

Every student, staff and faculty has the right to work and learn in a safe environment. This includes an environment free from sex and gender discrimination, including sexual assault, relationship or intimate partner violence, stalking, sexual harassment, and/or other sexual misconduct. All members of the campus community, including contracted employees, are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Knowing your options, rights and resources that can help will make this a better community for everyone. I am here to help with the resources that are available. Together, we are committed to preventing sexual harassment, sexual violence, and other forms of sexual misconduct on our campus.

The Title IX Coordinator oversees compliance with all aspects of this policy and questions should be related directly to them. If you would like to speak with someone confidentially about your reporting options or experience, please contact one of the following resources:

#### On-Campus

1. Title IX Coordinator: Michele Lively at: [stopdiscrimination@aviator.edu](mailto:stopdiscrimination@aviator.edu).

#### Off- Campus

1. If you have an immediate health or safety concern please dial 9-1-1.
2. Sexual Assault Assistance Program of the Treasure Coast  
411 S. 2nd Street, Fort Pierce  
(772) 462-1306 or 1-866-828-7273  
<https://sexualassaultassistanceprogram.org>
3. St. Lucie County Sheriff's Office Victim Assistance  
4700 W. Midway Road, Fort Pierce  
772-462-3617  
<https://www.stluciesheriff.com/228/Victim-Services>
4. Office for Civil Rights (OCR)  
Customer Service Hotline (800) 421- 3481  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)  
Web: <http://www.ed.gov/ocr>
5. National Sexual Assault Telephone Hotline 800-656-4673 (HOPE) RAINN
6. Abuse Counseling and Treatment Center (ACT) 24 hour hotline 239-939-3112
7. Department of Education (415) 486-5555

Incidents can also be reported using the Harassment/Discrimination Complaint form found on the last link in this website.

Michele Lively  
Title IX Coordinator  
Aviator College

Link 2 What is Title IX?

**What is Title IX?**

Title IX of the Education Amendments of 1972 prohibits sex discrimination in educational programs and activities:

*"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."*  
20 U.S.C. § 1681 & 24 C.F.R. Part 106.

Aviator College does not discriminate on the basis of gender, sexual orientation, age, physical disability, race, creed or religion in its admission to the College or treatment in its programs, activities, advertising, training, placement, or employment. Ms. Michele Lively is the Coordinator of Title IX, the Education Amendments Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. All inquiries or complaints under the sex discrimination provision of Title IX should be directed to the Title IX Coordinator at [stopdiscrimination@aviator.edu](mailto:stopdiscrimination@aviator.edu).

Who needs to comply with Title IX?

- Aviator faculty, staff and administration
- Aviator College Students
- All members of the Aviator College community

Link 3 Definitions

### **Policy Definitions**

In compliance with the Violence Against Women Reauthorization Act of 2013 ("VAWA"), the Clery Act, and Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973, the College uses specific definitions of sexual assault and sexual abuse. The College incorporates the State and Federal definitions of several other important terms, including domestic violence, dating violence, and stalking. Aviator College recognizes that sexual assault, domestic violence, dating violence, and stalking are not gender-specific crimes.

Aviator College is committed to maintaining an environment conducive to learning for all students and a professional workplace free from harassment and discrimination for its students, faculty and staff.

Aviator College will not tolerate harassment or discrimination on the basis of sex, race, color, national origin, age, religion, disability, sexual orientation, or any other trait or characteristic protected by any applicable federal, state, or local law or ordinance.

Harassment or discrimination on the basis of sex or any other protected characteristic may affect the terms and conditions of employment or interfere with a student's work or academic performance and create an intimidating or hostile environment for that employee or student. As such, harassment or discrimination on the basis of any protected trait or characteristic is contrary to the values of Aviator College, is a violation of College policy applicable to faculty, administration, and staff and is a violation of the Student Code of Conduct.

Harassment is a form of discrimination. There is a broad range of behavior that could constitute harassment. In general, harassment is any verbal or physical conduct that:

- has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
- has the purpose or effect of unreasonably interfering with an individual's work performance; or,
- adversely affects an individual's employment opportunities.

Sexual misconduct is “unwelcome conduct determined to be severe, pervasive and objectively offensive”.

Examples of unacceptable harassment or discriminatory behavior include, but are not limited to, the following:

- physical, emotional, or mental abuse
- racial, religious, ethnic, or gender-based or sexual insults
- derogatory ethnic, religious, or sexual jokes or slurs
- unwelcome sexual comments or advances
- taunting intended to provoke an employee
- requests for sexual favors used as a condition of employment or affecting any personnel decisions such as hiring, promotion, or compensation
- unwanted physical contact such as pinching, grabbing, rubbing, etc.

### **Title IX Terms and Definitions**

**Complainant/Reporter** — The term used for an individual who files a complaint under the College’s Civil Rights Equity & Sex/Gender-Based Harassment, Discrimination and Sexual Misconduct Policy.

**Responding Party/Respondent** — The person or persons responding to an allegation of a Civil Rights violation.

**Preponderance of the evidence** — The standard of proof that must be used in the College’s Title IX resolution process, including fact finding and resolution procedures for resolving complaints of sexual violence. The preponderance of the evidence standard requires proving it is more likely than not that sexual violence occurred.

**Bystander Intervention** — The bystander intervention model focuses on helping community members understand and become more sensitive to issues of sexual assault, domestic violence, dating violence, and stalking by teaching prevention and interruption skills. The bystander role includes interrupting situations that could lead to assault before it happens or during an incident; speaking out against social norms that support sexual assault, domestic violence, dating violence, and stalking; and having skills to be an effective and supportive ally to survivors.

**Title IX Coordinator** — The administrator designated by the College to oversee all Title IX complaints, identify and address any patterns or systemic problems that arise during the review of such complaints, and assure the College is compliant with federal regulations including policies and procedures on addressing any civil right or sex/gender-based harassment, discrimination, and sexual misconduct.

**Title IX Investigator** — A trained administrator who will investigate reports or notice of discrimination and/or harassment by students, faculty, staff, or administration and will provide a detailed report to the Title IX Coordinator for review.

