

Respectful Community Procedures

Related Policy: CW-000	Responsible Business Area: Student Affairs
Effective Date: 8/4/2017	Last Revision Date: 8/1/2021
Last Reviewed Date: 1/10/2025	

Summary

Consistent with the Secretary of Education’s regulations amending Title IX of the Education Amendments of 1972 (Title IX) (effective August 14, 2020), CWI has updated its grievance procedures for claims of sexual harassment in the educational environment. CWI will use these procedures for any report of sexual harassment arising in the educational environment.

General Response to Sexual Harassment

Actual knowledge of Sexual Harassment in a CWI education program or activity triggers CWI’s duty to respond promptly in a manner that is not deliberately indifferent. CWI’s response will treat Complainants and Respondents equitably by offering supportive measures to the Complainant and by following the Grievance Process before the imposition of disciplinary sanctions or other actions that are not Supportive Measures against a Respondent.

Definitions:

All definitions provided in CW-000 Respectful Community Policy apply to this document. The definitions below are provided to supplement the terms defined in the Respectful Community Policy.

Actual Knowledge: notice of sexual harassment or allegations of sexual harassment to the Title IX Coordinator or any official who has authority to institute corrective measures on behalf of CWI. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the recipient.

Notice: knowledge or information concerning sexual harassment allegations that results whenever the Title IX Coordinator or any Official with Authority:

1. Witnesses sexual harassment;
2. Hears about sexual harassment or sexual harassment allegations from a Complainant or a third party (e.g., the Complainant’s parent, friend, or peer)
3. Receives a written or verbal complaint about sexual harassment or sexual harassment allegations, including a Formal Complaint;

4. Receives notification by any other means that sexual harassment may have occurred.

Supportive Measures: non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures may include:

1. Counseling;
2. Extensions of deadlines or other course-related adjustments;
3. Modifications of work or class schedules;
4. Campus escort services;
5. Mutual restrictions on contact between the parties;
6. Changes in work locations;
7. Leaves of absence;
8. Increased security and monitoring of certain areas of the campus; and
9. Other similar measures.

Reporting

Consistent with the amended Title IX regulations, CWI affords Complainants autonomy in the circumstances following sexual harassment while also ensuring that Complainants have clear information about how to access CWI's supportive measures and how to file a formal complaint if a Complainant chooses to do so. In order to support Complainant autonomy and clear access, CWI has developed the following categories of CWI employees available to respond to sexual harassment allegations:

Title IX Coordinator: The CWI employee designated by CWI to coordinate efforts to comply with Title IX responsibilities. As used in these procedures, the Title IX Coordinator includes the Title IX Coordinator and the Deputy Title IX Coordinators. Any person may report sexual harassment to the Title IX Coordinator at any time, including during non-business hours, by using the following contact information or other stated means:

Title IX Coordinator
Chad Trisler, Dean of Students

Physical Campus Location:
Nampa Campus, Willow Bldg. C. Room 106
5520 E. Opportunity Dr.
Nampa, ID 83687

Mailing Address:
Title IX Coordinator
P.O. Box 3010
MS 2020
Nampa, ID 83653

E-Mail: chadtrisler@cw.edu
Phone: 208-562-2106

Officials with Authority: CWI Officials with Authority to institute corrective action on behalf of CWI include the following:

- President
- Provost – Instruction & Student Services
- Assistant Vice President – Enrollment & Student Services
- Chief Human Resources Officer
- Deans
- Director of Human Resources
- All Contracted Security Staff
- Title IX Deputy Coordinators, Investigators and Hearing Officers

Any official with authority who receives notice of sexual harassment allegations is required to report such allegations to the Title IX Coordinator.

Counselors: A CWI Counselor, acting in an official licensed capacity on behalf of CWI who receives a report of sexual harassment may communicate the report to the Title IX Coordinator only upon receiving consent from the Complainant. Such consent can be provided verbally. CWI recognizes that student Complainants may develop relationships of trust with Counselors and that it is beneficial to provide staff in whom students may confide without concern that a report may be filed without their consent.

