effects of the underlying Title IX Sexual Harassment creates a hostile environment in the alleged victim's workplace or educational environment.

b. Title IX Coordinator's Decision to File a Formal Title IX Sexual Harassment Complaint

The Title IX Coordinator should file a Formal Title IX Sexual Harassment Complaint if doing so is necessary to avoid being deliberately indifferent to known Title IX Sexual Harassment, with or without the participation of the alleged victim. In determining whether to file a Formal Title IX Sexual Harassment Complaint, the Title IX Coordinator may consider a variety of factors including, but not limited to, a pattern of alleged misconduct by a particular respondent, and/or whether the allegations involve violence, weapons, whether filing a Formal Title IX Sexual Harassment Complaint is the best mechanism to protect the campus community, or similar factors.

To the extent possible, the Title IX Coordinator will respect the alleged victim's autonomy and wishes with respect to the filing of a Formal Title IX Sexual Harassment Complaint and grievance process. As such, the Title IX Coordinator's decision to file a Formal Title IX Sexual Harassment Complaint may occur only after the Title IX Coordinator has promptly contacted the alleged victim of Title IX Sexual Harassment to discuss availability of supportive measures, explain to the process for filing a Formal Title IX Sexual Harassment Complaint and consider the alleged victim's wishes with respect to supportive measures and the Formal Title IX Sexual Harassment Complaint process.

Where the Title IX Coordinator files a Formal Title IX Sexual Harassment Complaint, the Title IX Coordinator is not considered a Complainant or otherwise a Party to the grievance process.

c. Dismissal of Formal Title IX Sexual Harassment Complaint; Appeal of Dismissal

The University is required to dismiss a Formal Title IX Sexual Harassment Complaint if: (1) the conduct alleged, if true, does not constitute Title IX Sexual Harassment; (2) the conduct alleged did not occur in the University's education program or activity; or (3) did not occur against a person in the United States.

The University may, but is not required to, dismiss a Formal Title IX Sexual Harassment Complaint at any time during the grievance process if:

1. An alleged victim notifies the Title IX Coordinator in writing that the alleged victim would like to withdraw the Formal Title IX Sexual Harassment Complaint or allegations therein;
2. The respondent is no longer enrolled or employed by the University; or
3. Specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Title IX Sexual Harassment Complaint or allegations therein.

Circumstances preventing University from gathering sufficient evidence to reach a determination includes, but are not limited to, the following: the report of Sex-Based Misconduct does not identify an alleged victim; the report of Sex-Based Misconduct includes precisely the same allegations that the University has already processed through this Policy; the length of time between an alleged incident of Sex-Based Misconduct and the filing of a Formal Title IX Sexual Harassment Complaint prevents the University from collecting enough evidence to reach a conclusion; or when the alleged victim has stopped participating in the investigation but has not sent a written withdrawal request and the only inculpatory evidence available is the alleged victim's statement in the Formal Title IX Sexual Harassment Complaint or as told to the Title IX Coordinator or a University investigator.

In all cases of dismissal of a Formal Title IX Sexual Harassment Complaint, regardless of whether the dismissal was mandatory or permissive, such dismissal does not preclude the University, in its sole discretion, from processing a report of Sex-Based Misconduct under the University's Grievance Process 1, or another appropriate University policy or procedure.

If the University dismisses a Formal Title IX Sexual Harassment Complaint, the Title IX Coordinator will promptly send written notice of the dismissal and reasons for such dismissal simultaneously to the Parties ("Notice of Dismissal of Formal Title IX Sexual Harassment Complaint"). Such notice shall include an option to appeal the determination regarding dismissal.

Either party may appeal the dismissal of a Formal Title IX Sexual Harassment Complaint on any of the following bases: (1) a procedural irregularity that affected the outcome of the matter; (2) new evidence not reasonably available at the time the determination of dismissal was made that could affect the outcome of the matter; or (3) the Title IX Coordinator had a conflict of interest or bias against a party generally or individually that affected the outcome of the matter.

Any appeal of a dismissal of a Formal Title IX Sexual Harassment Complaint must be made in writing to the Title IX Coordinator within five (5) business days of the date of the Notice of Dismissal of Formal Title IX Sexual Harassment Complaint and must set forth all grounds for the bases of such appeal. If an appeal does not set forth sufficient grounds for appeal, the appeal will be dismissed. If an appeal does set forth sufficient grounds for appeal the appeal will be reviewed by an appeal adjudicator for final decision regarding dismissal within five (5) business days of the date the appeal is received by the appeal adjudicator, unless more time is needed by the appeal adjudicator for good cause (e.g., appeal adjudicator requires additional information to decide the appeal, appeal adjudicator is not available due to personal health issues, or appeal adjudicator is not available due to family emergency, etc.).

d. Option to Consolidate Formal Title IX Sexual Harassment Complaints

The Title IX Coordinator may consolidate multiple Formal Title IX Sexual Harassment Complaints against more than one Title IX Sexual Harassment Respondent, or by more than one Title IX Sexual Harassment Complainant against one or more Title IX Sexual Harassment Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. The requirement for the same facts or circumstances means that the multiple Title IX Sexual Harassment Complainants' allegations are so intertwined that their allegations directly relate to all parties.

e. Offer of Title IX Supportive Measures

The Title IX Coordinator is responsible for offering and coordinating the effective implementation of Title IX Supportive Measures. In cases of alleged Title IX Sexual

Harassment, regardless of whether or not a Formal Title IX Sexual Harassment Complaint has or will be filed, the Title IX Coordinator will promptly contact the alleged victim to discuss the availability of Title IX Supportive Measures and consider the person's wishes with respect to such measures. The Title IX Coordinator will engage in a meaningful dialogue with the alleged victim to determine which supportive measures may restore or preserve equal access to the University's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the University's educational environment, or deter sexual harassment. If a complainant desires supportive measures, the recipient can, and should, keep the complainant's identity confidential (including from the respondent), unless disclosing the complainant's identity is necessary to provide supportive measures for the complainant (e.g., where a no-contact order is appropriate and the respondent would need to know the identity of the complainant in order to comply with the no-contact order, or campus security is informed about the no-contact order in order to help enforce its terms).

When supportive measures are not provided to the alleged victim, the Title IX Coordinator shall document the reason why such measures were not provided and not clearly unreasonable in light of the known circumstances.

The Title IX Coordinator may also provide Title IX Supportive Measures to the person accused of Title IX Sexual Harassment, as appropriate.

f. Emergency Removal of Student Title IX Respondent; Appeal of Emergency Removal

The Title IX Coordinator may remove a student Title IX Respondent from the education program or activity on an emergency basis only if:

1. Before such removal, the University will undertake an individualized safety and risk analysis, determine 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; and
2. The Title IX Respondent is provided with notice and an opportunity to appeal the decision immediately following the removal ("Notice of Emergency Removal").

To appeal a decision for emergency removal, a student Title IX Respondent must submit their appeal ("Emergency Removal Appeal") to the Title IX Coordinator in writing within seventy-two (72) hours of receiving the Notice of

Emergency Removal. The Emergency Removal Appeal must describe the reasons why emergency removal is not appropriate.

The Emergency Removal Appeal will be reviewed by the appeal adjudicator which will issue of a final decision on emergency removal, generally within forty-eight (48) hours of the Title IX Coordinator's receipt of the Emergency Removal Appeal. A Title IX Respondent is subject to the requirements of the emergency removal while the appeal is pending.

Nothing in this section precludes the University from placing an employee Title IX Respondent on paid administrative leave.

X. Informal Resolution of Complaints Involving Student Respondents

Prior to the initiation of the appropriate grievance process or at any time prior to conclusion of a grievance process, a report of Prohibited Conduct (including Sex-Based Misconduct and Formal Title IX Sexual Harassment Complaints) may be resolved by an informal resolution process under the following circumstances:

1. Title IX Coordinator chooses to offer an informal resolution process;
2. In matters of Title IX Sexual Harassment, a Formal Title IX Sexual Harassment Complaint has been filed, or a Formal Title IX Sexual Harassment Complaint has been filed and then dismissed;
3. The respondent is a student, who is not also an employee, and the student is willing to accept the Corrective Measures resulting from the informal process;
4. All parties have received a written notice disclosing the allegations, the requirements of the informal process, a statement that during the informal process either party has a right to withdraw and resume the applicable grievance process, and any consequences resulting from participating in the informal process including what records will be maintained or shared from the informal process ("Notice of Informal Resolution Procedures");
5. The parties wish to resolve the matter without completion of an investigation or adjudication, or where the respondent desires to admit responsibility for the alleged Prohibited Conduct; and
6. The complainant and respondent both voluntarily provide written consent to participate in the informal process ("Participation Agreement").

The Title IX Coordinator has authority to: (1) require the University to be included as a party to an informal process;

and/or (2) terminate the informal process at any time prior to its completion and re-initiate the applicable grievance process if facts or circumstances emerge that indicate the matter is not appropriate for an informal process. The Title IX Coordinator's decision whether to offer an informal resolution process and whether to terminate such process prior to completion is final and not subject to appeal.

Informal resolution processes should generally be completed within thirty (30) business days from the initiation of the process. The documented agreement resulting from the informal resolution process is final and not subject to appeal. Following completion of an informal resolution process, the Title IX Coordinator (or designee) shall ensure the parties adhere to the outcome.

Information shared with a facilitator or mediator during the informal resolution process will not be used in a separate student conduct or grievance process if the informal process is not completed and the facilitator or mediator shall not become a witness to any subsequent grievance process. However, facts disclosed to a facilitator may otherwise be uncovered in the normal course of investigation if the applicable grievance process is re-initiated. Information shared between a complainant and respondent during an informal resolution process may be used in the applicable grievance process if the informal resolution process is not completed, in accordance with law and University policy.

Options which the Title IX Coordinator may offer for informal resolution of Prohibited Conduct include: (1) a facilitated restorative justice process ("RJ Process"); and (2) a facilitated mediation ("Mediation"), as described below.

A. Restorative Justice Process

A facilitated restorative justice process is philosophy of justice as well as a set of practices and seeks to: (a) eliminate Prohibited Conduct; (b) prevent recurrence of Prohibited Conduct; and (c) address harm caused by Prohibited Conduct through active accountability in a manner that meets the needs of both complainant and the campus community. A RJ Process is facilitated by someone trained in trauma-informed restorative justice practices who is impartial, and free from conflicts of interest or bias ("Facilitator").

Disputes of fact are permitted in a RJ Process; however, in all cases the student respondent must be willing to admit and take responsibility for the Prohibited Conduct as generally described in the report of Prohibited Conduct.

At the end of a RJ Process, an agreement is required to document the outcome that must be in writing signed by the parties. The Facilitator shall deliver the agreement to the Title IX Coordinator.

Aside from the requirements described above, the restorative justice facilitator has discretion in how best to conduct the process, including, but not limited to, whether face-to-face interaction between the parties occurs.

B. Mediation

Mediation is a process that seeks to help the parties resolve a dispute. Mediation is facilitated by an impartial facilitator who is free from conflicts of interest or bias ("Mediator"). The Mediator must be familiar with negotiation and dispute resolution protocols and may be, but is not required to be, an attorney. The Mediator does not have the authority to unilaterally impose Corrective Measures – the parties must agree to Corrective Measures to resolve the matter.