**Title IX Advisor** — An advisor is a support person who may accompany a reporter or respondent throughout the Title IX process. Advisors may be a friend, mentor, family member, professor, attorney or any other person who is available. The Title IX Coordinator provides a list of trained Advisors from which a reporter or respondent may choose, should they so desire.

**Bullying — (including cyber bullying)** is repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally that is not speech or conduct otherwise protected by the First Amendment on the basis of actual or perceived membership in a protected class.

**Coercion** — unreasonable pressure for sexual activity, continued pressure beyond that point can be coercive. When person “A” makes it clear they do not want to engage in sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure by person “B” is considered coercion.

**Consent** — An explicitly communicated, reversible mutual agreement in which all parties are capable of making a decision. Consent is informed, voluntary, and actively given and exists when all parties exchange mutually understandable affirmative words or behavior indicating their agreement to participate voluntarily in sexual activity. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other form of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. Consent can be withdrawn once given, as long as that withdrawal is clearly communicated. In order to give consent, one must be of legal age. Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.

**Incapacitation** — the inability, temporarily or permanently, to give consent, because the individual is mentally and/or physically impaired, from developmental disability, by alcohol or other drug consumption, either voluntarily or involuntarily, or the individual is unconscious, asleep, involuntarily physically restrained, or otherwise unaware that the sexual activity is occurring. An individual is incapacitated when s/he is not able to make rational, reasonable judgments, such as demonstrating that they are unaware of where they are, how they got there, or why or how they became engaged in a sexual activity. Where alcohol is involved, incapacitation is a state beyond drunkenness or intoxication. Some indicators of incapacitation may include, but are not limited to, lack of control over physical movements (such as walking without assistance), being unaware of circumstances or surroundings, or being unable to communicate for any reason.

**Discrimination** — the unjust or prejudicial treatment of people based on their ERAU protected class: race, color, national origin, sex, gender identity, gender expression, sexual orientation, disability, veteran status, predisposing genetic characteristic, age, religion, pregnancy status

**Force** — the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcomes free will or resistance or that produces consent.

**Hazing** — acts likely to cause physical or psychological harm or social ostracism to any person within the College community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the Hazing Policy) on the basis of actual or perceived membership in a protected class. Hazing is also illegal under Florida State law..

**Intimidation** — implied threats or acts that cause an unreasonable fear of harm in another on the basis of actual or perceived membership in a protected class.

**Intimate Partner Violence** — Dating violence, domestic violence, or relationship violence. Intimate partner violence includes physically, sexually, economically and/or psychologically abusive behavior that arises in the form of a direct violent act, or indirectly as acts that expressly or implicitly threaten violence. Intimate partner violence also occurs when one partner attempts to maintain power and control over the other through one or more forms of abuse, including sexual, physical, verbal, or emotional abuse.

**Sexual Harassment** — unwelcome sexual advances, requests for sexual favors, and other sex-based and/or gender-based physical, written, visual, or verbal conduct of a sexual nature where: 1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or 2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual; or 3. Such conduct has the purpose or effect of: a. unreasonably interfering with an individual's academic, social or professional performance; or b. creating an intimidating, hostile, or demeaning employment or educational environment.

**Stalking** — a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome, AND would cause a reasonable person to feel fear.

**Retaliation** — attempts or acts to seek retribution including, but not limited to, any form of intimidation, reprisal, harassment, depriving participation in activities, or intent to prevent participation in College proceedings under this Policy. Retaliation may include continued abuse or violence, other harassment, and slander and libel. Retaliation against an individual for an allegation, for supporting a reporting party or for assisting in providing information relevant to an allegation is a serious violation of College policy.

**Sexual Exploitation** — an act or omission to act that involves taking non-consensual, unjust, humiliating, or abusive sexual advantage of another, either for his or her own advantage or to benefit or advantage anyone other than the Complainant party. Examples of sexual exploitation include, but are not limited to:

- Creating a picture(s), movie(s), webcam, tape recording(s), graphic written narrative(s), or other means of memorializing sexual behavior or a state of undress of another person without the other's knowledge and consent;
- Sharing items described in the paragraph above beyond the boundaries of consent where consent was given. For example, showing a picture to friends where consent to view it was given for oneself only or in retaliation for a relationship ending, the material is posted in a public area online or otherwise;
- Observing or facilitating observation by others of sexual behavior or a state of undress of another person without the knowledge and consent of that person;
- "Peeping Tom" or voyeuristic behaviors;
- Engaging in sexual behavior with knowledge of an illness or disease (HIV, STD, or STI) that could be transmitted by the behavior without full and appropriate disclosure to the partner(s) of all health and safety concerns;
- Engaging in or attempting to engage others in "escort services" or "dating services" which include or encourage in any way sexual behavior in exchange for money or other benefit or reward;
- Intentionally, knowingly, or surreptitiously providing drugs or alcohol to a person for the purpose of sexual exploitation; or
- Exposing another person to pornographic material without the person's advance knowledge or consent. Going beyond the boundaries of consent (such as letting your friend hide in the closet to watch you having consensual sex);
- Intentionally or recklessly exposing one's genitals in non-consensual circumstances; inducing another to expose their genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

**Sanctions** — Sanctions are mandates that come out of being found responsible for a policy violation. Possible student sanctions include warning, probation, housing move, housing suspension, suspension, dismissal, withholding diploma, organizational sanctions, educational opportunities, or other actions. Possible employee sanctions include written warning, performance improvement plan, referral to the employee assistance program, required training or education, removal from roles of supervision or advising, demotion, loss of annual pay increase, suspension without pay, suspension with pay, revocation of tenure, or termination.

**Records** — Records of all grievances and resolutions will be kept by the Title IX Coordinator indefinitely in the Title IX Coordinator database.

### Definitions of Sexual Misconduct under Florida Law

Sexual Assault is any unwanted physical contact of a sexual nature that occurs either without the consent of each participant or when a participant is unable to give consent freely. Sexual assault can occur either forcibly and/or against a person's will, or when a person is unable to give consent freely. Non-consensual sexual intercourse is any form of sexual intercourse (vaginal, anal or oral) with any object without consent. Non-consensual sexual contact is any intentional sexual touching, however slight, with any object without a person's consent. Florida law provides the following definitions with respect to incidents of sexual assault:

Fla. Stat. § 794.011 Sexual battery.—

(1) As used in this chapter:

(a) "Consent" means intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the offender.