Other CWI Employees: CWI employees who are not Officials with Authority or, Counselors are encouraged, but are not required, to report allegations of sexual harassment to the Title IX Coordinator.

Initial Review

Upon receipt of a report of sexual harassment, either from the Complainant, a third party or as reported by an official with authority or other CWI employee, the Title IX Coordinator or a Deputy Title IX Coordinator will contact the Complainant confidentially to discuss the availability of supportive measures, consider the Complainant's wishes with respect to supportive measures, inform the Complainant of the availability of supportive measures with or without filing a formal complaint, and explain to the Complainant the process for filing a formal complaint.

The Title IX Coordinator will perform an initial review of the sexual harassment allegations to make the following initial determinations:

1. Whether the allegations meet the definition of "Sexual Harassment", as that term is defined in CW 000 and these procedures; and
2. Whether the conduct complained of occurred against a Complainant in the United States and in a CWI "Education Program or Activity", as defined in CW 000 and these procedures.

If the foregoing criteria are met, and after discussing supportive measures and the process for filing a formal complaint with the Complainant, the Title IX Coordinator will assess the Complainant's wishes concerning the filing of a formal complaint.

If the Complainant wishes to file a formal complaint, the Title IX Coordinator will implement supportive measures as appropriate and will initiate an investigation pursuant to the Grievance Process described below. The filing of a Formal Complaint triggers an investigation.

If the Complainant does not wish to file a formal complaint, the Title IX Coordinator will implement supportive measures as requested and appropriate. A Complainant is **not** required to file a formal complaint in order to receive supportive measures.

In some circumstances, the Complainant may not wish to file a formal complaint; however, the Title IX Coordinator may nonetheless determine that the sexual harassment allegations require an investigation. The Title IX Coordinator has discretion in such circumstances to sign a formal complaint and initiate an investigation under the Grievance Process. Where the Title IX Coordinator signs a formal complaint, the Title IX Coordinator is not a Complainant or a party during the Grievance Process and must comply with CWI's requirements for Title IX personnel to be free from conflicts of interest or bias.

Supportive Measures

Supportive measures are reasonably available individualized services that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party. CWI will provide supportive measures without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no Formal Complaint has been filed. Supportive measures are designed to restore or preserve equal access to CWI's education program or activity, including protecting the safety of all the parties or the educational environment or deterring sexual harassment. The Title IX Coordinator is responsible for coordinating supportive measures.

CWI will keep confidential any supportive measures provided to the Complainant or the Respondent to the extent that maintaining such confidentiality would not impair CWI's ability to provide the supportive measures.

Emergency Removal

CWI may remove a Respondent from an education program or activity on an emergency basis only after CWI undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the sexual harassment allegations or subsequent actions justifies removal, and provides the Respondent with notice of the removal and an opportunity to challenge the decision immediately following the removal.

Administrative Leave

CWI may place a non-student employee Respondent on administrative leave during the Grievance Process.

GRIEVANCE PROCESS

1. Basic Requirements

CWI provides a consistent, transparent Grievance Process for resolving formal complaints of sexual harassment. The following includes a list of basic requirements to which CWI will adhere throughout the Grievance Process.