Disputes of fact are permitted in a mediation process; however, in all cases the student respondent must be willing to negotiate regarding the appropriate imposition of Corrective Measures to resolve the allegations generally set forth in the Formal Title IX Sexual Harassment Complaint.

At the end of a Mediation, the negotiated agreement must be in writing signed by the parties, and the Mediator shall forward a copy of the agreement to the Title IX Coordinator.

Aside from the requirements described above, the Mediator has discretion in how best to conduct the process, including, but not limited to, whether face-to-face interaction between the parties occurs.

XI. Grievance Process 1 for Complaints of Unlawful Harassment, Discrimination, and Sex-Based Misconduct Except for Formal Title IX Sexual Harassment Complaints

The procedures set forth in this section X apply to all reports of Prohibited Conduct, including reports of unlawful harassment, discrimination and Sex-Based Misconduct, except those which meet the parameters of a Formal Title IX Complaint of Sexual Harassment and the Formal Title IX Sexual Harassment Complaint has not otherwise been dismissed.

A. Initial Review of the Complaint; Supportive Measures

The Title IX Coordinator shall conduct an initial review of the Complaint to determine whether an investigation is required and whether Supportive Measures are appropriate. An investigation is required when there is a dispute of fact which impacts the determination of whether conduct violating this Policy has occurred or it is otherwise in the best interest of the campus community to do so. Supportive Measures may include (but are not limited to): separating the parties; requiring the parties to abstain from communication with each other; modification to work assignments; campus security escorts; making alternative working or academic arrangements; assistance with reporting allegations of criminal misconduct to police; options for seeking mental health counseling or other support during the processing of a Complaint. In instances of allegations of Sex-Based Misconduct where an investigation is not conducted, the Title IX Coordinator shall provide to the alleged victim information regarding Supportive Measures, on-campus and off-campus resources and supportive services, the importance of preserving evidence and identification/location of witnesses, and the availability of assistance to file a report with law enforcement and contact information to do so.

B. Assignment of Neutral Investigator; Notice of Complaint Procedures

If an investigation is required, then the Title IX Coordinator shall either directly investigate the matter or may assign a qualified neutral investigator to investigate the alleged misconduct ("Investigator"). In some cases, an investigative team may be utilized. The Title IX Coordinator shall have broad discretion in selection of a neutral investigator, provided that the assigned Investigator has both the skills and resources necessary to conduct a complete investigation. The Investigator may be a University employee or a third-party investigator. All Investigators will carry out their roles in an impartial manner. Before the investigation begins, the Title IX Coordinator will provide the Complainant and the Respondent with a Notice of Complaint & Investigation Procedures ("Notice of Complaint Procedures") that, generally, includes the following information:

1. The general nature of the alleged violations;
2. A summary of the grievance process, including a copy of the relevant portions of this Policy (including in matters of Sex-Based Misconduct information regarding the importance of preserving evidence and the identification and location of witnesses, and that such evidence may assist in proving a criminal offense or in obtaining a protection order);

3. The purpose of the investigation, including a statement that the investigation is when all known and/or available evidence or information must be introduced;
4. A statement that knowingly making false statements or knowingly submitting false information to the University as part of the grievance process is a violation of this Policy and the codes of conduct applicable to employees and the student code of conduct, and may subject the person doing so to corrective measures, up to and including expulsion from the University's academic program and/or termination from employment;
5. The identity and contact information of the Investigator;
6. A statement that the findings of fact will be based on a Preponderance of Evidence standard;
7. A statement warning against interference with the integrity of the investigation, including, but not limited to, discussions with witnesses which may be perceived as threatening or coercive;
8. Any Supportive Measures that have been imposed (including, in matters of Sex-Based Misconduct, information regarding the availability of both on-campus and off-campus resources and other supportive services);
9. The option for a Support Person; and
10. An admonition against Retaliation.
11. A statement that any new allegations that arise during the course of the investigation that could subject either party to new or additional sanctions shall be subject to the same notice requirements; and
12. A statement that advises student parties of their right to consult with an attorney, at their own expense, at any stage of the process if they wish to do so and that an attorney may serve as a support person or an advisor.

C. Investigation Timeline and Process; Standard of Proof

Generally, the investigation shall be complete within ninety (90) business days from the issuance of the Notice of Complaint. This deadline and all deadlines contained in this Policy may be extended by the University for good cause. The University shall not unreasonably deny a student party's request for an extension of a deadline related to a complaint due to periods of examination or school closures. The Complainant and Respondent will be notified in writing of any such extensions, the reasons for the extension and the projected new timeline. During the investigation, the Investigator will meet separately with the Complainant, Respondent, and witnesses who may have relevant information, will gather other available and

relevant evidence and information. The Investigator will make findings of fact based on a preponderance of the evidence. The interviews may be electronically recorded at the discretion of the Investigator and will be maintained by the Title IX Coordinator. It will be the sole electronic recording permitted; the parties and witnesses are not permitted to make their own recording of their interview. No recording devices, including cell phones, will be permitted in the room where the interview is taking place other than the Investigator's recording device. To the extent a student who is a Respondent declines to participate in the investigation, non-participation may not be used as a basis for appeal and the Investigator will make findings of fact without the input of the Respondent. Employees of the University are required to participate in the investigation process. The Investigator may bring support staff to investigative interviews or other proceedings to assist in the process. Parties and witnesses may bring an Advisory Support Person, as described below. No other persons are permitted at an investigatory interview or other proceeding unless granted permission by the Title IX Coordinator.

D. Consent Required for Privileged Information

The Investigator cannot access, consider, disclose, or otherwise use a Party's records which are protected by a legally recognized privilege, including, but not limited to, the following: the attorney-client privilege, questions and evidence 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 the Investigator obtains that party's voluntary, written consent to do so.

E. Sexual History

The Investigator may not consider a Complainant's prior nor subsequent sexual history with the following two (2) exceptions: if such information is offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or 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.

F. Prior Dating Relationship

The Investigator may not consider the existence of a dating relationship or prior or subsequent consensual sexual relations between the Complainant and Respondent unless the evidence is relevant to how the parties communicated consent in prior or subsequent consensual sexual relations. Where the Investigator allows consideration of evidence

about a dating relationship or prior or subsequent consensual sexual relations between the Complainant and the Respondent, the mere fact that the Complainant and Respondent engaged in other consensual sexual relations with one another is never sufficient, by itself, to establish that the conduct in question was consensual. Before allowing the consideration of any evidence of a prior dating relationship, the Investigator shall provide a written explanation to the parties as to why consideration of the evidence is appropriate.

G. Investigation Documentation

The Investigator shall prepare a written summary to the Title IX Coordinator that includes a statement of the allegations and issues, the perspectives of the parties (e.g., admissions or denials), a summary of the evidence, findings of fact and information supporting such findings, credibility determinations for all witnesses, including the Complainant and Respondent, without basing such determination on the person's status as a Complainant, Respondent or witness. At the request of the Title IX Coordinator, the Investigator may also make a recommendation regarding whether any University policy violations occurred.

H. Investigation File

The investigation file, including the final report, interview recordings and any documentary evidence relied upon by the Investigator, shall be maintained by the Title IX Coordinator and shall not be made available to the Complainant, Respondent or any witness unless otherwise required by law, (including, but not limited to, requirements under the Violence Against Women Act). The Title IX Coordinator may share the investigation file with others as needed to carry out their obligations under this policy.

I. Corrective Measures

If no investigation is required, or following the completion of an investigation, the Title IX Coordinator shall: (a) forward the investigation file and/or other appropriate documentation for all matters involving employees (including student-employees) to the Office of Human Resources; and (b) forward the investigation file and/or other appropriate documentation for all matters involving students to the appropriate college-level student affairs administrator for the purpose of determining whether a policy violation has occurred and Corrective Measures should be implemented. The Office of Human Resources of the appropriate Student Affairs office may issue Corrective Measures or may refer the matter for further adjudication or resolution under other applicable University policies, and shall provide the Parties notice of the decision in writing ("Notice of Decision"), as appropriate. The Notice of

Decision shall set forth the findings of fact and all Corrective Measures imposed. In cases of Sex-Based Misconduct involving a student Respondent, the Notice of Decision shall also set forth credibility assessments if such assessments determined the outcome of the matter. Corrective Measures may include, but are not limited to: training and education, counseling, suspension, participation in a voluntary restorative process, separation from employment, or expulsion from the University's academic programs, or as otherwise defined in this Policy. Except as otherwise provided below, the Notice of Decision shall be final.

J. Right to Request a Student Hearing Where the Corrective Measures Include Student Suspension or Dismissal from An Academic or Extracurricular Program.

Following receipt of a Notice of Decision, a student Respondent may request a hearing in writing submitted to the Title IX Coordinator within five (5) business days only in situations where the Corrective Measures to be imposed include suspension or expulsion from the University's academic program or University-controlled extracurricular programs. The Title IX Coordinator shall establish procedures for the conducting of such hearings which shall, at a minimum, include the following: (a) an external hearing officer may be, but is not required to be, utilized as part of the Student hearing process; (b) at hearing the Respondent may indirectly question the Complainant and/or witnesses before a neutral decision-maker with the power to independently find facts and make credibility assessments; (c) the hearing shall be informal, and rules of evidence shall not apply; (d) questions for each person must be submitted to the Title IX Coordinator by the Respondent at least three (3) days in advance of the hearing; and (e) only questions that are relevant will be permitted at the hearing; (f) only the Parties, witnesses, Advisory Support Persons, the Title IX Coordinator, University support staff, and support staff of external professionals involved in the proceeding may attend the hearing. Following the hearing, the Title IX Coordinator will communicate the outcome to the Respondent with a Notice of Student Hearing Decision, which shall include the decision as to findings of fact and credibility. If the Respondent wishes, they may appeal the outcome of the student hearing.

K. Appeal Rights

Either the Complainant or the Respondent may appeal the Notice of Decision or Notice of Student Hearing Decision in writing submitted to the Title IX Coordinator within five (5) business days from the date of the notice based on one or both of the following criteria: (1) new evidence has come to light that was not available at the time of the investigation; or (2) procedural errors or unfairness, including, but not

limited to, bias of an investigator, Title IX Coordinator, hearing officer or decision-maker. Only appeals which raise new evidence or procedural issues that may alter the findings of fact or decision regarding Corrective Measures will be considered. Upon receipt of an appeal, the Title IX Coordinator will review the appeal to determine if it meets the required criteria and, if so, forward the appeal to an appeal adjudicator. The appeal adjudicator may affirm the finding, affirm but modify the Corrective Measures, or remand the matter back for further investigation and/or other proceedings. All appeals adjudicator decisions are final.

L. Notices

All notices and communications to CHSU faculty, staff, administration, and students will be delivered via the University's email system. All such parties have a responsibility to promptly read all University emails. For individuals outside of the CHSU community (including former employees and former/withdrawn students), notices and communications will be sent to the most recent email and physical home address on file with the Title IX Coordinator.