(b) "Mentally defective" means a mental disease or defect which renders a person temporarily or permanently incapable of appraising the nature of his or her conduct.

(c) "Mentally incapacitated" means temporarily incapable of appraising or controlling a person's own conduct due to the influence of a narcotic, anesthetic, or intoxicating substance administered without his or her consent or due to any other act committed upon that person without his or her consent.

(d) "Offender" means a person accused of a sexual offense in violation of a provision of this chapter.

(e) "Physically helpless" means unconscious, asleep, or for any other reason physically unable to communicate unwillingness to an act.

(f) "Retaliation" includes, but is not limited to, threats of future physical punishment, kidnapping, false imprisonment or forcible confinement, or extortion.

(g) "Serious personal injury" means great bodily harm or pain, permanent disability, or permanent disfigurement.

(h) "Sexual battery" means oral, anal, or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by any other object; however, sexual battery does not include an act done for a bona fide medical purpose.

(i) "Victim" means a person who has been the object of a sexual offense.

(j) "Physically incapacitated" means bodily impaired or handicapped and substantially limited in ability to resist or flee.

(2)(a) A person 18 years of age or older who commits sexual battery upon, or in an attempt to commit sexual battery injures the sexual organs of, a person less than 12 years of age commits a capital felony \* \*

(b) A person less than 18 years of age who commits sexual battery upon, or in an attempt to commit sexual battery injures the sexual organs of, a person less than 12 years of age commits a life felony, \* \* \* .

(3) A person who commits sexual battery upon a person 12 years of age or older, without that person's consent, and in the process thereof uses or threatens

to use a deadly weapon or uses actual physical force likely to cause serious personal injury commits a life felony \* \* \*.

(4)(a) A person 18 years of age or older who commits sexual battery upon a person 12 years of age or older but younger than 18 years of age without that person's consent, under any of the circumstances listed in paragraph (e), commits a felony of the first degree \* \* \*.

(b) A person 18 years of age or older who commits sexual battery upon a person 18 years of age or older without that person's consent, under any of the circumstances listed in paragraph (e), commits a felony of the first degree\* \* \*.

(c) A person younger than 18 years of age who commits sexual battery upon a person 12 years of age or older without that person's consent, under any of the circumstances listed in paragraph (e), commits a felony of the first degree

(e) The following circumstances apply to paragraphs

(a)-

(d):

1. The victim is physically helpless to resist.
2. The offender coerces the victim to submit by threatening to use force or violence likely to cause serious personal injury on the victim, and the victim reasonably believes that the offender has the present ability to execute the threat.
3. The offender coerces the victim to submit by threatening to retaliate against the victim, or any other person, and the victim reasonably believes that the offender has the ability to execute the threat in the future.
4. The offender, without the prior knowledge or consent of the victim, administers or has knowledge of someone else administering to the victim any narcotic, anesthetic, or other intoxicating substance that mentally or physically incapacitates the victim.
5. The victim is mentally defective, and the offender has reason to believe this or has actual knowledge of this fact.
6. The victim is physically incapacitated.
7. The offender is a law enforcement officer, correctional officer, or correctional probation officer as defined in s.943.10(1), (2), (3), (6), (7), (8), or (9), who is certified under s. 943.1395 or is an elected official

exempt from such certification by virtue of s. 943.253, or any other person in a position of control or authority in a probation, community control, controlled release, detention, custodial, or similar setting, and such officer, official, or person is acting in such a manner as to lead the victim to reasonably believe that the offender is in a position of control or authority as an agent or employee of government.

(5)(a) A person 18 years of age or older who commits sexual battery upon a person 12 years of age or older but younger than 18 years of age, without that person's consent, and in the process does not use physical force and violence likely to cause serious personal injury commits a felony of the first degree\* \* \*.

(b) A person 18 years of age or older who commits sexual battery upon a person 18 years of age or older, without that person's consent, and in the process does not use physical force and violence likely to cause serious personal injury commits a felony of the second degree \* \* \*.

(c) A person younger than 18 years of age who commits sexual battery upon a person 12 years of age or older, without that person's consent, and in the process does not use physical force and violence likely to cause serious personal injury commits a felony of the second degree

\* \* \*

(8) Without regard to the willingness or consent of the victim, which is not a defense to prosecution under this subsection, a person who is in a position of familial or custodial authority to a person less than 18 years of age and who:

(a) Solicits that person to engage in any act which would constitute sexual battery under paragraph (1)(h) commits

a felony of the third degree \* \* \*.

(b) Engages in any act with that person while the person is 12 years of age or older but younger than 18 years of age which constitutes sexual battery under paragraph (1)(h) commits a felony of the first degree \* \* \*.

(c) Engages in any act with that person while the person is less than 12 years of age which constitutes sexual battery under paragraph (1)(h), or in an

attempt to commit sexual battery injures the sexual organs of such person commits a capital or life felony \* \* \*.

(9) For prosecution under paragraph (4)(a), paragraph (4)(b), paragraph (4)(c), or paragraph (4)(d) which involves an offense committed under any of the circumstances listed in subparagraph (4)(e)7., acquiescence to a person reasonably believed by the victim to be in a position of authority or control does not constitute consent, and it is not a defense that the perpetrator was not actually in a position of control or authority if the circumstances were such as to lead the victim to reasonably believe that the person was in such a position.

(10) A person who falsely accuses a person listed in subparagraph (4)(e)7. or other person in a position of control or authority as an agent or employee of government of violating paragraph (4)(a), paragraph (4)(b), paragraph (4)(c), or paragraph (4)(d) commits a felony of the third degree \* \* \*.

As described above, in certain circumstances it is an element of the offense that the sexual act was committed without the victim's consent. As set forth in Florida Statute Section 794.011(1)(A), "consent" means intelligent, knowing, and voluntary consent and does not include coerced submission. "Consent" shall not be deemed or construed to mean the failure by the alleged victim to offer physical resistance to the Offender.