- a. **Equitable Treatment:** the Grievance Process treats Complainants and Respondents equitably by providing remedies to a Complainant where a determination of responsibility for sexual harassment has been made against the Respondent and by following the Grievance Process *before* the imposition of any disciplinary sanctions or other actions that are not supportive measures against the Respondent.
- b. **Objective Evaluation:** the Grievance Process allows for an objective evaluation of all relevant evidence, including evidence that is both inculpatory and exculpatory. Credibility determinations will not be based on a person's status as a Complainant, Respondent, or witness.
- c. **No Conflict of Interest:** neither the Title IX Coordinator nor any investigator, decision-maker or person designated to facilitate an informal resolution process shall have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.
- d. **Presumption of Non-Responsibility:** a Respondent will be presumed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process.
- e. **Time Frames:** CWI shall ensure reasonably prompt time frames for conclusion of the Grievance Process, including reasonably prompt time frames for filing and resolving appeals and informal resolution processes, and a process that allows for the temporary delay of the Grievance Process or the limited extension of time frames for good cause with written notice to the Complainant and the Respondent of the delay or extension and reasons for the action.
- f. **Disciplinary Sanctions:** CWI may impose the following range of disciplinary sanctions and remedies following any determination of responsibility:
 - i. Student
 - Reprimand;
 - Probation;
 - Suspension;
 - Expulsion;
 - Other appropriate educational sanctions
 - ii. Employee
 - Verbal warning
 - Written warning which may include a corrective action plan
 - Suspension without pay
 - Probation
 - Demotion
 - Termination
- g. **Standard of Evidence:** the standard of evidence used to determine responsibility is the preponderance of the evidence standard, which shall apply equally to formal complaints against students and employees.
- h. **Appeal:** CWI shall provide the procedures and permissible bases for the Complainant and the Respondent to appeal the written determination of the decision-maker(s).

- i. **Supportive Measures:** Supportive measures are described in CW 000 as well in these procedures and shall be available to both the Complainant and the Respondent whether or not a formal complaint is filed.
- j. **Information Protected from Disclosure:** CWI will not require, allow, rely upon or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, such as the attorney-client privilege, unless the person holding such privilege has waived the privilege.

2. Written Notice

Upon receipt of a formal complaint, CWI will provide the following written notice to the known parties:

- a. Notice of CWI's Grievance Procedures, which includes this Grievance Process;
- b. Notice of the allegations of sexual harassment, which include sufficient details known at the time. Sufficient details include:
 - i. The identities of the parties involved in the incident, where known;
 - ii. The conduct allegedly constituting sexual harassment, as defined in CW-000 and these Grievance Procedures;
 - iii. The date and location of the alleged incident(s), where known,
- c. 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;
- d. Notice that the parties may have an advisor of their choice, who may be but is not required to be, an attorney, and that such advisor may inspect and review evidence;
- e. Notice that knowingly making a false statement or knowingly submitting false information during the Grievance Process is prohibited by HR 110 - Employee Conduct Policy and Section 2.8 of the Student Handbook; and

If, in the course of an investigation, CWI decides to investigate allegations about the Complainant or Respondent that are not included in the initial Written Notice set forth above, CWI will provide notice of additional allegations to the known parties.

3. DISMISSAL OF FORMAL COMPLAINT

Mandatory Dismissal: CWI shall dismiss a formal complaint where:

- a. The conduct alleged in the formal complaint would not constitute sexual harassment, even if proved;
- b. The conduct alleged did not occur in CWI's education program or activity; or
- c. The conduct alleged did not occur against a person in the United States.

Dismissal of a formal complaint does not preclude action under the Employee Conduct or Student Code of Conduct or related policies.

Permissive Dismissal: CWI may dismiss a formal complaint or any allegations therein if at any time during the investigation or hearing:

- a. The Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegation therein;
- b. The Respondent is no longer enrolled in or employed by CWI; or

- c. Circumstances prevent CWI from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.

If a formal complaint is dismissed, CWI will promptly send written notice of the dismissal and the reason(s) for the dismissal to the parties.

4. CONSOLIDATION OF FORMAL COMPLAINTS

CWI may consolidate formal complaints containing allegations of sexual harassment which are:

- a. Against more than one Respondent, or
- b. By more than one Complainant against one or more Respondents; or
- c. By one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Where the Grievance Process involves more than one Complainant or more than one Respondent, singular references to each party shall include the plural, as applicable.

