

# Title IX Complaint Procedures

The University prohibits gender-based discrimination, harassment and sexual offenses, including rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking. Every participant in the Point University community – administrator, instructor, staff member and student – is responsible for ensuring that personal and professional conduct does not include or suggest discrimination, harassment or violence in any form. Every person is expected to act responsibly and for the welfare of others and the University community. The Title IX lead coordinator is Dr. Stacy Bartlett, Vice President for Enrollment Management.

## How to file a complaint regarding sexual misconduct, gender-based harassment, or gender-based discrimination:

Contact a Title IX area coordinator by email, phone, or in person:

- For a complaint regarding a student, notify the Assistant VP for Enrollment Management – Tiffany Wood, [tiffany.wood@point.edu](mailto:tiffany.wood@point.edu), 706-385-1019.
- For a complaint regarding a University employee or a third party, notify the Director of Human Resources – Margaret Hodge, [margaret.hodge@point.edu](mailto:margaret.hodge@point.edu), 706-385-1069.
- For a complaint regarding Athletics, notify the Assistant Athletic Director – Jonathan Lenarz, [jonathan.lenarz@point.edu](mailto:jonathan.lenarz@point.edu), 706-385-1420.

If a person cannot or would rather not contact one of the listed area coordinators, the University encourages the complainant to contact a Point administrator, faculty or staff member of the complainant's choice.

Be prepared to complete a report, in writing or verbally. The University encourages and provides reasonable assistance to students and employees who wish to file a complaint, whether the offense occurred on or off campus, including the upholding of the complainant's rights and keeping the information as private as possible.

University personnel must report sexual misconduct to a University authority and must report child sexual abuse (children are under 18 years of age) to the civil/criminal authorities.

## The complaint process:

Investigation – After a Title IX complaint is submitted, the appropriate area coordinator conducts an investigation. Title IX requires the investigation of all alleged sexual misconduct.

Report and Recommendation – After the investigation, the area coordinator [1] resolves the complaint, when possible, and reports the results of the investigation and resolution to the Title IX lead coordinator, or [2] makes a recommendation to the Title IX lead coordinator regarding additional investigation, corrective action, and/or a disciplinary process.

Enforcement and Monitoring – The disciplinary process for students is conducted according to *The Point University Honor Code*. The disciplinary process for employees is conducted according to the *Employee Handbook*. The Title IX area coordinators are responsible for regular reviews and reports to ensure that all resolutions in their areas are implemented. The Title IX Lead Coordinator is responsible for ensuring that all cases of sexual misconduct, gender-based harassment, or gender-based discrimination are resolved appropriately and that any changes or disciplinary decisions are carried out.

Point University strictly prohibits any form of retaliation against a person who in good faith makes a complaint regarding any conduct that he or she reasonably believes to be discrimination, harassment or sexual misconduct. Notify the Director of Human Resources regarding any occurrence of retaliation.