Florida law provides the following definitions with respect to Stalking:

Fla. Stat. § 784.048. Stalking; definitions; penalties.

(1) As used in this section, the term:

(a) "Harass" means to engage in a course of conduct directed at a specific person which causes substantial emotional distress to that person and serves no legitimate purpose.

(b) "Course of conduct" means a pattern of conduct composed of a series of acts over a period of time, however short, which evidences a continuity of purpose. The term does not include constitutionally protected activity such as picketing or other organized protests.

(c) "Credible threat" means a verbal or nonverbal threat, or a combination of the two, including threats delivered by electronic communication or implied by a pattern of conduct, which places the person who is the target of the threat in reasonable fear for his or her safety or the safety of his or her family members or individuals closely associated with the person, and which is made with the apparent ability to carry out the threat to cause such harm. It is not necessary to prove that the person making the threat had the intent to actually carry out the threat.

The present incarceration of the person making the threat is not a bar to prosecution under this section.

(d) "Cyberstalk" means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

(2) A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of stalking, a misdemeanor of the first degree \* \* \*.

(3) A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person and makes a credible threat to that person commits the offense of aggravated stalking, a felony of the third degree \* \* \*.

(4) A person who, after an injunction for protection against repeat violence, sexual violence, or dating violence pursuant to s. 784.046, or an injunction for protection against domestic violence pursuant to s. 741.30, or after any other court-imposed prohibition of conduct toward the subject person or that person's property, knowingly, willfully, maliciously, and repeatedly follows, harasses, or cyberstalks another person commits the offense of aggravated stalking, a felony of the third degree \* \* \*.

(5) A person who willfully, maliciously, and repeatedly follows, harasses, or cyberstalks a child under 16

years of age commits the offense of aggravated stalking, a felony of the third degree \* \* \*.

(6) A law enforcement officer may arrest, without a warrant, any person that he or she has probable cause to believe has violated this section.

Florida law provides the following definitions with respect to Domestic Violence:

Fla. Stat. § 741.28. Domestic violence; definitions  
(2) "Domestic violence" means any assault, aggravated assault, battery, aggravated battery, sexual assault, sexual battery, stalking, aggravated stalking, kidnapping, false imprisonment, or any criminal offense resulting in physical injury or death of one family or household member by another family or household member.  
(3) "Family or household member" means spouses, former spouses, persons related by blood or marriage, persons who are presently residing together as if a family or who have resided together in the past as if a family, and persons who are parents of a child in common regardless of whether they have been married. With the exception of persons who have a child in common, the family or household members must be currently residing or have in the past resided together in the same single dwelling unit.

Florida law provides the following definitions with respect to Dating Violence:

Fla. Stat. § 784.046(d). "Dating violence" means violence between individuals who have or have had a continuing and significant relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on the consideration of the following factors:

1. A dating relationship must have existed within the past 6 months;
2. The nature of the relationship must have been characterized by the expectation of affection or sexual involvement between the parties; and
3. The frequency and type of interaction between the persons involved in the relationship must have included that the persons have been involved over time and on a continuous basis during the course of the relationship.

The term does not include violence in a casual acquaintanceship or violence between individuals who only have engaged in ordinary fraternization in a business or social context.

### **Sexual Harassment of Employees and Students:**

All members of Aviator College have the right to work and study in an environment free of discrimination, including freedom from sexual harassment. The intent of this policy is to foster responsible behavior in a working and academic environment free from discrimination and harassment.

Thus, Aviator College strongly disapproves of and forbids the sexual harassment of employees, staff, or students, and will not tolerate sexual assault in any form, including rape.

Sexual harassment of an employee by another employee can include:

- unwelcome sexual advances,

- requests for sexual favors, or
- other verbal or physical conduct of a sexual nature when...
  - (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
  - (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such an individual, or
  - (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment of a student by an employee can include:

- unwelcome sexual advances,
- requests for sexual favors, or
- other verbal or physical conduct of a sexual nature when...
  - (1) submission to such conduct is made either explicitly or implicitly a factor or condition of the employee's evaluation of the student or of any decision by the employee concerning the student's academic, co-curricular, or residential status at the College or
  - (2) such conduct has the purpose or effect of unreasonably interfering with the student's performance or participation in the academic, co-curricular, internship, or other programs of the College.

Sexual harassment of a student by a student is a violation of the Student Code of Conduct and consists of unwelcome sexual advances or threats, deliberate or careless use of offensive or demeaning terms that have sexual connotations or are gender-based, repeated and unwelcome requests for sexual favors or a romantic relationship, repeated and unwelcome letters, phone calls, or e-mails of a sexual or romantic nature, sexually motivated physical contact, or other verbal, electronic, or physical conduct or communication of a sexual nature.

The Student Code of Conduct also prohibits students from making false statements:

### ***Interference with Disciplinary Proceedings***

Noncompliance with the Student Disciplinary System, including, but not limited to:

- i. Failure to appear before the Dean of Student Services, Discipline Committee, or other College officials when requested to do so.
- ii. Falsification, distortion, or misrepresentation of information before a Discipline Committee
- iii. Disruption or interference with the orderly conduct of a disciplinary hearing.
- iv. Knowingly making false accusations of student misconduct without cause.
- v. Attempting to influence the impartiality of a member of a Discipline Committee prior to, and/or during the course of, the disciplinary hearing.
- vi. Attempting to influence the impartiality of a member of a Discipline Committee prior to, and/or during the course of, the disciplinary hearing.
- vii. Harassment (verbal or physical) and/or intimidation of a member of a Disciplinary Committee prior to, during, and/or after a disciplinary hearing.
- viii. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
- ix. Influencing or attempting to influence another person to commit an abuse of the student discipline system.

### **Risk Reduction**

When we talk about sexual assault it is important to be clear that the responsibility for the assault lies with the perpetrator. As we move forward, however, it is important to focus on the things that we can all do to keep ourselves and others safe.

