

# Title IX Sexual Harassment, Sexual Misconduct & Interpersonal Violence Protocol Flowchart

All University employees (except confidential resources as described below) who become aware of sexual harassment, sexual misconduct, or interpersonal violence against students, faculty or staff must report it to the Title IX Coordinator.\*

Students Faculty Staff Others

Student reports should be made at **Make a Report** link at StopSexualAssault website or at **Report an Incident** link at EOP website. Faculty & staff reports should be submitted at Report an Incident link at EOP website.

Reports may also be made by email: [eop@mailbox.edu](mailto:eop@mailbox.edu); telephone: 803-777-3854; fax 803-777-2296; or in person at 1600 Hampton Street, Suite 805, Columbia SC 29208.

Receipt of Report by Title IX Coordinator/EOP Office

Title IX Coordinator/EOP Office assesses report to determine if incident is within Title IX/EOP jurisdiction. (Sexual harassment, sexual misconduct, or interpersonal violence, as defined by law and university policy.) After assessment, Title IX Coordinator may also file Formal Complaint.

If yes, appropriate notices sent to parties, and investigation proceeds pursuant to UofSC System policy.

If not within Title IX jurisdiction, appropriate notices sent to parties, advising them of their rights. Title IX Coord. notifies Office of Student Conduct or other appropriate university department (Human Resources, Provost, etc.) to allow department to review case to determine if educational or other intervention by that office or department is appropriate.

**\*Confidential Resources**

1. Sexual Assault and Violence Intervention & Prevention (SAVIP).
2. Student Health Services (including staff and student workers): Counseling & Psychiatry; Primary Care; Women's Health; Sports Med. & Phy. Therapy; Allergy Immun. & Travel Clinic; Pharmacy; Lab; Radiology; Student & Faculty/Staff Wellness & Prevention.

Title IX Coordinators meets with Complainant. If supportive measures desired, but have not been arranged, Title IX Coordinators arranges supportive measures for Complainant.

Parties provided written notice of complaint within 10 business days of receipt. Respondent informed of right to request supportive measures; Respondent provided 10 business days to provide written response to complaint.

Complainant provided 10 university business days to provide written response to Complainant's written response.

At conclusion of investigation, evidence provided to parties & their advisors, who have 10 business days to provide written response.

If supportive measures desired by Respondent, but have not been arranged, Title IX Coordinator arranges supportive measures for Respondent.

If Respondent files counter complaint, the complainant will have 10 business days to provide written response and respondent will have 10 business days to respond to complainant's written response.

Prepare Investigative Report and provide to parties, their advisors and Hearing Officer.

Live hearing must be held no sooner than 10 business days after parties receive investigative report.

This Protocol Flow Chart provides procedural guidance for filing and responding to Title IX Sexual Harassment, Sexual Misconduct & Interpersonal Violence reports, pending approval of the new Title IX Sexual Harassment, Sexual Misconduct, Interpersonal Violence Policy.

**Informal Resolution Note:**

If both parties agree, informal resolution may occur any time after a formal complaint is filed and before the hearing officer issues a decision. However, informal resolution is not permitted in any case involving allegations of sexual harassment, sexual misconduct or interpersonal violence of a student by a university employee.

Hearing officer must issue decision within 10 business days of conclusion of hearing; Parties will have 10 business days to file appeal of hearing decision.

Parties have 10 business days to respond to appeal. Appellate Authority issues decision within 10 business days of expiration of time for parties to respond to appeal.