5. INVESTIGATION OF FORMAL COMPLAINT

CWI will investigate allegations of sexual harassment contained in a formal complaint. During the investigation and throughout the Grievance Process, CWI will comply with the following:

- a. The burden of gathering evidence and the burden of proof remains on CWI, not the parties. CWI cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in a professional capacity, which are made and maintained in connection with the provision of treatment to the party, unless CWI obtains that party's voluntary, written consent to do so for a Grievance Process.
- b. CWI will provide an equal opportunity for the parties to present facts and expert witnesses and other inculpatory and exculpatory evidence.
- c. CWI will not restrict the parties' ability to discuss the allegations under investigation or to gather and present relevant evidence.
- d. CWI will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied by an advisor of their choice. CWI may limit the extent to which the advisor may participate in the proceedings so long as the limitations apply equally to both parties.
- e. CWI will provide to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
- f. CWI will 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 complaint, including evidence CWI does not intend to rely upon in reaching a determination regarding responsibility and inculpatory or exculpatory evidence obtained from any source. In order to give each party a

meaningful opportunity to respond to the evidence prior to the conclusion of the investigation:

- i. CWI will send to each party and the party's advisor (if any) the evidence obtained as part of the investigation in an electronic format. A hard copy will be provided at the request of a party or party's advisor.
 - ii. The parties will have at least ten (10) days to submit a written response to the evidence, which the investigator will consider prior to completion of the investigative report.
 - iii. Evidence that is subject to the parties' inspection and review will be available at any hearing to give each party equal opportunity to refer to such evidence during the hearing.
- g. The investigative report will fairly summarize relevant evidence and will be sent to each party and the party's advisor (if any) in an electronic format at least ten (10) days prior to a hearing. A hard copy will be provided at the request of the party or the party's advisor. The parties will have an opportunity to review the investigative report and to provide a written response prior to the hearing or, if no hearing is required or otherwise provided, prior to the time of determination regarding responsibility.

6. HEARINGS

CWI shall provide a live hearing where the decision-maker(s) will make a determination of responsibility for the sexual harassment allegations contained in a formal complaint. Live hearings will comport with the following:

- a. Decision-maker(s) will permit each party's advisor to cross-examine the other party and any witnesses;
- b. Cross-examination will be conducted directly, orally, and in real time by the party's advisor and never by a party personally;
- c. At the request of either party, or at the decision-makers direction, the live hearing will occur in separate rooms using technology that allows the decision-maker(s) and the parties to simultaneously see and hear the party or the witness answering questions.
- d. Only relevant cross-examination or other questions will be permitted. Before a Complainant, Respondent, or other witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
- e. If a party does not have an advisor present at the live hearing, CWI will provide an advisor of CWI's choice at no charge to the party to conduct cross-examination on behalf of the party. The advisor may be, but is not required to be, an attorney.
- f. Questions and evidence about a Complainant's sexual predisposition or prior sexual behavior are not relevant unless offered for the following purposes:
 - i. To prove that someone other than the Respondent committed the alleged conduct; or
 - ii. To demonstrate prior sexual behavior with the Respondent to prove consent.

- g. If a party or witness does not submit to cross-examination at the live hearing, the decision-maker may still rely upon on any statement of that party or witness in reaching a determination regarding responsibility. No inference will be drawn based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- h. Live hearings may be conducted in person at the same geographic location or, at CWI's discretion, any participant may appear at the live hearing virtually. A recording or transcript of any live hearing will be available to the parties for inspection and review.

7. DETERMINATIONS REGARDING RESPONSIBILITY

The decision-maker will issue a written determination regarding responsibility. The written determination will include:

- a. Identification of the CWI policies alleged to be violated;
- b. A description of the procedural steps taken from receipt of the Formal Complaint through the determination;
- c. Findings of fact supporting the determination;
- d. Conclusions applying the facts to the applicable CWI policy or policies;
- e. A statement and rationale for the ultimate determination of responsibility;
- f. Any disciplinary sanctions CWI will impose on the Respondent;
- g. A statement as to whether CWI will provide remedies to the Complainant and the rational for any remedies for the Complainant, including how those remedies will restore or preserve equal access;
- h. A statement that the parties have a right to appeal the initial determination regarding responsibility, the procedures for appeal, and the permissible bases for appeal.

CWI will provide the written determination to the parties simultaneously. The determination becomes final on the date that CWI provides a written determination of the result of the appeal or, if no appeal is filed, the date on which an appeal would no longer be considered timely.