As individuals we can:

- Make arrangements to travel with friends to minimize vulnerability.
- Trust our intuition and do not hesitate to call for help if we are feeling uneasy.
- As community members witnessing a dangerous situation, we can:
- Call someone in authority.
- Tell another person. Being with others is a good idea when a situation looks dangerous.
- Yell for help.
- Ask a friend in a potentially dangerous situation if he/she wants to leave and then make sure that he/she gets home safely.
- Remember that perpetrators often target people who are incapacitated.

All reported sexual harassment of a student, faculty, or staff will be referred to the Title IX Coordinator for adjudication, including the appeals process, under the Policy on Sexual Misconduct, Sexual Harassment and Sexually Inappropriate Behaviors. These policies are available in the Aviator College Student Handbook and the Aviator College Employee Handbook.

Link 4 Reporting Procedures

### **Reporting, Investigation, and Resolution of Harassment and Discrimination Violations:**

Any individual who believes he or she has been a victim of harassment and/or discrimination in any form by an employee, student or visitor of the College should bring the matter to the College's designated Title IX Coordinator, Michele Lively, via email at [stopdiscrimination@aviator.edu](mailto:stopdiscrimination@aviator.edu). All members of the faculty and administration and all supervisors are required to immediately report incidents of harassment and/or discrimination, including those involving students that they observe or of which they become aware, to the Title IX Coordinator.

All complaints will be promptly, thoroughly, and impartially investigated. The Title IX Coordinator will also notify all involved parties and advise them that retaliation is prohibited. Not only College policy but also federal and state anti-discrimination laws prohibit retaliation against anyone involved (complainant, respondent, witness, etc.) in the investigation of a claim of harassment and/or discrimination. No person will retaliate against any person who reports alleged sexual or other unlawful harassment and/or discrimination or who testifies, assists, cooperates, or participates in an investigation or other proceeding related to making a sexual or other unlawful harassment and/or discrimination complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Reporting is an individual choice. You have the right to report any behavior that feels inappropriate or unwelcome. When a member of the Aviator community contacts the Title IX Coordinator or completes a formal complaint, the coordinator will:

1. Conduct a real-time safety assessment to provide immediate support or safety planning if needed

2. Connect the person with a confidential advocate who can help explain their rights and options and provide ongoing support, if necessary
3. If an individual situation is determined to be severe, ongoing, or systematic, the Title IX Coordinator will work with relevant college partners to determine the need for formal action going beyond providing support, resources, and reporting options.

### **Reporting to the Institute**

Aviator College strongly encourages all members of the school community to report information about any incident of sexual misconduct as soon as possible. An incident of sexual misconduct may be reported directly to the Title IX Coordinator. Aviator College will respond to all reports in a manner that treats each individual with dignity and respect and will take prompt responsive action to end any misconduct, prevent its recurrence, and address its effects.

### **Reporting to Law Enforcement**

An incident of sexual misconduct can be reported to law enforcement at any time, 24 hours a day/7 days a week, by calling 911. At the complainant's request, Aviator will assist the complainant in contacting law enforcement. If the complainant decides to pursue the criminal process, the school will cooperate with law enforcement agencies to the extent permitted by law. A complainant has the option to decide whether or not to participate in any investigation conducted by law enforcement. Filing a police report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests
- Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- Assure the victim has a referral to confidential counseling from counselors specifically trained in the area of sexual assault

### **Reporting of Crimes & Annual Security Reports**

Campus safety and security are important issues at Aviator College. Our goal is to provide students with a safe environment in which to learn and to keep students, parents, and employees well informed about campus security. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or Clery Act, requires institutions of higher education to record and report certain information about campus safety, including the number of incidents of certain crimes on or near campus, some of which constitute sexual misconduct under this Policy.

### **Privileged and Confidential Communications – Professional & Pastoral Counselors**

Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim's permission. Aviator College does not provide professional or pastoral counseling, but can assist a victim of sexual misconduct in obtaining support services from these groups or agencies. A victim who at first requests confidentiality may later decide to file a complaint with Aviator College or report the incident to local law enforcement, and thus have the incident fully investigated.

NOTE: While these professional and pastoral counselors and advocates may maintain a victim's confidentiality vis-à-vis Aviator College, they may have reporting or other obligations under state Law.

ALSO NOTE: If Aviator College determines that the alleged perpetrator(s) pose a serious and

immediate threat to the school community, Administration may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

### **Reporting to Title IX Coordinator**

When a victim tells the Title IX Coordinator about an incident of sexual misconduct, the victim has the right to expect Aviator College to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

To the extent possible, information reported to the Title IX Coordinator will be shared only with people responsible for handling the school's response to the report. The Title IX Coordinator should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

Before a victim reveals any information to the Title IX Coordinator, the Coordinator should ensure that the victim understands the Coordinator's reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources. If the victim wants to tell the Title IX Coordinator what happened but also maintain confidentiality, the Coordinator should tell the victim that Aviator College will consider the request, but cannot guarantee that the school will be able to honor it.

The Title IX Coordinator will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for Aviator College to fully investigate an incident. By the same token, the Title IX Coordinator will not pressure a victim to make a full report if the victim is not ready to.

### **Requesting Confidentiality From Aviator College: How the School Will Weigh the Request and Respond.**

If a victim discloses an incident to the Title IX Coordinator but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, Aviator College must weigh that request against the school's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If Aviator College honors the request for confidentiality, a victim must understand that the school's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

Although rare, there are times when Aviator College may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

The Title IX Coordinator will evaluate requests for confidentiality. When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

The increased risk that the alleged perpetrator will commit additional acts of sexual misconduct or other violence, such as:

- whether there have been other sexual misconduct complaints about the same alleged perpetrator;

- whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
- whether the alleged perpetrator threatened further sexual misconduct or other violence against the victim or others;
- whether the sexual misconduct was committed by multiple perpetrators;
- whether the sexual misconduct was perpetrated with a weapon;
- whether the victim is a minor;
- whether Aviator College possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence);
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead Aviator College to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the school will likely respect the victim's request for confidentiality.