M. Advisory Support Person

The Complainant and/or Respondent may choose anyone (including legal counsel, a colleague, friend, family member or other representative) to voluntarily serve as an advisory support person ("Support Person"). The Complainant and Respondent may be accompanied by their advisory support person to any meeting or proceeding under this Policy; however, the advisory support person may not speak on their behalf, advise them on how to answer a question of the Investigator, or otherwise engage with the Investigator or others participating in any part of the process under this Policy. The Complainant and Respondent must notify the Title IX Coordinator at least three business days in advance if they wish to bring an advisory support person and must disclose their name and contact information to the Title IX Coordinator. The Title IX Coordinator may require the Complainant and/or Respondent to select a different advisory support person if the person selected is a witness to the matters contained in the Complaint.

XII. Grievance Process 2 for Formal Title IX Sexual Harassment Complaints

The grievance process set forth in this Section XI applies only to Formal Title IX Sexual Harassment Complaints which are not otherwise dismissed pursuant to 34 Code of Federal Regulations Section 106.45.

A. Formal Title IX Sexual Harassment Complaint Investigation Procedures

Formal Title IX Sexual Harassment Complaints shall be investigated as follows:

1. Initial Review of the Complaint. The Title IX Coordinator shall conduct an initial review of the Complaint to determine whether an investigation is required. An investigation is required when there is a dispute of fact which impacts the determination of whether Title IX Sexual Harassment has occurred, or it is otherwise in the best interest of the campus community to do so. During the entirety of this grievance process, there will be a presumption that a Title IX Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
2. Assignment of Neutral Investigator. If an investigation is required, then the Title IX Coordinator shall assign a qualified neutral investigator to investigate the alleged misconduct ("Investigator"). In some cases, an investigative team may be utilized. The Investigator shall have no conflict of interest and be free of bias for or against a Title IX Complainant or Title IX Respondent generally or individually with respect to the people involved. Such determinations regarding bias shall be made by an objective evaluation of the circumstances without relying on stereotypes (e.g., assuming that all self-described feminists or survivors are biased against men, or that a man is incapable of being sensitive to women, or that prior work as a victim advocate or as a defense attorney renders the person biased for or against complainants or respondents). The Title IX Coordinator shall have broad discretion in selection of an Investigator, provided that the person assigned has both the skills, training and resources necessary to conduct a complete investigation. The Investigator may be a University employee or a third-party investigator.
3. Notice of Formal Title IX Sexual Harassment Complaint Procedures. Before the investigation begins, the Title IX Coordinator will simultaneously provide the Title IX Complainant and Title IX Respondent with a Notice of Formal Title IX Complaint & Investigation Procedures ("Notice of Formal Title IX Sexual Harassment Complaint"). If a party has already elected an Advisor and submitted the required documentation for their Advisor, the Notice of Formal Title IX Sexual Harassment Complaint shall also be delivered to the Advisor. Additionally, in the case of unemancipated minors, the Title IX Coordinator shall send a copy of such

notice to the unemancipated minor's parent or guardian and is permitted to communicate with the parent or guardian regarding the grievance process. If the alleged victim's identity is unknown and the Formal Title IX Sexual Harassment Complaint is filed by the Title IX Coordinator, the Notice of Formal Title IX Sexual Harassment Complaint is not required to be provided to the alleged victim or a third party who may have filed the initial report of Title IX Sexual Harassment. The Notice of Formal Title IX Sexual Harassment Complaint shall include the following information, as applicable:

- a. The alleged conduct that, if true, constitutes Title IX Sexual Harassment, including, if known, the identities of the Parties involved in, and the date, time, and location of, the alleged incident;
- b. A statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- c. A summary of the grievance process, including information regarding informal resolution procedures, each party's entitlement to inspect and review evidence, rights regarding an Advisor and a copy of this Policy;
- d. Information regarding the importance of preserving evidence and the identification and location of witnesses, and that such evidence may assist in proving a criminal offense or in obtaining a protection order in a court of law;
- e. The purpose of the investigation and a statement that the investigation is when all known and/or available evidence or information must be introduced;
- f. A statement that knowingly making false statements or knowingly submitting false information to the University as part of the grievance process is a violation of this Policy and the codes of conduct applicable to employees and the student code of conduct, and may subject the person doing so to corrective measures, up to and including expulsion from the University's academic program and/or termination from employment;
- g. The identity and contact information for the Investigator;
- h. A statement that the standard of evidence is a Preponderance of Evidence;
- i. A statement warning against interference with the integrity of the investigation, including, but not limited to, discussions with witnesses which may be perceived as threatening or coercive;

- j. Any Title IX Supportive Measures that have been imposed (including information regarding the
 - k. An admonition against Retaliation.
4. Amended Notice of Formal Title IX Sexual Harassment Complaint. If during the course of the investigation, the Investigator will be investigating new allegations about the Parties that are not originally included in the Notice of Formal Title IX Sexual Harassment Complaint, then a subsequent notice containing these new allegations (“Amended Notice of Formal Title IX Sexual Harassment Complaint”) will be issued to both Parties. Additionally, if the new allegations do not constitute Title IX Sexual Harassment then the University may elect to process those allegations under other applicable grievance or dispute resolution processes, including, but not limited to, Grievance Process 1 or those contained in student or employee handbooks.
5. Investigation Process.
- a. Timeline. Generally, the investigation shall be complete within ninety (90) business days from the issuance of the Notice of Formal Title IX Sexual Harassment Complaint to the Parties. This deadline and all deadlines contained in this Policy may be extended by the University for good cause. The Complainant and Respondent will be notified in writing of any such extensions, the reasons for the extension and the projected new timeline.
 - b. Standard of Proof. The applicable standard of proof shall be a Preponderance of the Evidence.
 - c. Interviews, Participation of the Parties & Gathering of Evidence. The Investigator is the person primarily responsible for gathering evidence sufficient to reach a determination regarding responsibility (e.g., such burden shall not rest on the Parties). During the investigation, the Investigator will meet separately with the parties and witnesses who may have relevant information and will also gather other available and relevant evidence and information. The Investigator will provide an equal opportunity for the Parties to present witnesses, including fact and expert witnesses, and will objectively review other inculpatory and exculpatory evidence. The Investigator will also consider relevant circumstances such as the ages of the Complainant and Respondent, disability status, position of authority of involved parties and other factors. The Parties

are permitted to discuss the allegations under investigation with others or to gather and present relevant evidence; however, the Parties are precluded from intimidating or otherwise tampering with Parties or witnesses or otherwise interfering with the investigation, such as by attempting to alter or prevent a Party or witnesses’ testimony involved in the investigation. To the extent a student who is a Respondent declines to participate in the investigation, non-participation may not be used as a basis for appeal of the process and the Investigator will complete the investigation without the input of the Respondent. The interviews may be electronically recorded at the discretion of the Investigator and will be maintained by the Title IX Coordinator. It will be the sole electronic recording permitted; the Parties are not permitted to make their own recording of their interview. No recording devices, including cell phones, will be permitted in the room where the interview is taking place other than the Investigator’s recording device. The University reserves all rights with regard to requiring employee participation in the investigation process provided by law and University policy. The Investigator may bring support staff to investigative interviews or other proceedings to assist in the process. Parties and witnesses may bring an Advisor, as described below. No other persons are permitted at an investigatory interview or other proceeding unless granted permission by the Title IX Coordinator.

- d. Consent Required for Privileged Information. The Investigator cannot access, consider, disclose, or otherwise use a Party’s records which are protected by a legally recognized privilege, including, but not limited to, the following: the attorney-client privilege, questions and evidence 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 the Investigator obtains that party’s voluntary, written consent to do so.
- e. Sexual History. The Investigator may not consider a Title IX Complainant’s prior sexual history with the following two exceptions: if such information is offered to prove that

someone other than the respondent committed the conduct alleged by the Title IX Complainant, or if the questions and evidence concern specific incidents of the Title IX Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

6. Opportunity to Review Documentation and Information During Investigation Process. During the investigation process, the Investigator shall provide both Parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Title IX Sexual Harassment Complaint. This includes evidence upon which the University does not intend to rely on in reaching a determination regarding responsibility, and includes inculpatory or exculpatory evidence whether obtained from a Party or other source, such that each Party should be able to meaningfully respond to the evidence prior to conclusion of the investigation. All Parties should submit any evidence that they would like the Investigator to consider prior to when the Parties' time to inspect and review evidence begins.
 - a. Redactions. The Investigator may redact information provided to either Party that is not directly related to the allegations or that is otherwise barred by a legally recognized privilege, or a Party's treatment records if the Party has not provided written consent. The Title IX Coordinator shall keep a log of all information not directly related or that is otherwise withheld from the Parties.
 - b. Procedures for Review of Documentation. The University will send to each Party and the Party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will have ten (10) calendar days after receiving this information to submit a written response which the Investigator will consider prior to completion of the investigative report. During this ten (10) calendar day period, both Parties may provide additional evidence in response to their inspection and review of the evidence that had been provided to them. The additional evidence provided by both parties will be shared with the other party and each party shall have an additional opportunity to respond to the other party's additional evidence during a five (5) calendar day period following the end of the ten (10) calendar day period. Following this process, the Investigator may also follow up

with the Parties regarding any outstanding evidence either Party has not had a chance to speak to. No further review, exchange or submissions will be permitted at this stage.

7. Investigation Report; Parties' Review of Report. The Investigator shall prepare a written investigation report that fairly summarizes relevant evidence and includes copies of relevant documents as enclosures to the report ("Investigation Report"). The Investigation Report will include a statement summarizing the alleged misconduct, the perspectives of the parties (e.g., admissions or denials), a summary of the evidence including a list of witnesses interviewed and documents reviewed, preliminary credibility assessments for all witnesses if made, including the Complainant and Respondent (without basing such determination on the person's status as a Complainant, Respondent or witness). In a case where there are multiple Title IX Sexual Harassment Complainants and/or multiple Title IX Sexual Harassment Respondents, a single investigative report is permitted. At least ten (10) calendar days prior to the live hearing, the Investigator will send to each Party and each Party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response. At the same time as the Investigator sends the Investigation Report to the Parties, the Investigator shall also send a copy of the Investigation Report to the Title IX Coordinator. During this ten (10) calendar day period the Parties may provide a written response to the Investigation Report to the Investigator.
8. Title IX Sexual Harassment Case File. The Title IX Sexual Harassment Case File shall include: (a) the initial report of Sex-Based Misconduct; (b) the Formal Complaint; (c) all notices delivered to the parties; (d) copies of all documents and information provided to the parties for review and inspection (either included as part of the Investigation Report or as separate documents); (e) the Parties written responses to the Investigator regarding their inspection and review documents and information during the investigation; (f) the Investigation Report including all exhibits; and (g) the Parties written responses to the Investigation Report, if available.
9. Notices. All notices and communications to CHSU faculty, staff, administration, and students will be delivered via the University's email system. All such parties have a responsibility to promptly read all University emails. For individuals outside of the CHSU community (including former employees and former/

withdrawn students), notices and communications will be sent to the most recent email and physical home address on file with the Title IX Coordinator.

10. Advisor. The Title IX Complainant and/or Title IX Respondent may choose anyone (including legal counsel, a colleague, friend, family member or other representative) to voluntarily serve as an advisory support person (“Advisor”) but in all cases the parties must participate directly in all meetings or process prior to the live hearing. The Complainant and Respondent may be accompanied by their Advisor to any meeting or investigation process; however, the Advisor may not speak on their behalf, advise them on how to answer a question of the Investigator, or engage with the Investigator or others participating in any part of the investigation, (excluding the live hearing) or otherwise interfere with the investigation in any way—other than to take reasonable breaks during the meeting or proceeding to confer with the respective Party. The Complainant and Respondent must notify the Investigator at least three business days in advance if they wish to bring an Advisor and must disclose their name and contact information to the Investigator. The University may require the Parties and Party advisors to enter into non-disclosure agreements.