8. APPEALS

Both parties may appeal a determination regarding responsibility or a dismissal of a formal complaint or any allegations therein by filing a written notice of appeal with the Title IX Coordinator within five (5) business days of the written determination, this notice must set forth the grounds for appeal. The grounds for appeal are as follows:

- a. Procedural irregularity that is likely to have affected the outcome of the matter;
- b. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made that could affect the outcome of the matter; and
- c. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome of the matter. Please refer to the CWI Policy and Procedure Manual for additional information regarding conflict of interest.

As to all appeals, CWI will:

- a. Notify the other party in writing when an appeal is filed;
- b. Ensure that the decision-maker for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- c. Ensure that the decision-maker(s) for the appeal complied with the basic requirements set forth in these procedures;
- d. Give both parties a reasonable, equal opportunity to provide a written statement in support of or challenging the outcome;
- e. Issue a written decision describing the result of the appeal and the rationale for the result; and
- f. Provide the written decision simultaneously to both parties.

9. INFORMAL RESOLUTION

After a Complainant files a formal complaint, CWI may offer an informal resolution process does not involve a full investigation and adjudication. All parties must agree to participate in an informal resolution process. Consent to informal resolution shall be provided to the Title IX Coordinator within ten (10) days of receipt of the offer of informal resolution. If the parties agree to participate, CWI may facilitate an informal resolution process which at any time prior to reaching a determination regarding responsibility, subject to the following requirements:

- a. CWI will provide to the parties a written notice disclosing: the allegations, the requirements of the informal resolution process, including the circumstances precluding resumption of a Formal Complaint arising from the same allegations and that any party has a right to withdraw from the informal resolution process prior to agreeing to a resolution, and any consequences resulting from participating in the informal resolution process, including that records will be maintained or could be shared;
- b. CWI will obtain voluntary, written consent to the informal resolution process from all parties; and
- c. CWI will not offer or facilitate an informal resolution to resolve allegations that an employee sexually harassed a student.

Informal resolutions may result in agreements between the parties that include supportive or similar measures as well as disciplinary measures.

10. RECORDKEEPING

CWI will maintain for a period of seven (7) years records of:

- a. Each sexual harassment investigation including any determination, recordings or transcripts of live hearings, disciplinary sanctions imposed on the Respondent and remedies provided to the Complainant;
- b. Any appeal of a determination;
- c. Any information resolution and the result of the information resolution; and
- d. All materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process. These training materials are publicly available on CWI's website.

For each response to a report of sexual harassment received by the Title IX Coordinator, whether a Formal Complaint is filed or not, CWI will create and maintain for a period of seven (7) years:

- a. Records of any actions, including Supportive Measures, taken in response to a report or formal complaint of sexual harassment;
- b. The basis for CWI's conclusion that it was not deliberately indifferent;
- c. Measures taken to restore or preserve equal access to CWI's education program or activity; and
- d. If Supportive Measures were not taken, the reasons why such a response was not clearly unreasonable in light of the known circumstances.

11. RETALIATION

CWI recognizes the right of students and employees to use the grievance procedure without fear of or concern for retaliation. Retaliation in any manner against an individual for filing a charge or initiating a report or complaint, or participating in an investigation, proceeding or hearing, is expressly prohibited and subject to appropriate remedy or sanction. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or sexual harassment, for the purpose of interfering with a student's or employee's rights under Title IX, CW-000 or these Grievance Procedures, constitutes retaliation.

Complaints alleging retaliation under this part may file a grievance in accordance with CWI's grievance procedure for sex discrimination claims.

12. TIME FRAMES FOR RESOLUTION

CWI seeks to resolve, whether formally or informally, all reports of sexual harassment within sixty (60) days of notice of sexual harassment to the Title IX Coordinator or to any official with authority. In general, a Complainant and Respondent can expect that the process will proceed according to the time frames provided in this procedure, including responses to the evidence or investigative report or appeal. For good cause, CWI may allow for a temporary delay of the Grievance Process or a limited extension of time frames. In the event of such a delay or limited time extension, CWI will notify all parties in writing of the reason for the delay and the expected adjustment in time frames. Good cause includes such considerations as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

A party subject to the time frames set forth in the Grievance Process or the time limit for filing an appeal may request an extension of time only by submitting a written request to the Title IX Coordinator, which will be granted for good cause shown. If the request is granted, CWI shall provide written notice to the other party in accordance with the foregoing.