### **Amendments**

Aviator College may amend the Policy or the Procedures from time to time. Nothing in the Policy or Procedures shall affect the inherent authority of Aviator College to take such actions as it deems appropriate to further the educational mission or to protect the safety and security of the school community.

[Link 5 Investigation Process if Student Complainant](#)

## **Overview of the Investigation Process If Student Complainant**

### **Step 1 - Contacting a Reporting Office**

You may contact the Title IX Coordinator via email or phone to answer any questions or set up an appointment with an investigator. You would only need to share what you are comfortable with during the initial conversation. Aviator College will respect your wishes on whether or not you want to involve law enforcement.

### **Step 2 - Timing Considerations**

Deciding if and when to report sexual harassment, sexual violence, or other sexual misconduct is a personal decision. There is no right or wrong time to report; however, the timing could affect the College's ability to respond. For example, reporting after graduation, after a staff member has resigned, or during finals week.

The time frames may be extended for good cause as necessary to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, accommodate delays by the parties, account for school breaks or vacations, or address other legitimate reasons, including the complexity of the investigation (including the number of witnesses and volume of information provided by the parties) and the severity and extent of the alleged conduct. Any extension of the timeframes, and the reason for the extension, will be shared with the parties in writing. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

Where necessary, Aviator College will take immediate steps to protect complainants pending the final outcome of an investigation, including academic accommodations and other interim measures. These steps may include the ability to change class schedules; withdraw from/retake a class without

penalty; access academic support such as tutoring; issue no contact orders; and change the alleged perpetrator's class schedule.

### **Step 3 - Meeting with an Investigator**

If you choose to meet with an investigator, you may be accompanied by a confidential advocate. Both the complainant and the respondent are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advocate support person of their choice, provided the involvement of such advocate does not result in the postponement or delay of such meeting as scheduled.

The investigator will also be familiar with the College policies and can provide you that information. After the investigator reviews the information provided, you will be informed on the actions the College will be taking and whether an investigation will be opened. Immediate supportive or protective measures might be implemented while the investigation is pending, such as, but not limited to:

- No contact orders
- Living arrangement adjustments
- Academic support
- Providing campus escort
- Academic or work schedule and assignment accommodations
- Safety planning
- Interim suspension
- Modifications to class/work schedules

### **Step 4 - Overview of Investigation Process:**

- After meeting with you, the investigator provides official notice of the allegations to the respondent (person being accused of misconduct)
- The investigator thoroughly interviews the parties - you, the respondent, and any witnesses. The investigator may ask for relevant information from any witnesses such as emails, tests, or social media.
- The investigator analyzes the evidence and information provided by both parties and witnesses during interviews and through documents.
- The investigator makes a decision on whether a full live hearing with cross examination will be initiated. Cross examination is only conducted by the advisors and not the parties involved. It is also allowed that either party may request to remain in separate rooms with cross examination conducted remotely.
- If the investigator can make a decision that a conduct code was violated, they may immediately impose sanctions such as loss of privileges, no-contact directive, written warning, housing suspensions, probation, suspension, dismissal, or other.
- If a closed full live hearing is initiated, a hearing officer will conduct the hearing and make a decision on whether the student code was violated. In cases where either the requestor or respondent opts to not participate in the hearing, the panel may still hear from the other. Additional hearing rules include:
  1. Questioning. Only the panel may ask questions of the complainant and respondent and any witnesses. Both the complainant and respondent will have the opportunity to suggest questions of the other and of witnesses by submitting suggested questions to the panel in writing. The panel may revise or not ask any or all submitted questions.
  2. Information Regarding Romantic or Sexual History. The panel will not consider the romantic or sexual history of either the complainant or respondent in cases involving allegations of sexual misconduct, except for testimony offered by one or the other about the complainant's and respondent's shared sexual history that the panel deems relevant. If such information is offered by

the complainant or respondent, the other has the right to respond. The existence of a prior consensual dating or sexual relationship between the complainant and respondent by itself does not support an inference of consent to alleged sexual misconduct.

3. Prior Conduct Violations. The hearing panel will not consider the respondent's prior conduct violations, unless the investigator provided that information to the hearing panel because the respondent was previously found to be responsible, and the previous incident was substantially similar to the present allegation(s) and/or the information indicates a pattern of behavior by the respondent.

A hearing will be recorded, but is not open to the public. Aviator College will keep an audio recording of the hearing for the use of the panel, for sanctioning, and for purposes of appeal. The panelists may request a transcript of the recording. Cell phones and recording devices may not be used in the hearing room(s) unless approved by the panel in advance. The Title IX Coordinator will, whenever possible, give the respondent and requestor at least five days advance notice of the hearing. The result might be imposing any of the sanctions, suspension or dismissal.

- Either the investigator or hearing officer will write an initial order (depending on who makes the decision). The order documents their findings, if they determine the code was violated, and what sanctions will be imposed.
- Once the order is issued, either party can request an appeal.
- You will receive detailed instructions about your rights and options throughout the investigation process from the Title IX Coordinator.

Link 6 Investigation Process if Employee Complainant

### **Overview of the Investigation Process if Employee Complainant**

#### **Step 1 - Contacting a Reporting Office**

You may contact the Title IX Coordinator via email or phone to answer any questions or set up an appointment with an investigator. You would only need to share what you are comfortable with during the initial conversation.

#### **Step 2 - Information Gathering**

After meeting with you, the investigator provides notice to the subject (i.e. person accused of prohibitive behavior) of the allegations. The investigator interviews both parties and witnesses. Both parties and the witnesses might be asked to provide relevant information including documents, emails, texts, calendars, and other records. This information is reviewed and analyzed to render a decision. Immediate supportive or protective measures might be implemented while the investigation is pending, such as, but not limited to:

- No contact orders
- Academic support
- Safety planning
- Employee leave with/without pay
- Modifications to work schedule
- Reassignment of employee duties

#### **Step 3 - Decision**

The investigator weighs all of the information to make a decision on whether or not:

- A College policy was violated; or

- A finding that the conduct at issue is not consistent with the College's employee expectations but there was insufficient evidence to conclude a policy was violated; or
- A finding that there was insufficient evidence to conclude a College policy was violated.