B. Live Hearing Procedures

Formal Title IX Sexual Harassment Complaints shall be adjudicated at a live hearing (“Hearing”) as set forth below. References to the “Parties” include the Title IX Complainant(s), Title IX Respondent(s).

1. Hearing Officer Appointment and Purpose. The Title IX Coordinator shall appoint a Hearing Officer to conduct a live hearing as required under Title IX procedures. The Hearing Officer shall be the decision maker and shall: (a) evaluate all relevant evidence, both inculpatory and exculpatory, and independently reach determinations regarding findings of fact and whether the Title IX Respondent is responsible for Title IX Sexual Harassment; and (b) determine the appropriate Preventative and Corrective Measures, consistent with the University’s past practice and this Policy.
2. Hearing Officer Qualifications. The Hearing Officer may be a University employee or external third- party, such an attorney, so long as the person:
 - a. Is not the Title IX Coordinator or Investigator;

- b. Is free from conflict of interest or bias, including bias for or against complainants or respondents generally or with respect to the individual parties;
- c. Has reviewed this Policy and understands the regulations applicable to the live hearing process pursuant to 34 Code of Federal Regulations Section 106.45; and
- d. Is qualified by experience, education and/or training to effectively implement the requirements: (i) to serve impartially; (ii) understand issues of relevance of evidence (including how to apply the sexual history evidentiary rules); (iii) the preponderance of the evidence standard; and (iv) any technology to be used at the hearing.

3. Delivery of Notice, Documents, and Information. All notices to CHSU faculty, staff, administration, and students will be delivered via the University’s email system. All such parties have a responsibility to promptly read all University emails. For individuals outside of the CHSU community, notices and communications will be sent to the most recent email address on file with the Title IX Coordinator or, if no email address is on file then to their last known physical address. Copies of all documents provided to the Parties will also be provided to each Party’s advisor if known at the time the documents are delivered to the Parties. If a Party is an unemancipated minor, copies of all documents will be provided to the Party and a parent or guardian of the minor upon request of either the parent/guardian or Party. The Title IX Sexual Harassment Case File and other relevant documents and information will be provided electronically unless otherwise requested by a hearing participant.
4. Virtual Hearing; Participants. Generally, all hearings will be virtual. A virtual hearing means that the Parties are located in separate locations such that the parties never come face-to-face with each other, the Hearing Officer, or witnesses. This may be done through the use of technology whereby all participants are still able to simultaneously see and hear the proceedings. At a virtual hearing, the Parties have the right to be present to observe and hear (or, if deaf or hard of hearing or blind or visually impaired, to access through auxiliary aids) testimony of all individuals who testify and to propose questions to be asked of all individuals who testify at the hearing through their Advisor. The University may, in its discretion, designate that the hearing will be in-person and, if so, either Party may request a virtual hearing instead. Such request must be made in

writing submitted to the Title IX Coordinator at least five (5) calendar days prior to the Hearing. Only the Parties, witnesses, Advisors, the Title IX Coordinator, University support staff, and support staff of external professionals involved in the proceeding may attend the Hearing.

5. Pre-Hearing Procedures.

- a. Notice of Hearing. The Title IX Coordinator will send a written Notice of Title IX Sexual Harassment Hearing to the Title IX Complainant and the Title IX Respondent at least fifteen (15) calendar days before the hearing. The Notice of Title IX Sexual Harassment Hearing shall include the following information: (a) the date, time, location; (b) purpose of the hearing; (c) the name of the Hearing Officer; (d) other applicable pre-hearing, hearing and post-hearing procedures; (e) an electronic or hard-copy of the Title IX Sexual Harassment Case File; and (f) notification of whether the University had elected to hold the hearing in-person and, if so, information regarding how to request a virtual hearing. The Hearing Officer shall also receive a copy of the Notice of Title IX Sexual Harassment Hearing.
- b. Summary of Information. At least ten (10) calendar days before the hearing, the Title IX Complainant and the Title IX Respondent will submit to the Title IX Coordinator a written summary of the information they intend to present at the hearing, including a list of documents to be presented, the names of all requested witnesses, a brief summary of such witnesses' expected testimony ("Summary of Information"). The Parties must provide the Title IX Coordinator with electronic or hard-copies of any documents not already in the Title IX Sexual Harassment Case File.
- c. Notice to Witnesses. The Title IX Coordinator shall contact each requested witness and to notify them of the date, time, location of the Hearing and procedures relevant to their appearance ("Notice to Witness of Hearing Appearance").
- d. Deadline for Response to Investigation Report. The last day for the Parties to submit their response to the Investigation Report is five (5) calendar days before the hearing.

- e. Cross-Examination or Other Questions. The University encourages that the Parties submit their questions in advance of the hearing to the Title IX Coordinator to allow for a more efficient hearing process, although this does not preclude either Party from asking questions at the Hearing which were not previously submitted. Student parties will have the opportunity to submit written questions to the Hearing Officer in advance of the hearing. At the hearing, the other party will have the opportunity to note an opposition to the questions posed based on criteria under this Policy. If a Party chooses to submit questions in advance, they are encouraged to do so at least three (3) calendar days prior to the Hearing.
- f. Pre-Hearing Packet. At least three (3) calendar days prior to the Hearing, the Title IX Coordinator will provide to each Party and the Hearing Officer, either a hard-copy or an electronic copy of the Pre-Hearing Packet, which shall include: (i) the Summary of Information provided by the Parties; (ii) any new documents not already provided; and (iii) a list of witnesses who are expected to appear at the Hearing.
- g. Request for Disability Accommodations. If a Party, witness, Hearing Officer or Decision-Maker Panel member requires reasonable accommodation for a disability, they shall submit such request in writing to the Title IX Coordinator along with supporting information from a healthcare provider as soon as possible and at least three (3) calendar days prior to the hearing.

6. Hearing Procedures.

- a. Hearing Officer Guidelines; Standard of Evidence. Prior to and during the live hearing the Hearing Officer shall approach each case without any preconceived ideas of the responsibility of the Parties involved and thoroughly review the Title IX Sexual Harassment Case File, Summaries of Information and any other relevant documents and information submitted by the Parties prior to hearing. To arrive at findings of fact and determination of responsibility the Hearing Officer must objectively evaluate relevant evidence (both inculpatory and exculpatory) and analyze whether that evidence warrants a high or low level of weight or credibility,

including the credibility of each Party and witness. The Hearing Officer has discretion to accept or exclude additional information presented at the live hearing, however, the Hearing Officer may not exclude any evidence relevant to the allegations of Title IX Sexual Harassment. The standard of evidence at the Hearing shall be a Preponderance of the Evidence. The Hearing Officer may determine that an extension or continuance of the hearing is necessary and, if so, shall coordinate with the Title IX Coordinator to issue simultaneous notices to all Parties and witnesses.

- b. Recording. The University will create an audio or audiovisual recording, or transcript, of any live hearing and will make it available to the parties for inspection and review, within a reasonable time period following the hearing. The type of recording shall be at the Title IX Coordinator's discretion. The University's recording shall be the only recording permitted at Hearing, and the Parties will receive a copy of it with the Hearing Officer's Decision.
- c. Hearing Advisor. Each Party is given the opportunity to choose their own advisor, who may but is not required to be an attorney, to attend the Hearing ("Hearing Advisor") to ask relevant questions of the other Party at the Hearing. If a Party does not select their own Hearing Advisor, the University will assign such Party their own Hearing Advisor selected by the University at no cost to the Party. The Hearing Advisor may be, but is not required to be, the Advisor who supported the Party during the investigation phase. The Parties are prohibited from being accompanied at the Hearing by anyone other than their Hearing Advisor except as follows: (i) a parent or guardian of a Party who is an unemancipated minor may attend; and (ii) additional parties required as part of a reasonable accommodation for a disability (e.g., a sign language interpreter) may attend.
- d. Availability of Evidence; Presentation of Evidence. The University will make all such evidence that has been shared with the Parties subject to the other Party's inspection and review available at the live hearing to give each Party equal opportunity to refer to such evidence during the hearing, including, but not limited to for purposes of cross-examination. The Title IX Coordinator (or designee), Investigator (or designee) or other University

representative may, but is not required to, present evidence to the Hearing Officer at the Hearing. If the University presents evidence to the Hearing Officer, that shall not make the University a party to the proceeding. A designee or other University representative may be another University employee or an external third-party, such as an attorney or other qualified representative. The Complainant and Respondent will each have the opportunity to present the information they submitted (unless excluded by the Hearing Officer).

- e. Rules of Procedure and Decorum. The Hearing Officer shall decide on any procedural issues as they may come up during the Hearing. The Hearing Officer will also make any determinations necessary to ensure an orderly, productive, and procedurally proper hearing. The Hearing Officer may pause or continue the proceeding as needed in order to make appropriate decisions on procedural issues, including issues of relevance of evidence. Complaint(s), respondent(s), witnesses, and Hearing Advisors are prohibited from interrupting or disturbing the hearing process. Additionally, Hearing Advisors are prohibited from questioning witnesses or the other Party in an abusive, intimidating, harassing, unduly time consuming, repetitive, or disrespectful manner. If a Party's Hearing Advisor refuses to comply with the rules of decorum they may be removed from the Hearing and, if so, the University shall provide that Party a different Hearing Advisor to conduct the cross examination on behalf of that Party.
- f. Questions During Hearing.
 - 1. Questions by Parties' Hearing Advisors. All questioning on behalf of a Party shall be done by the Parties' Hearing Advisors. The Hearing Advisor may only ask relevant cross-examination and other questions of a party or witness. After each question is asked by the Hearing Advisor, and before the Party or witness answers the question, the Hearing Officer will determine whether the question is relevant and, if it is not relevant, explain the decision to exclude the question. If a Party or witness is present at the Hearing, but disagrees with a relevance determination, they may either: (1) abide by the hearing-officer determination and answering the

question; or (2) refuse to answer the question. A Party or witness may not answer a question that the Hearing Officer has determined to be irrelevant. Unless the Hearing Officer reconsiders the relevance determination, the Hearing Officer cannot rely on any statement made by a Party or witness which that Party or witness has declined to answer regarding cross-examination questions.

2. Questions by the Hearing Officer.

Additionally, the Hearing Officer has the right and responsibility to ask questions and elicit information from Parties and witnesses on the Hearing officer's own initiative to aid the Hearing Officer in obtaining relevant evidence, both inculpatory and exculpatory.

3. Failure to Appear for Cross-Examination.

If a Party or witness does not submit to cross-examination at the live hearing, the Hearing Officer must not rely on any statement of that Party or witness previously made in reaching a determination regarding responsibility; provided, however, that the Hearing Officer cannot draw an inference about the determination regarding responsibility based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions. Statements that a Party or witness made to a third party when that witness or Party are unavailable themselves to be cross-examined at the live hearing (e.g., statements that a party made to a family member or friend), including statements made against a Party's own interests, will not be relied on when the Party having made those statements fails to submit to cross-examination.

