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TITLE IX POLICY

The U.S. Department of Education's Office for Civil Rights enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive Federal financial assistance. Title IX states that: no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Scope of Title IX

Title IX applies to institutions that receive Federal financial assistance from the Department of Education, including state and local educational agencies. The main purpose of Title IX is to prohibit discrimination on the basis of sex in any education program or activity that is federally funded. Title IX is a landmark federal civil right that prohibits sex discrimination in education. It addresses discrimination against pregnant and parenting students and women in STEM (science, technology, engineering, and math) programs. It also addresses sexual harassment, gender-based discrimination, and sexual violence.

Definition of Sexual Harassment for Title IX Purposes

For Title IX purposes the following classifications are regarded as sexual harassment:

- **Gender discrimination** – or harassment based on someone's gender, unfair treatment based on gender, sexist attitudes and sex stereotyping, gender identity discrimination as covered by Title VII. Examples: gender-based bullying, derogatory or sexist remarks etc.
- **Sexual harassment** – unwanted sexual behavior, advances or requests for favors, unwelcome verbal, visual or physical conduct, offensive, severe and/or frequent remarks about someone's sex, harassment of sexual nature that impedes someone to participate in an education program. Examples: stalking, obscene calls, texts, emails, unwanted sexual jokes, inappropriate touching, intimidation etc.
- **Sex violence** – sexual assault, battery or coercion, attempted rape, rape, inappropriate touching, physical and/or aggressive sexual advances.
- **Retaliation** – a response to one's action or accusation, revenge reaction for a complaint, refusal to promote due to a complaint. Examples: demotion/denied promotion, firing, loss of benefits, unfair treatment due to complaint filed.
- **Hostile environment** – creation of adverse setting with a sexual nature, creation of intimidating or offensive environment that causes someone to be fearful, creation of environment that restricts a person's participation in programs, activities or jobs

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Process Overview

Any formal Title IX complaint shall be directed to the Title IX Coordinator, Renate Krogdahl, at renate.krogdahl@sofia.edu or 1.888.820.1484 ext.10200. If the complaint is deemed a Title IX violation, the Title IX Coordinator will thoroughly investigate, and appropriate measures will be taken. Sofia University takes any violation of Title IX complaint very seriously as it does not tolerate any sexual harassment in any of the programs offered, whether on campus or online. The Title IX Coordinator will promptly and confidentially contact the complainant and offer supportive measures. The identity of the complainant, respondent, and witnesses will be kept confidential, except as permitted by FERPA.

Title IX Complaint Process Overview

Any person that witnesses or experiences gender discrimination, sexual harassment or sex violence can file a complaint. Sofia University takes every report very seriously and investigates the complaint in order to ensure a fair and equitable study and workplace for all students, faculty and employees. Any complaint should be directed to the Title IX Coordinator, who will investigate and decide on the course of action. Below are the steps for a Title IX complaint:

- **Formal complaint received by Title IX Coordinator** – all formal complaints will be investigated
- **Optional informal resolution process** – discretionary, can be used when both parties give voluntary, informed, written consent to attempt informal resolution. Can only be utilized when there is a formal complaint.
- **Investigation** – Title IX investigator must be free from conflicts of interest and bias against both complainant and respondent. Sofia University can choose to assign a third party to investigate. Investigation must be fair, impartial and objective to all parties involved. There must be an investigative report detailing the process.
- **Live hearing** (if deemed necessary) – conducted by an appointed decision maker (cannot be the Title IX Coordinator) who must issue written determination of responsibility, which should include: evidence, allegations that constitute the sexual harassment, the steps of the formal complaint procedure, findings and conclusions as well as rationale used. It must also include bases for appeal and must be provided to both parties simultaneously.
- **Decision and remedial measures** – Sofia University will respond in a timely manner. Title IX Coordinator is responsible for implementing remedies. These must be aimed to allow complainant's continuous access to education and can include supportive measures.
- **Appeals** – bases for appeal must include: irregularity affecting the outcome, new evidence that may affect the outcome, conflict of interest discovered with Title IX personnel that may affect the outcome.

Sofia University is committed to implementing a policy that prohibits retaliation, whether through intimidation, threats, coercion or discrimination for making a complaint or taking part in the process. Retaliation does not have to be on the basis of sex or involve sexual harassment.

Staff Training

In order to ensure full Title IX compliance and best practices, Sofia University provides Title IX training for all its faculty and employees. This training is done through our certified partner Safe Colleges once per year, and each new hire has to complete the training within 90 days of employment. Title IX Committee members take part in more extensive training to ensure adequate knowledge of the process.

Sofia University's Sexual Misconduct (Title IX) Complaint Form

NOTE TO STUDENTS, STAFF, and FACULTY – Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination based on sex in education programs and activities. Title IX prohibits sexual harassment, sexual violence, relationship (dating or domestic) violence and stalking. This form is for reporting any or all incidents that fall under Title IX.

To file a complaint with Sofia University, please complete and send this form to renate.krogdahl@sofia.edu or call 1-888-820-1884 ext.10200 to arrange an appointment with the Title IX Coordinator.

Your complaint will be kept confidential to the greatest extent possible. However, because of the University's obligation to protect the safety and well-being of its campus community, it may be necessary for us to share details with those who have a legitimate need to know, and therefore we are unable to guarantee absolute confidentiality. HR and Student Services Offices will handle all sexual misconduct complaints. All students must send this form to:

Renate Krogdahl

Title IX Coordinator

Telephone (888) 820-1482 ext.10200

Renate.krogdahl@sofia.edu

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Please check boxes that apply to you:

☐ Student ☐ Staff ☐ Faculty ☐ Other (Please explain)

Complete the information requested below:

Information (Please Print)

First & Last Name:	
Sofia ID Number:	
Department/Major:	
Email address:	
Home Phone Number:	
Mobile Phone Number:	
Mailing Address:	

Preferred method of contact:

☐ Email ☐ Home Phone ☐ Mobile Phone ☐ Postal Mail

Type of complaint:

☐ Sexual misconduct ☐ Domestic Violence ☐ Dating Violence ☐ Stalking ☐ Other

Describe Event(s):

Please describe in as much detail as possible the event(s) that occurred. Include the name(s) of all the parties involved and the names of any witnesses or individuals who may have knowledge of the event(s). Use additional paper if you need to.

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Date of the Event(s):	
Location of the Event(s):	
Witnesses:	

Description of Events(s):

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I certify that the information I have provided in this complaint is true and correct.

Your signature: _____ Date: _____

Print Name: _____