#### **Step 4 - Reporting Findings**

The investigator will share their findings with you and the subject. They will also explain how the findings were reached. If the investigator finds that a College policy was violated, the College will determine the corrective or disciplinary action. These sanctions may include: written warning, probation, performance improvement plan, required training, removal from supervisory role, demotion, loss of annual pay increase, administrative leave without pay, administrative leave with pay, or termination. You may not learn what action is taken as a result, but you will be informed that a violation occurred.

[Link 7 Privacy Considerations](#)

#### **Privacy and College Records**

In dealing with complaints of harassment and/or discrimination, the College will protect the rights of all parties. The College's commitment to eliminate harassment and/or discrimination from the workplace should not be viewed as a license for employees to engage in unfounded, frivolous, or vindictive actions that are not made in "good faith" in violation of the intent and spirit of this policy.

Some information relevant to investigations might be protected from disclosure by law, such as student records which are protected by the Family Educational Rights and Privacy Act (FERPA) or healthcare information which is protected by the Health Insurance Portability and Accountability Act.

In the case that information related to an investigation must be shared, it will be limited to those persons with a legitimate educational or business need to know. This may include the Title IX Coordinator or the administrative head of a department. Aviator College must also report crime statistics, including those relevant to incidents of sexual violence, in compliance with its obligations under the Clery Act. Personally identifiable information is never disclosed unless requested under a valid subpoena, court order, or warrant requiring the College to disclose it.

[Link 8 Appeal Process](#)

#### **Grievance Appeal Procedure:**

The College Grievance Appeal Procedure exists as a means to contest a determination that has been made regarding an alleged violation of the College's Harassment and Discrimination-Free Workplace Policy. There are grounds for which the College Grievance Procedure can be applied:

- (1) Bias or conflict of interest affected the outcome;
- (2) The complainant or the respondent believes that the discipline/sanction imposed was inappropriate for the violation of policy for which he or she was found responsible;
- (3) An error occurred during the investigative stage preventing either the complainant and/or the respondent a reasonable opportunity to prepare and present information to the investigator(s); or
- (4) There is a discovery of new information that was not available at the time of the investigative process and could have affected the outcome of the matter.

The College Grievance Appeal Procedure does not apply to issues concerning compensation, classification, work standards, stated College policy, matters that are beyond the control or jurisdiction of the College, or any disciplinary matter or termination unless the employee believes that such actions were the result of unlawful discrimination or harassment.

This is not a legal proceeding, but an Aviator College community procedure created with the health and welfare of the College's employees and students in mind. The College Grievance Appeal Procedure may be used freely without fear of retaliation, and the Office of the President is available for assistance throughout the process.

### **Composition of the College Appeal Committee:**

Under this policy, Aviator College maintains a body called the College Appeal Committee. Members of this committee are appointed by the President of the College for terms of three years. The College Appeal Committee will be composed of two faculty members, two administrators, and two support staff members. The Chair of the College Appeal Committee will be a faculty member and may serve as one of the four voting members of a grievance hearing panel.

### **Grievance Process**

1. The student or employee must file a Notice of Grievance Form within seven (7) business days of the final determination with the Office of the President. This form will ask the grievant to identify which of the four grounds (or combination of the four), referred to in the Eligibility discussion above, he or she seeks to have addressed. The grievant will be asked to make a formal statement outlining the specifics of his or her grievance. The Notice of Grievance Form is available at the Office of the President.
2. Upon receiving the Notice of Grievance Form, the Office of the President will forward the Notice to the Chair of the College Grievance Committee. From the appointed College Grievance Committee members, the Chair will select a hearing panel of an additional three members, including one staff member and one administrator. If a student is a party to the grievance, the student may request of the Chair of the College Grievance Committee that the hearing panel include one student appointed by the Vice President of Academic Affairs from the student members of the Student Conduct Review Board. The Chair will endeavor to have male and female representation on the hearing panel.
3. The hearing panel will meet to review the formal grievance within the context of the policy of the College Grievance Procedure. The hearing panel may decide on the basis of the written grievance that the challenge does not satisfy one of the three grounds for a grievance. In such cases, the hearing panel will promptly forward its decision to the Office of the President, as appropriate.
4. If and only if the hearing panel decides that one or more of the four grounds for a grievance are met, the hearing panel will promptly schedule a hearing. The hearing will not revisit the entire matter, but will be limited to addressing the grounds for the grievance. At this hearing, the burden of proof will be on the grievant to establish the foundation for the grievance with clear and convincing evidence. The hearing will be a closed meeting, including only those persons whom the hearing panel deems necessary to address the grounds for the grievance. Witnesses will be present only when their testimony is being taken.
5. The grievant may have an advisor present. The grievant may choose any current faculty member, administrator, support staff member, or student who is not directly involved in the case to serve as his/her advisor. The role of an advisor is to support the grievant, but the advisor may not represent the grievant during the hearing. The grievant may speak quietly with his or her advisor or request a short break in order to speak. There will not be

attorneys present for the parties to serve as his/her advisor so long as it does not result in a college conflict of interest.

6. The hearing panel will make a recommendation concerning the allegations of the grievance based on a majority vote. When the hearing panel consists of four members, a clear majority is three. Promptly after the completion of the hearing, the grievant will be advised of the recommendation of the hearing panel. The hearing panel will also advise one or more of the following persons: the Vice President of Academic Affairs, if the grievant is a faculty member or a student; the Vice-President of the College, if the grievant is an administrator or support staff member. If one of these administrators is the complainant or the respondent in the original hearing, the hearing panel will advise the President of the College of its recommendation instead of that administrator. The hearing panel has no restrictions upon it as to what it may recommend: from a finding that the grievance is not established, to a reprimand, to further proceedings for dismissal of the employee.
7. The administrator, who is advised of the outcome of the hearing, will review promptly the recommendation of the hearing panel. This administrator, who is not bound by the recommendation of the hearing panel, will determine any resolution of the grievance, including a sanction, within the authority of his or her position. The decision of this administrator is final.

Link 9 FAQs?