4. Irrelevant Questions. Questions regarding the below information are deemed not relevant and will be excluded at the Hearing unless the question(s) falls into an exception described below.

- a. Consent Required for Privileged Information. The Hearing Officer cannot access, consider, disclose, or otherwise use a Party's records

which are protected by a legally recognized privilege, including, but not limited to, the following: the attorney-client privilege, questions and evidence 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 the Party has provided voluntary, written consent to do so.

- b. Sexual History. The Hearing Officer may not consider a Title IX Complainant's prior sexual history with the following two exceptions: if such information is offered to prove that someone other than the respondent committed the conduct alleged by the Title IX Complainant, or 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.
- c. Duplicative or Repetitive Questions. Once a question has been asked, duplicative or repetitive questions are irrelevant.
- d. Questions of Witnesses Without Relevant Information. Questions of witnesses who do not have any relevant information regarding the allegations of Title IX Sexual Harassment.

5. Hearing Officer Decision. The Hearing Officer shall issue a written decision ("Hearing Officer Decision") to the Title IX Coordinator within five (5) business days following the end of the Hearing. Additionally, where not enough information exists for the Hearing Officer to issue a decision, the Hearing Officer may remand the case for further investigation or consideration by the Investigator. The Title IX Coordinator shall simultaneously deliver the Hearing Officer

Decision to the Parties within two (2) business days following receipt of it from the Hearing Officer. The Title IX Coordinator is responsible for the effective implementation of Preventative and Corrective Measures determined by the Hearing Officer. The Hearing Officer Decision becomes final when: (a) the appeal deadline has passed; or (b) the appeal process has concluded and the Parties receive notification of the appeal decision. Specifically, the Hearing Officer Decision shall include the following information:

- a. Identification of the allegations of Title IX Sexual Harassment;
- b. A description of the procedural steps taken from the receipt of the Formal Title IX Sexual Harassment Complaint through the determination, including, but not limited to any notices to the Parties, interviews with Parties and witnesses, site visits, methods used to gather other evidence, and Hearing;
- c. Findings of fact supporting the determination of whether the Title IX Respondent is responsible for Title IX Sexual Harassment;
- d. Conclusions regarding the application of this Policy;
- e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any Preventative and Corrective Measures to be imposed on the Title IX Respondent and/or provided to the Title IX Complainant in order to restore or preserve equal access to the University's education program or activity;
- f. A summary of matters not addressed under the grievance process that may be separately addressed pursuant to another University policy including, but not necessarily limited to, codes of conduct applicable to employees and the student code of conduct;
- g. A statement that the Title IX Coordinator is responsible for effective implementation of the Preventative and Corrective Measures;

- h. The University's procedures and grounds for appeal, and the name and contact information for the appeal adjudicator; and
- i. A copy of the recording of the Hearing.

6. Preventative and Corrective Measures – Guidelines for the Hearing Officer.

Preventative and Corrective Measures should serve the purpose of stopping Title IX Sexual Harassment, and preventing its recurrence, and restoring or preserving equal access to the University's education program or activity. Such measures need not avoid burdening a Title IX Respondent who has been found responsible for Title IX Sexual Harassment. Importantly, Preventative and Corrective Measures should appropriately reflect the University's commitment to education, personal growth, accountability, and ethical behavior. The Hearing Officer shall ensure they are consistent and proportionate responses to conduct that violates this Policy, taking into consideration the context and seriousness of the violation, and based on a fact-specific, case-by-case inquiry.

C. Appeal of Hearing Officers Decision Regarding Title IX Sexual Harassment

An appeal by either Party may be made in writing to the appeal adjudicator within ten (10) calendar days after such Party has received the Hearing Officer Decision. An appeal must state the ground on which the appeal is made.

Grounds for appeal are limited to:

1. Procedural irregularity that affected the outcome of the matter; or
2. New evidence that was not reasonably available at the time the determination regarding responsibility was made, that could affect the outcome of the matter; or
3. The Title IX Coordinator, investigator, hearing officer, or Decision-Maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complaint or respondent that affected the outcome of the matter.

Upon receipt of an appeal, the appeal adjudicator shall forward the appeal to the other Party. The non-appealing Party will have five (5) calendar days to submit a written statement in support of or against the appeal to the Appeal Adjudicator.

Supportive measures will continue to remain in place during the appeal process. However, no Corrective or Preventative Measures will be implemented prior to the appeal process ending.

The appeal adjudicator will issue a written decision regarding the appeal and the rationale for appeal decision within ten (10) business days from the end of the five (5) calendar day period for the non-appealing Party's statement deadline. This decision will be provided to both Parties simultaneously and will be a final determination regarding the Title IX Respondent's responsibility and cannot be further appealed.

XIII. Outside Agencies

CHSU encourages all students and employees who believe they have been subjected to unlawful discrimination or harassment to bring their concerns to the University so that appropriate action can be taken. While it is not required that you exhaust the CHSU's internal investigation process before contacting a governmental agency, CHSU encourages all members of the CHSU community to take advantage of the CHSU's process for resolving harassment, discrimination and retaliation concerns and complaints. CHSU cannot remedy claimed discrimination, harassment, or retaliation unless such complaints are brought to its attention. Failure to report these claims prevents CHSU from taking steps to address the problem. If an CHSU community member observes a violation of this policy or believes someone has violated this policy, the member is strongly encouraged to report the incident, irrespective of whether the alleged victim files a complaint themselves. Responsible Employees who learn of such a complaint are required to bring it to the University's attention as described above.

The U.S. Equal Employment Opportunity Commission ("EEOC") and the California Department of Fair Employment and Housing ("DFEH") investigate reports of unlawful harassment, and sexual violence in employment. The U.S. Department of Education Office for Civil Rights ("OCR") investigates reports of unlawful harassment and sexual violence by students in educational programs or activities. These agencies may serve as fact finders and attempt to facilitate the voluntary resolution of disputes. For more information students/employee may contact these agencies as described below:

An employee of CHSU may file a complaint with the Department of Fair Employment and Housing (1-800-884-1684; <http://www.dfeh.ca.gov>) or the U.S. Equal Employment Opportunity Commission (1-800-669-4000; <http://www.eeoc.gov>). Students may file complaints regarding protected-class discrimination or

harassment, including but not limited to Sex-Based Misconduct to the Office for Civil Rights (OCR) with the U.S. Department of Education at 800-421-3481 or as otherwise provided at ocr@ed.gov.

Campus Facilities - Revisions

College of Pharmacy Facilities

CHSU College of Pharmacy occupies a 32,000 square foot building located at 120 North Clovis Avenue in Clovis, CA. This facility includes two 2,200 square foot classrooms which are large enough to accommodate 84 students using an active learning paradigm. Library and learning resource center is located at the 2500 Alluvial campus building equipped with computers, printers and copiers are available to students for study and conducting searches of primary and secondary literature for class and research projects. The librarian's office is included in the library and learning resource center space which allows the librarian to be readily accessible to students requiring assistance. A 1,330 square foot student lounge is available to students to use as a place to meet for lunch and preparation of food for special occasions sponsored by student clubs and groups. There are 4 study rooms in the building that the students can utilize. This building also houses offices for COP faculty and University staff, so as to be accessible to students during office hours or by appointment.

The building contains a 2,139 square foot research lab for use by faculty and students. The research laboratory contains a laminar flow hood, biological safety cabinet, tabletop centrifuge, ultra-low temperature freezer, refrigerators, water purification station, CO2 incubator and other equipment for use in studies involving medicinal chemistry and cell / tissue cultures.

The pharmacy practice lab contains three airflow hoods in which students can learn aseptic techniques required for preparing parenteral solutions. In addition, the pharmacy practice lab contains equipment for compounding including mortar and pharmacy balances.

ID Cards

CHSU All students admitted to CHSU will be issued a Student ID Access Card. The Student ID Access Card must be worn on the issued lanyard and visible at all times on campus and at all clinical sites. Use by anyone other than its original holder is prohibited. The Office of Student Affairs will arrange for the taking of photos and the issuance of cards during Orientation.

Student ID Access Cards include CHSU-issued student identification numbers that are different from social

security numbers. Student ID Access Cards also function as library cards for utilizing CHSU Library resources. There is no charge for the initial Student ID Access Card. However, lost, stolen, misplaced or abused cards must be reported immediately and replaced after paying a replacement fee to the Business Office. The Student ID Access Card is necessary for full access to all university facilities and services.

Guests and Visitors

While CHSU is a welcoming and inclusive community, CHSU is also committed to creating and preserving a safe and academically focused environment. This Campus Facilities Policy balances ease of access for employees, faculty, and students with practical and common-sense procedures designed to help protect students, faculty, employees, and guests. This policy is intended to allow limited campus access for authorized individuals from outside the CHSU community. It is critical that all guests and visitors to CHSU conduct themselves with due respect for CHSU's faculty and students and not interfere with the educational process or learning environment.

Faculty, Staff & Students with their valid CHSU ID cards are permitted to bring five or fewer guests and visitors on the CHSU Campus for brief periods, such as tours, during regular business or study hours provided that the purpose of the visit or the conduct of the visitor/guest does not conflict with CHSU's mission, vision or values of CHSU. Guests and visitors are required to sign in the Reception Desk, at which time they will be given a temporary guest pass. While faculty, staff, or students will usually be permitted to have as many as five visitors/guests, CHSU has the right to limit the number of guests permitted at one time or not permit access by any guests or visitors on any CHSU campus. For larger groups of guests or planned or official events, the overseeing student, faculty or staff member must provide a guest list to the Operations Department at least 24-hours prior to the guests or visitors' arrival.

Procedures for Guests/Visitors

1. Guests and visitors are required to wear their guest passes such that they are easily visible at all times during the visit and return the guest passes to the reception desk once the visit is over.
2. Accompanied guests and visitors may visit a class for up to 15 minutes and without disrupting the classroom session. For visits longer than 15 minutes, the supervising faculty in the classroom must be notified in advance of the visit and agree to the extended visit.

3. Guests and visitors of students may only be granted access if:
 - The student is present at the reception desk to sign the guest/visitor in;
 - The student escorts and remains with the guest/visitor at all times;
 - The student agrees to be responsible for all actions of the guest/visitor.
4. Guests and visitors of faculty or staff may only be granted access if:
 - A faculty or staff member is present at the Reception Desk to sign them in; thereafter, the faculty or staff member must remain with the guest/visitor at all times; or
 - The visitor is announced by CHSU to the faculty or staff member who they are visiting and signs in and is approved for access; thereafter, the visitor must wait until a CHSU representative escorts them to the location of the faculty or staff member that approved their access and who is required to remain with the guest/visitor at all times. The representative or the host must remain with the guest/visitor at all times until the guest/visitor exits the CHSU facility.
5. The student, faculty or staff member will be responsible for all actions of the Guest/Visitor, in the event that the Guest or Visitor causes damage to CHSU property, the student, faculty or staff member may be responsible for the cost of repairing or replacing damaged property.
6. The hosts (students, student groups, faculty or staff) are responsible for notifying their Guests or Visitors of CHSU rules and regulations and are accountable for the conduct of their Guests/Visitors.
7. It is the responsibility of the Guest/Visitor's host to ensure the Guest/Visitor does not disrupt the educational environment. If the Guest/Visitor causes a disruption, CHSU may require the Guest to leave or be removed from campus by security or law enforcement. Failure of the Guest/Visitor to follow instructions to leave campus when instructed to do so by CHSU personnel may result in disciplinary action for the host in accordance with the University policies and procedures.
8. In situations where tours involving large outside groups (i.e. prospective students) are being conducted on campus, the department overseeing these tours will be responsible for distributing, and accounting for, the guest passes that their department has been issued for this purpose. The department or other group overseeing the Guests/Visitors must submit a guest list to the Operations Department at least 24 hours prior to the visit. CHSU

has the discretionary authority to not allow access to facilities to Visitors or Guests who are not included on the list.