At the request of law enforcement, CWI may agree to temporarily delay its fact-gathering until after the evidence gathering stages of a criminal investigation. CWI will nevertheless communicate with the Complainant regarding their rights, procedural

options, and the implementation of Supportive Measures to ensure a Complainant's equal access to education, protect the safety of all parties, and deter sexual harassment. CWI will promptly resume and complete its fact-gathering as soon as law enforcement has completed its evidence gathering stage of a criminal investigation.

13. INFORMAL PROCESS

If the Reporting Party, the Respondent, and the Title IX Coordinator or a designee all agree that an informal resolution should be pursued, the Title IX Coordinator or a designee shall attempt to facilitate a resolution of the conflict that is agreeable to all parties. Under the informal process the Title IX Coordinator or a designee shall be required only to conduct such fact-finding as is useful to resolve the conflict and as is necessary to protect the interests of the parties, CWI and the community. Typically, the informal resolution process will be completed within twenty (20) days, if not sooner of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution timeframe.

A Reporting Party or Respondent always has the option to request moving to the formal resolution process. The Title IX Coordinator also always has the discretion to initiate the formal resolution process. If at any point during the informal process, the Reporting Party, the Respondent, or the Title IX Coordinator or a designee wishes to cease the informal process and to proceed through formal grievance procedures, the formal process outlined below will be invoked.

The informal resolution must adequately address the concerns of the Complainant, as well as the rights of the Respondent and the overall intent of CWI to stop, remedy and prevent policy violations associated with the Respectful Community Policy. (Informal actions might include, but are not limited to: providing training to a work unit; having an informal discussion with an individual whose conduct, if not stopped, could rise to the level of discrimination, or hostile environment harassment; having a confidential conversation with a supervisor or instructor, or suspension if both parties agree).

14. PRIVACY

The Title IX Coordinator or designee attempts to balance the needs of the parties for privacy with the responsibility of ensuring a safe educational environment and workplace. Privacy is an aspiration, but is not always possible or appropriate. An individual's requests regarding the confidentiality of reports of discrimination or sexual misconduct will be considered in determining an appropriate response; however, such requests will be considered in the dual contexts of CWI's legal obligation to ensure a working and learning environment that is free from discrimination or sexual misconduct and the due process rights of the accused to be informed of the allegations and their source. Some level of disclosure may be necessary to ensure a complete and fair investigation.

CWI shall not make any disclosure of confidential information, including the identity of any individual who has made a report or complaint of sex discrimination, any individual who has been reported to be the perpetrator of sex discrimination, or any witness, except as may be permitted by the FERPA statute, 20 U.S.C. § 1232g, or FERPA regulations, 34 CFR part 99, or as required by law or to carry out the purposes of Title IX,

including the conduct of any investigation, hearing, or judicial proceeding.

There are confidential resources available on campus. For more information regarding confidential reporting resources please refer to the CWI Title IX webpage.

15. EXTERNAL COMPLAINTS

If you are a student or employee and filed a complaint with the Title IX Coordinator or a designee and believe the response was inadequate, or as a student, you otherwise believe you have been discriminated against by the CWI on the basis of race, color, national origin, sex, including sexual harassment, disability age, or retaliation, you may file a complaint with the Office for Civil Rights (OCR) of the U.S. Department of Education based in Seattle, Equal Employment Opportunity Commission in Seattle, or the Educational Opportunities Section (EOS) of the Civil Rights Division of the U.S. Justice Department of Justice, and a complaint based on religion with EOS of the U.S. Justice Department.

U.S. Department of Education	Equal Employment	Educational
Office of Civil Rights (OCR)	Opportunity Commission	Opportunities Section
810 3 rd Avenue #750	909 First Avenue, Suite 400	(202) 514-4092
Seattle, WA 98104	Seattle, WA 98104	1-877-292-3804 (toll-free)