## **Frequently Asked Questions**

### **1. What are the responsibilities of Aviator College?**

- Title IX required schools to adopt and publish grievance procedures for students to file complaints of sex discrimination, including complaints of sexual harassment or sexual violence. Schools can use general disciplinary procedures to address complaints of sex discrimination.
- Every complainant has the right to present his or her case. This includes the right to adequate, reliable, and impartial investigation of complaints, the right to have an equal opportunity to present witnesses or other evidence, and the right to the same appeal processes, for both parties.
- Every complainant has the right to be notified of the time frame within which the school will conduct a full investigation of the complaint, the parties will be notified of the outcome of the complaint, and the parties may file an appeal, if applicable.
- Every complainant has the right for the complaint to be decided using preponderance of the evidence standard.
- Every complainant has the right to be notified, in writing, of the outcome of the complaint.
- The grievance procedures may include voluntary informal methods (i.e. mediation) for resolving some types of sexual harassment complaints. However, the complainant must be notified of the right to end the informal process at any time and begin the formal stage of the complaint process. In cases involving allegations of sexual assault, mediation is not appropriate.
- If you want to learn more about your rights, you may contact the U.S. Department of Education, Office for Civil Rights, at (800) 421-3481 or [ocr@ed.gov](mailto:ocr@ed.gov).

### **2. Does information about a report remain private?**

The privacy of all parties to a report of sexual misconduct must be respected, except if it interferes with a school investigation. If this is not possible to remain anonymous, privacy will be tightly controlled on a need to know basis. There will not be anything in writing to people outside the resolution process unless there is consent by both parties. All parties involved in an allegation are encouraged to maintain the privacy of information or written materials related to the investigation.

**3. Will my parents be told?**

Not unless you choose to share the information with them. Regardless of whether you are the complainant or responding party, Aviator College primary relationship is to the student and not the parents. However, in the event of a major medical, disciplinary or academic issue, students are strongly encouraged to communicate with their parents or legal guardians. College officials will only notify parents if there is an immediate life threatening concern, either party requests it, or if the student is under 18 years of age. The College reserves the right to notify parents or guardians of judicial incidents and sanctions in accordance with FERPA. If the student's ability to remain in housing or at the college is in jeopardy, their parents will be notified. Additionally, if there is a concern for the student's health and safety or how the student is impacting the community, parents will be notified.

**4. Will the Responding Party know my identity?**

Yes, if Aviator College feels that there is reasonable cause to believe a violation has occurred and investigates the situation. The Respondent Party has a right to know the identity of the Complainant Party.

**5. Do I have to name the Responding Party?**

Yes, if you want disciplinary action to be taken against the Respondent Party, then they will need to be named. You may report the incident, but Aviator College would be unable to take any action.

**6. What is the criteria for picking an advisor?**

Your advisor can be anyone you deem appropriate: friend, family member, parent, advocate, attorney etc. The Title IX Coordinator can also help connect you to a College-trained Advisor at your request.

**7. Can I be moved to a new on campus location?**

Yes, we can help you work with housing to relocate you to a new campus residence, if needed.

**8. What do I do if I am accused of sexual misconduct?**

DO NOT contact the Complainant Party or anyone you think may have filed the complaint form. You may contact the Title IX Coordinator who can then explain the process for addressing Harassment/Discrimination complaints. Complainant parties of criminal sexual assault need to retain a private attorney to pursue criminal prosecution. This option is recommended if the Complainant Party chooses to file a report with local law enforcement. The Complainant Party may need to retain legal counsel at their own expense.

## **Internal Training Resources**

Pierre Laval, Vice President for Academic Affairs

Michele Lively, Student Services Coordinator/Title IX Coordinator Training

- Everfi Preventing Discrimination and Sexual Violence: Title IX, VAWA and Clery Act for Faculty and Staff, University of Maryland Global Campus, June 28, 2020
- ACCSC Title IX Countdown: A Practical Guide to Title IX Compliance, June 23, 2020
  - <http://www.accsc.org/UploadedDocuments/1956/Title-IX-Webinar.pdf>

Michelle Haworth, Aviation English Department Director/Investigator

Ken Phillips, Legal Counsel and Compliance/Investigator

Cali Yee-Bullock, Registrar

## **External Training Resources**

**Healthy Relationships:** Creating and maintaining healthy relationships

**Know Your IX:** Empowering students to stop sexual violence

**Male Survivor:** Male survivor is committed to preventing, healing, and eliminating all forms of sexual victimization of men through support, treatment, research, advocacy, and activism.

**National Coalition of Domestic Violence:** The National Coalition Against Domestic Violence (NCADV)'s mission is to lead, mobilize and raise our voices to support efforts that demand a change of conditions that lead to domestic violence such as patriarchy, privilege, racism, sexism, and classism. We are dedicated to supporting survivors and holding offenders accountable and supporting advocates.

**NO MORE:** NO MORE is dedicated to ending domestic violence and sexual assault by increasing awareness, inspiring action and fueling culture change.

**RAINN (Rape, Abuse, and Incest National Network):** RAINN is the nation's largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline (800-656-HOPE) in partnership with more than 1,100 local rape crisis centers across the country. RAINN also carries out programs to prevent sexual violence, help victims, and ensure that rapists are brought to justice.

**Relationship Red Flags:** 10 signs of an unhealthy relationship

**The National Sexual Violence Resource Center:** The NSVRC's mission is to provide leadership in preventing and responding to sexual violence through collaboration, sharing and creating resources, and promoting research.

**Link 11 Harassment/Discrimination Form**



## Aviator College Harassment/Discrimination Form

Please refer to Aviator College's Reporting procedures on the website for more information related to the complaint process.

*Please print or type:*

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Status: \_\_\_\_\_ Aviator Student \_\_\_\_\_ Aviator Employee

Please describe the nature of your complaint in detail. If needed, attach an additional page.



Identify others who may have witnessed or observed the incident(s) that you described.

Describe how you would like the complaint to be resolved. Be as specific as possible.

I certify that the above (and any other attached statements) are true and correct.

\_\_\_\_\_

(Your Signature)

*For Office Use Only:*

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_