- Deliveries and messengers will be required to present an Acceptable Form of Identification to access a building for the purposes of making a delivery. As with other Guests and Visitors, delivery persons and messengers will be required to fill out the CHSU guest sign-in log, after which they will be allowed to complete their deliveries. Delivery persons making bulk deliveries will be asked to utilize the loading docks at 120 N Clovis Ave. Clovis, Ca 93612 or 2500 Alluvial Ave. Clovis, CA 93611 Operations department staff will be responsible for ensuring the identity of those persons entering CHSU facilities via this method.

Procedures for Affiliates

The Operation Department should receive advance notice from CHSU administration when Affiliates will be using CHSU facilities, including a list of the Affiliate's attendees and a schedule of any anticipated deliveries. All Affiliates will be required check in at the Reception Desk and to fill out the CHSU guest sign-in and will receive guest passes.

College of Osteopathic Medicine - Revisions

COM Grading System and Quality Points

COM Grading System and Quality Points Policy

Semester Credit Hours

One (1) unit of credit is assigned for a minimum of 750 minutes of formalized classroom instruction that requires students to work an average of twice the amount of time for out-of-class assignments (1,500 minutes). For courses that include additional workshop and/or laboratory sessions, one (1) credit hour equals 25 clock hours of formalized instruction plus 12.5 clock hours for student out-of-class assignments. For clinical clerkships, one (1) credit hour is assigned for each 37.5 clock hour.

CHSU College of Osteopathic Medicine defines a semester length as 20 weeks for the first- and second-year students (pre-clinical instructional coursework) with a summer

intersession. The third- and fourth-year students complete clinical rotations as assigned throughout the academic calendar year.

Grading System

Cumulative grade point averages are computed with a quality point system. The interpretation of the letter grades and their quality point values is as follows:

A. Preclinical Grading System

Grade Description	GPA Quality Points
A 90-100%	3.50 – 4.00
B 80-90%	3.00 – 3.45
C 70-79%	2.00 – 2.90
F <70%	0.00
RC ≥70% - Remediation Successfully Completed	2.00
RF <70% - Remediation Failed	0.00
P ≥ 70% and above	-
NP Non-Pass	-

Percentage Score	GPA Points	Percentage Score	GPA Points	Percentage Score	GPA Points
100%	4.00	89%	3.45	79%	2.90
99%	3.95	88%	3.40	78%	2.80
98%	3.90	87%	3.35	77%	2.70
97%	3.85	86%	3.30	76%	2.60
96%	3.80	85%	3.25	75%	2.50
95%	3.75	84%	3.20	74%	2.40
94%	3.70	83%	3.15	73%	2.30
93%	3.65	82%	3.10	72%	2.20
92%	3.60	81%	3.05	71%	2.10
91%	3.55	80%	3.00	70%	2.00
90%	3.50			<70%	0.00

*Percentage Score Earned and Quality Points Awarded

*Percentage scores earned are rounded to the nearest integer/whole number.

Rounding Percentage Scores Earned

Exam scores are rounded to the nearest integer/whole number. If the first digit to the right of the decimal or in tenths place is less than or equal to 4, the percentage score earned is rounded to the nearest whole number (e.g., 79.4 is rounded to 79). All digits after the decimal point are dropped. If the tenths digit is greater than or equal to 5, the grade is rounded to the next whole number (e.g., 79.6 is rounded to 80). All digits after the decimal point are dropped.

B. Core Clinical Clerkship Grading System OMS-III - (Clerkships with COMATs)

Grade Description	GPA Quality Points
H Honors - COMAT Standard Score of 105 or higher; and Preceptor evaluation scores: Mean 3.5 or higher (out of 4.0)	--
P Pass - COMAT Standard Score of 72 or higher; and Preceptor evaluations scores: Mean 1.5 or higher (out of 4)	--
NP Non-Pass	--
RP Remediation Successfully Passed	--

C. Electives and OMS-IV Clerkship Grading System (Clerkships without COMATs)

Grade Description	Quality Points
P Pass - Meets expectations on preceptor evaluation	--
NP Non-Pass -Does not meet expectations on preceptor eval.	--

Additional Grade Marks Excluded from Grade-Point Average (GPA) Calculations

Grade Description	
IC Incomplete	
IP In Progress	
W Withdrawal	
Y Pending Remediation	

Incomplete Grade (IC): Courses

The grade of IC (incomplete) may be assigned to a student who otherwise is passing the course but is unable to complete all the required coursework and/or examinations due to extenuating circumstances (such as illness, death in the family, injury due to accident, etc.). The "IC" grade is not counted in the grade point calculation and must be replaced before the student can register for the next academic term unless other arrangements have been made by the Associate Dean for Academic Affairs and Assessment to extend the deadline. If the "IC" mark is not removed within the stated period of time, it will automatically change to a grade of F. In cases of illness or extreme circumstance, the "IC" mark may be changed to a grade of "W", with the approval of the Dean.

Incomplete Grade (IC): Clerkships/Rotations

If a student is unable to finish a rotation due to an extraordinary personal or family situation, they must notify their primary preceptor and the Office of Academic Affairs prior to leaving the rotation. A grade of "IC" will be recorded until the rotation can be successfully completed. The "IC" grade will then be replaced by the applicable grade earned. A student with an "IC" mark on their transcript at the beginning of the fourth-year clerkships will not be allowed to begin their fourth-year rotations until the "IC" has been removed from the transcript.

In Progress Grade (IP)

The grade of "IP" (in progress) may be assigned by the course directors to students whose work at the end of a term is still in progress because the course requires more than one term to complete. Completion of course requirements for "IP" grades must occur within one year. A grade of "IP" automatically changes to an "F" or "NP" (depending on the selected grading method) after one year if no other grade is assigned. "IP" grades count as credits attempted and as credits earned upon completion of the course. Students with "IP" grades are not re-enrolled for the course and cannot use these credits for enrollment or financial aid in subsequent terms.

Remediation Placeholder (Y): Clerkships/Rotations

The "Y" mark is a provisional placeholder for any student required to remediate a failed clerkship. A failed clerkship must be remediated within 30 days from the end-date of the scheduled clerkship. If the student has successfully passed the remediation, the "Y" mark will be changed to a "RP" grade. If the remediation is not successful, the "Y" mark will be changed to a "NP" (non-pass) grade and the student will be required to repeat the clerkship.

Clinical Rank: Clerkship/Rotations

A clinical rank separate from the pre-clinical rank will be calculated from a combination of clerkship COMAT scores and preceptor evaluations.

COM 1999 : Clinical Sciences Integration II (CSI-II) - Elective

Clinical Sciences Integration II (CSI II) course is a multidisciplinary course that prepares students for successful completion of the COMLEX Level 1 exam, which assess students' competency in integrated foundational biomedical sciences with other areas of medical knowledge relevant to clinical problem-solving and the promotion of health maintenance. Competency domains assessed include application of osteopathic medical knowledge, osteopathic patient care, osteopathic principles and practice, communication skills, professionalism, and ethics. Competency assessment occurs in the context of clinical and patient presentations and systems-based practice as required for entry into the supervised practice of general osteopathic medicine and for readiness for lifelong learning and practice-based learning and improvement. The detailed examination blueprint can be found at [Blueprint — NBOME](#).

CSI II course aims to have each student review through self-guided-study approach the high-yield COMLEX Level 1 topics of Foundational Biomedical Sciences (Anatomy, Biochemistry, Physiology, Immunology, Microbiology, Pharmacology, Pathology, Behavioral Sciences), Clinical Sciences emphasizing Osteopathic Principles and Practices, and Preventive care (Preventive Medicine, Nutrition, and Health Promotion) that had already been taught through the CHSU-COM's curriculum.

This course provides designated time, faculty support (as needed), board-style practice questions, and learning resources (TrueLearn/COMBANK, KAPLAN, and Scholar Rx 360) for adequate preparation for the COMLEX® Level 1 exam.

The course uses formative evaluation using question banks from multiple sources (COMBANK, Scholar RX 360, and Kaplan). Students are required to complete at least 2000 TrueLearn/COMBank questions over the period of the course with a minimum correct response rate of 55% by the last week of the course before writing the COMLEX Level 1 exam. Two **COMSAE (Comprehensive Osteopathic Medical Self-Assessment Examination)** will be administered at designated times (1st COMSAE test will be on week 1 and 2nd COMSAE test will be on week 4 of the course). **A passing score of 450 is required for passing the COMSAE 2 test.**

The 4-week CSI II elective course includes 4 weeks of self-study time. (2.0 credit hours)

Credits 2

COM 1998 : Entrustable Professional Activities II

This course can be taken in either the third or fourth year of the osteopathic medical student (OMS) curriculum.

This 4-week capstone course incorporates didactic presentations, practical clinical skills performances, competency based OSCEs and other assessments to help ensure students are proficient /competent in some of the Entrustable Professional Activities. Students will demonstrate their skills as table trainers alongside clinical faculty for the OMS-I and OMS-II clinical skills and OPP courses. Students will also attend additional counseling and advising sessions in order to help navigate their choice of residency training and the residency match process. This course is available for OMS-III and OMS-IV students.

Credits 2

COM COMLEX-USA Requirements

All College of Osteopathic Medicine students must pass COMLEX-USA Level 1, and COMLEX-USA Level 2 Cognitive Evaluation (CE) of the Comprehensive Osteopathic Medical Licensing Examination (COMLEX) Level 2 CE from the National Board of Osteopathic Medical Examiners (NBOME) in order to be eligible to graduate.

All students are required to take these COMLEX-USA examinations during specific timeframes listed in the table below. Students are responsible for all costs associated with taking all levels of the COMLEX-USA exams, including but not limited to exam fees, travel costs and multiple attempts at each exam if needed. The Associate Dean for Academic Affairs and Assessment may grant students exemptions to complying with these time-frame requirements in extraordinary circumstances, to be determined exclusively at the discretion of the Associate Dean. All examinations must be taken at a NBOME-approved testing center.

	Earliest Eligibility	Exam Deadline	Repeated Attempts
COMLEX-USA LEVEL 1	Following successful completion of OMS- II year curriculum (typically taken June to July)	Prior to start of clerkships in OMS-III year (July)	Within 8 weeks of score release
COMLEX-USA LEVEL 2 CE	May to July of OMS- III year, following successful completion of all required clerkships and COMATs	Within 60 days of completing OMS-III year clerkships (and prior to September 30 of OMS-IV year)	Within 8 weeks of score release

COMLEX-USA LEVEL 1

Students must take COMLEX-USA Level 1 prior to the start of OMS-III year clinical clerkships, generally between May and July of the OMS-II year.

A student is eligible to take COMLEX-USA Level 1 if they have:

- Passed all OMS-I and OMS-II year courses and completed all required academic elements.
- Under certain circumstances, such as in cases of overall poor academic performance, the Associate Dean of Academic Affairs and Assessment may recommend or require the student to delay taking the COMLEX-USA Level 1 until the student is adequately prepared to take the exam.
- Received certification for the exam from the CHSU Registrar's Office.

COMLEX-USA Level 1 Failures

Failure of COMLEX-USA Level 1 may significantly impact a student's clinical rotation schedule, progression through the curriculum, ability to match into residency, graduation, and eligibility to start residency. A student who fails the 1st, 2nd or 3rd attempt of COMLEX-USA Level 1 is required to meet with the Student Progress Committee (SPC).

The student will be notified via email/digital letter of a required meeting with the full Student SPC for review. The SPC meets with the student to discuss and vote on a recommendation.

The SPC makes their recommendation to the Associate Dean for Academic Affairs and Assessment. The Office of Academic Affairs works with the student and the Offices of the Student Affairs and Clinical Affairs to follow through SPC recommendations and create an individualized study plan for remediation which may include a pause of their clinical rotations, directed studies, and/or a formal board preparation course. The components of this remediation plan will occur during a self-study block. The student will be enrolled in the self-study block immediately upon pausing the clinical rotations. A pause in rotations with subsequent enrollment in self-study blocks will not be eligible for tuition refund.

The student will be placed on academic probation until he or she successfully passes the Exam.

Students requesting a Leave of Absence will follow the LOA policy.

Unless instructed otherwise by the Associate Dean for Academic Affairs and Assessment, the student must re-take COMLEX-USA Level 1 within eight (8) weeks of notification of failure.

A student who fails the COMLEX-USA Level 1 three (3) times is subject to dismissal from CHSU-COM due to insufficient academic progress.

A student with 4 cumulative failures of any combination of COMLEX Level 1, or Level 2 CE is subject to dismissal from CHSU-COM due to insufficient academic progress.

COMLEX-USA LEVEL 2 CE

Students are required to take COMLEX-USA Level 2 CE sixty (60) days following successful completion of all OMS-III year curricular and clerkship requirements.

A student is eligible to take COMLEX-USA Level 2 CE if he or she has:

- Successfully completed all OMS-III year curricular and clerkship requirements including the required Osteopathic Principles and Practice (OPP) elements. The requirements for each course are listed in the course syllabus and may include but are not limited to completion of all patient logs, cases, quizzes, and passage of all post-rotation NBOME COMAT examinations, including the OPP NBOME COMAT examination.
- Students are given a 24-hour excused absence from clerkships to take COMLEX-USA Level 2CE if a request is submitted to the Clinical Education Department at least ten (10) business days in advance of the examination.

COMLEX-USA Level 2 CE Failures

Failure of COMLEX-USA Level 2 CE may significantly impact a student's clinical rotation schedule, progression through the curriculum, ability to match into residency, graduation, and eligibility to start residency. A student who fails the 1st, 2nd or 3rd attempt of COMLEX-USA Level 2 CE is required to appear before the SPC.

The SPC makes their recommendation to the Associate Dean for Academic Affairs and Assessment. The Office of Academic Affairs and Assessment works with the student and the Office of the Student Affairs and the Office of the Clinical Affairs to follow through SPC recommendations and create an individualized remediation plan which may include a pause in their clinical rotations, directed studies, and a formal board preparation course.

The components of this remediation plan will occur during a self-study block. The student will be enrolled in the self-study block immediately upon pausing the clinical rotations. A pause in rotations with subsequent enrollment in self-study blocks will not be eligible for tuition refund.

The student will be placed on academic probation until he or she successfully passes the Exam.

Students requesting a Leave of Absence will follow the LOA policy.

Unless instructed otherwise by the Associate Dean for Academic Affairs and Assessment, the student must re-take COMLEX-USA Level 2 CE within eight (8) weeks of notification of failure.

COMLEX-USA Level 2 CE Third Failure

A student who fails COMLEX-USA Level 2 CE three (3) times is subject to dismissal from CHSU- COM due to insufficient academic progress.

A student with 4 cumulative failures of any combination of COMLEX Level 1 or Level 2 CE is subject to dismissal from CHSU-COM due to insufficient academic progress.

COMLEX-USA LEVEL 3

Following graduation, the CHSU Registrar's Office approves each graduate to take COMLEX- USA Level 3 through the NBOME website. Generally, graduates take this examination at the completion of the first year of post-graduate training; however, requirements for taking this examination vary from state to state. Graduates should contact the osteopathic medical licensing board in the state where they will have post-graduate training for further information. In most cases a residency program director must also attest to the candidate's eligibility for this exam.

The COM will publish to the public the COMLEX-USA Level 1, Level 2 CE, and Level 3 first time pass rate for all students in each class of the COM.

COM Attendance and Leave of Absence Policy

Attendance Requirements

OMS-I & OMS-II

Except as noted in this Policy, attendance is required for all students. Enrolled students are expected to attend all

didactic, laboratory, clinical sessions as well as other scheduled curricular activity. Attendance will be monitored through various means depending on the activity.

Students are also expected to complete all exams, assessments, evaluations, and assignments (together defined as "coursework") as scheduled. Failure to maintain an attendance as provided in this Policy during the first two years of the curriculum may result in corrective action through the Student Performance Committee (SPC). It is recognized there may be isolated instances when an individual are not able to attend; however, students who miss the didactic and clinical materials is not excused from learning the missed subject material.

OMS-III & OMS-IV

During third and fourth year clinical rotations, daily attendance is required in order for students to complete all requisite clinical duties of the particular rotation. Any absence or other time away from the rotation must be approved through the process outlined in the clinical clerkship manual. Students on rotation are expected to be on time for all assigned activities associated with that particular rotation. Violations of this attendance policy may result in disciplinary action through the SPC Committee, including, but not limited to, removal from any leadership positions with a student club, organization of student government office.

Students who need to miss time from a clerkship are required to document the request for an excused absence with both the Office of Student Affairs and the Office of Clinical Education. The form must include details of the make-up of time missed for the absence request to be approved.

Students are required to complete core clerkships. Time missed for core clerkships may need to be made up during future elective clerkship time, or by extending that year of enrollment. This may result in either 1) a student needing additional time to complete their OMS-III requirements, and therefore having less opportunity for elective clerkship rotations in their OMS-IV year, or 2) extension of their OMS-IV year beyond the typical graduation date for their class.

Excused Absences

It is recognized there may be isolated instances when students are unable to attend, however, a student who misses a didactic session, laboratory or clinical activity is still responsible for learning the subject materials or activities of that particular session. The student may be required to make-up the missed educational session(s)

during off- hours. Make-up laboratories are conducted only in extreme situations and at the discretion of the Course Director and the Associate Dean for Academic Affairs.

OMS-I and OMS-II may request approvals of pre-planned absences by submitting an "Excused Absence Student Request Form" online. Students should submit the Excused Absence Student Request Form as least ten (10) days prior to the anticipated absence. Students in third- and fourth-year rotations must also comply with any additional requirements identified in the CHSU-COM Clinical Clerkship Manual and reach out to the Clinical Education department for final approval.

For an absence to be considered excused, students must complete the "Excused Absence Request Form" online. The Office of Student Affairs will determine if the excused absence is approved or denied, and the student will be notified accordingly.

Excused Absences may be approved for the following circumstances:

- Medical necessity: illness of the student or member of the immediate family. For an absence to be considered excused for pre-planned medical reasons, notice must be received by the Office of Student Affairs prior to the missed class or activity. In order for an absence of three days or greater to be considered excused for medical reasons, a note must be submitted from the treating healthcare provider upon the student's return to class. Minor illnesses/ conditions less than three days, such as upper respiratory infections, gastroenteritis, minor accidents, may not need to be documented by a physician's note; however, notification of absence to the Office of Student Affairs is still required.
- Death in family: death of immediate family member, significant other, or close relative. Notification of the absence should be reported to the Office of Student Affairs. Students may be requested to provide documentation. The specific length of an excused absence will be determined when the request is received.
- Special circumstances/other: circumstances outside of the above situations (e.g. vehicle accidents, etc.), the student must submit a description and explanation for the absence along with appropriate proof or documentation.
- Students may request an excused absence for religious holidays not included in the list of the University holidays.
- Students may receive excused absences to attend CHSU-COM-related activities or national meetings of student clubs and organizations. Any request for an

excused absence must be submitted, in writing, to the Office of Student Affairs at least 10 business days prior to the anticipated absence. Students must be in good standing with a grade point average of ≥ 3.0 in order to be granted an excused absence for CHSU-COM-related activities.

Absences will be not excused without the approval from the Course Director or Associate Dean for Academic Affairs.

While excused absences are not approved for any examinations, tests and/or quizzes CHSU recognizes there may be times where a student is not able to attend. If a student misses an exam, it is the student's responsibility to notify the Associate Dean for Academic Affairs, Director of Academic Affairs and the Assistant Dean of Student Affairs via phone and/or email when it is first noted that an absence will be necessary. On return to CHSU-COM, the student must complete the "Excused Absence Request Form".

In the event of any absence from an examination or quiz, it is the responsibility of the student to seek approval from both the Office of Student Affairs and the Associate Dean for Academic Affairs. It is essential each student make every effort not to miss any examination or quiz. Requests for make-up examinations or quizzes must be made in a timely manner. An unexcused absence from an examination or quiz may result in a grade of zero (0) for that assessment.

No travel arrangements should be made prior to approval being granted.

Unexcused Absences

Unexcused Absence is an absence from one (1) to three (3) consecutive days during which an examination, OSCE, or lab session occurs that is not approved by the Office of Student Affairs or, their designee.

If the absence is determined to be unexcused by the Office of Student Affairs, the student will receive a zero for the missed coursework and may be referred to the Students at Academic Risk Committee ("StARC") or to the Student Progress Committee for review.

Leaves of Absence

A **Leave of Absence** (LOA) is defined as a temporary interruption in a student's program of study for a period greater than seven consecutive days, but less than 180 days. Reasons for a leave include, but not limited to, academic, personal, medical, maternity, parental, and military service. If a leave of absence exceeds 180 calendar days, it will become a withdrawal.

A LOA requires pre-approval and the student must follow CHSU's LOA application process. All LOAs are granted by the Dean.

Requests for approval of an LOA should be submitted in writing, addressed to the Dean but delivered to the Assistant Dean of Student Affairs, who then provides it to the Dean. The LOA request must also include the proposed start date and anticipated date of return. The Dean will make the final determination of the LOA request and, if approved, forward the signed LOA form to the Registrar. Except in cases of extenuating circumstances, the LOA will not become effective until it is received by the Registrar.

For financial aid purposes the date of the Deans approval will determine the date of the LOA.

At least thirty (30) days prior to the end of the leave period, the student is required to submit written notification to the Assistant Dean of Student Affairs of their intention to return. The student will need to request and complete the readmission form. CHSU reserves the right to impose any additional conditions upon a student seeking readmission after a leave of absence, and/or to refuse consideration based on the relevant time on matriculation to graduation. The final decision on readmission will be made by the Dean.

Due to the nature of the clinical curriculum students seeking to take LOA during any rotation are required to consult with the Office of Student Affairs and the Office of Clinical Education, prior to taking the leave.

A student seeking to take a LOA will first meet with the Assistant Dean of Student Affairs. During this meeting students should discuss their ability to graduate within the requirements outlined in the COM Graduation Policy. The **LOA Request Form** is available on the CHSU website or from the University Registrar. If extenuating circumstances prevent a student from providing a prior written request, the Assistant Dean of Student Affairs, with the approval of the Dean, has discretionary authority to make exceptions to this process. may make exceptions to this process. Whenever practical and possible, a student should submit their written request for a LOA at least thirty (30) calendar days in advance of the start of the upcoming semester or thirty (30) calendar days before the end of the current semester. Students must affirmatively request an LOA; non-attendance in classes does not constitute notification of intent to apply for a leave of absence.

Students who take a LOA that, at a minimum, extends through the end of the semester shall be considered withdrawn for the purposes of grading and tuition refund only, but not officially withdrawn from the University. The

student's final grades will be processed as outlined in the Student Withdrawal Policy. As LOAs have a significant impact on student loans and scholarships, as well as the total cost of the student's attendance at the COM, students should contact the Financial Aid Office about the implications related to their LOA. Student should also refer to the CHSU Tuition Refund Policy regarding the student's potential eligibility for a tuition refund.

Students will receive a letter via email and mail once a decision has been made regarding the LOA. Letters are typically sent within five (5) business days of the decision. CHSU reserves the right to impose conditions upon the student's return that will be communicated either in the initial letter to the student approving the leave or in subsequent correspondence to the student. For example, students granted a LOA for health-related purposes may be required to have a health care professional certify in writing that they are approved to return to the University prior to the student's anticipated return date.

The completed LOA form must be submitted to the Office of Student Affairs before the leave of absence is granted.

Students who wish to take a leave longer than the initial granted by the Dean must re-apply for an additional new LOA following the same LOA process.

Unapproved Leave of Absence

Any student on an Unapproved Leave of Absence is in violation of this policy and subject to possible disciplinary up to and including dismissal from the University.

Returning from a Leave of Absence

Students approved for a leave of absence may return to the COM and to classes without reapplying to the College of Osteopathic Medicine if the return is within the approved time frame as recorded in the Leave of Absence Approval letter and any relevant University approved extensions of such leave. Prior to returning to the College of Osteopathic Medicine, students are required to comply with all conditions for the student's return as stated in correspondence to the student by the University. A student granted a LOA with conditions may be required to meet with the Office of Student Affairs before returning to the College of Osteopathic Medicine. For LOA, students must submit their intent to return in writing to the University Registrar within thirty (30) calendar days of the anticipated return to the pre-clinical portion of the curriculum and thirty (30) calendar days for the clinical curriculum, for leaves that are longer than thirty (30) days in length. It is the student's ultimate responsibility to duly inform the administration of any delays to their return or needs for further extensions.

Students failing to return to the College of Osteopathic Medicine following the approved timeframe for the LOA will be considered to be on an Unapproved Leave of Absence and may be dismissed from the College of Osteopathic Medicine.

Abuse of the absence or leave request process is unprofessional and violates the University's Student Conduct and Professionalism policy. Abuse of such process includes but is not limited to: (1) dishonesty regarding the need for or use of leave and (2) submission of fraudulent documentation supporting the need for leave. Abuse of this policy may result in an appearance before the Student Progress Committee and could ultimately result in dismissal from the University.

Students returning from a LOA are still required to complete all the required elements for graduation is still necessary, in order to graduate and be granted the degree of Doctor of Osteopathic Medicine.

COM 1931 : Behavioral Health Clerkship

The clinical clerkship in Behavioral Health provides one required 4-week Core clerkship. This clerkship is designed to provide the student with an understanding of Psychiatric illness and treatment through the integration of didactic knowledge and clinical experiences. Students will receive exposure to a diverse community of patients in both ambulatory and required inpatient settings. The curriculum content is delivered to students via the learning management system web site. During the clerkship, students will access the learning website to review learning modules on topics appropriate for a third year Behavioral Health clerkship. A required end of clerkship shelf exam will be administered at the conclusion of this clerkship.

Credits 4

COM 1941 : Women's Health Clerkship

The clinical clerkship in Women's Health provides one required 4-week Core clerkship. This clerkship is designed to provide the student with an understanding of Women's Health through the integration of didactic knowledge and clinical experiences. Students will receive exposure to a diverse community of patients in both ambulatory and required inpatient settings. The curriculum content is delivered to students via the learning management system web site. During the clerkship, students will access the learning website to review learning modules on topics appropriate for a third year Women's Health clerkship. A required end of clerkship shelf exam will be administered at the conclusion of this clerkship.

Credits 4

COM 2001 : Community or Underserved Medicine Clerkship

The Community or Underserved Medicine clerkship is a required 4-week clerkship. This clerkship is designed to provide the student with clinical experience in a non-profit or public community-based health care clinic located in a medically underserved area or that provides services to a medically underserved population. Students will receive exposure to a diverse community of patients in both ambulatory and inpatient settings.

Credits 4

Student Services and Policies- Revisions

Student Rights and Responsibilities Policy

CHSU students have certain rights and responsibilities in connection with their status as students of CHSU.

Interestingly, the ongoing guarantee of these to all students is dependent upon all students' understanding and participation and promotion of these rights. The following list of rights and responsibilities of the typical full-time student constitutes, the Code of Student Rights and Conduct. (The rights of a student may vary according to the student's circumstances, individual status, residential, nonresidential, etc.).

Each student has the following rights and responsibilities:

- To be in a learning environment in which the campus and University facilities are maintained to promote cleanliness and safety while using the campus in such a way to promote cleanliness and safety.
- To electronically receive an University Catalog each academic year to better one's understanding of CHSU's rules and regulations.
- To drive and (space permitting) park on the campus by registering their vehicle with the facilities department and understanding traffic policies.
- To receive due process in academic judicial situations.
- To receive an education in a learning environment free from inappropriate harassment and access to a disciplinary system that will investigate and adjudicate allegations of inappropriate and harassing conduct.
- To be represented in the Student Government Association (SGA) and have the ability to voice opinions and ideas to SGA members and vote in elections for SGA officers.

- To join and participate in any or all student organizations for which they qualify for membership.
- To participate in student activities and cultural events consistent with the policies regarding each CHSU event.
- To maintain and expect from all others a mature and professional bearing in all CHSU- related social and academic environments, on- or off-campus.
- To maintain and expect from all students, faculty, and administration a high aiming standard of personal academic and social integrity.

Free Speech

Under this Rights and Responsibilities policy and California law, students have the constitutionally protected right of free expression and speech. CHSU believes that free speech and open communication are critical to its mission as an educational institution and therefore most speech and other forms of expression are protected.

However, the right of free speech and free expression is not unlimited. CHSU may set reasonable rules and regulations concerning the time, place, or manner in which students exercise the rights of free speech and free expression in order to ensure that the speech or expression do not unduly disrupt or otherwise interfere with the activities of CHSU. Additionally, speech and other forms of expression are not protected and may violate the Student Code of Conduct in the following circumstances:

- Speech that constitutes “hate speech” or harassment. Hate speech is the use of words or images to threaten or harass individuals or groups based on their ethnicity, gender, gender expression, race, religion, sexual orientation, or any other similar aspect of identity.
- Speech that constitutes “fighting words.” Fighting words are speech or expression that meets all of the following criteria: (1) the speech must be addressed at a specific individual or particular group of individuals; (2) the speech is abusive rather than a communication of ideas; and (3) when considered objectively, the speech was likely to provoke a violent reaction.
- Speech that incites or is intended to incite imminent lawless action.
- Speech that constitutes a “true threat.” A true threat is a statement that is intended to frighten or intimidate a specific person or group so that they believe the speaker will cause them to be injured or otherwise harmed. Expression that violates University rules, such as destruction or property, endangering others, assault, intentionally disrupting CHSU operations.

- Speech that misrepresents the individual’s position, role, or authority. For example, students, including club officers, and other members of the University community, are not permitted to speak on behalf of the University unless they have been specifically authorized to do so by the University President, or speak for CHSU unless specifically authorized to do so by the Dean. Students can, however, speak for themselves, provided that the speech does not violate any of the other rules set out in this section.

Student Mental Health Policy

The study of osteopathic medicine and other programs offered at CHSU, while rewarding, can also be challenging and stressful. California Health Sciences University is committed to providing its students with access to a system of counseling and mental healthcare. Students are taught healthy stress management and life balance skills early in the medical curriculum and students are encouraged to seek mental health assistance whenever necessary.

Counseling Services are available to students 24 hours a day, seven days a week, in a confidential manner through a combination of services which include on-site counseling services, AetnaSAP, and also an external Licensed Marriage and Family Therapist and a clinical psychologist.

CHSU Behavioral Health Services

General counseling services are offered to CHSU students from an on-site licensed therapist. The therapist is free to all CHSU students and provides confidential counseling services to students and families. Information relating to CHSU counseling support is made available to student through the website as well as the student handbook.

Students needing to set up an appointment to the counselor can do so by:

- Scheduling an appointment online at <https://chsu-mentalhealth-wellness.clientsecure.me>
- Calling the Behavioral Health Specialist phone number (559-546-6019) or confidentially email the CHSU BHS Lisa James LMFT at ljames@chsu.edu
- Leaving a voicemail or email providing name, callback number, reason for calling or emailing and a good time during the day for reaching out.

Reminder: In case of emergency, and/or the eminent threat of harm to self or others, call 911 for immediate assistance.

24 x 7 Counseling Services

Aetna SAP is a Student Assistance Program which provides confidential and professional guidance. Student can call Aetna SAP for counseling and referrals. Phone calls are answered by licensed counselors who have extensive clinical experience and are available 24 hours a day, seven days a week.

- Aetna SAP provides a toll-free number of which students can call at any time day or night and be connected directly to a trained counselor who triages the situation. The number provided for CHSU COM is specific to CHSU Students. Aetna SAP also provides a mobile app with additional resources that are available.
- Aetna SAP provides six (6) telephonic counseling session for each concern a student faces. Aetna SAP where applicable will make referrals to local counselors where the student resides who are part of the students health insurance network.
- Standard protocols govern the interaction and enables counselors to assess students and determine if emergency intervention is needed.
- Through the 24x7 hotline, Aetna SAP can provide health services, legal assistance and other various support services.

Additional Mental Health Services

CHSU has contracted with a Clinical Psychologist to provide psychological counseling. Dr. Audrey Punnett offers eight (8) clinical hours (45minute) appointments available on Mondays beginning at 12 noon and continuing on the hour thereafter. Students can call Dr. Punnett on 559-225-8963 to make an appointment. Dr. Punnett's appointments are all offsite.

CHSU has also contracted with a licensed LMFT, Zoua Xiong to provide additional counseling services for CHSU students. Student experiencing anxiety, depression, alcohol and substance abuse can reach out to her directly at zouaxiong@mft@gmail.com or call (559) 527-5883. Student can receive up to six sessions per issue.

These services are provided free of charge to CHSU students.

A list of this service and other behavioral health lines and service providers is also available on the student affairs page of the website.

Additional Behavioral Health Resources

Additional services for behavioral health can be found through the following:

Central Valley Suicide Prevention Hotline; phone: (800) 273-8255

Fresnocares.org

National Suicide Prevention Hotline 24/7 - call or text
988lifeline.org