

# RESPONDENT FAQs

## Title IX at ArtCenter

[www.artcenter.edu/title-ix](http://www.artcenter.edu/title-ix)

### I HAVE RECEIVED A NOTICE OF INVESTIGATION LETTER. WHAT DO I DO?

The notice of investigation and allegations letter, known as the NOIA, is a full summary of what to expect next. It may be helpful to read over the letter thoroughly. You can contact the Title IX Coordinator or identified investigator(s) with questions you may have. The letter will include a meaningful summary of all of allegations, the identity of the involved parties (if known), the precise misconduct being alleged, the date and location of the alleged incident(s) (if known), and the specific policies that are being considered. It is helpful to review this letter to learn more about resources, advisors, and the investigation process. You can expect to be invited to a meeting with either the Title IX Coordinator and/or assigned investigator(s) soon to discuss next steps.

### WHO IS INVOLVED IN THE FORMAL PROCESS FOR SEXUAL MISCONDUCT MATTERS?

As a respondent, you will likely first communicate with the Title IX Coordinator. If you are involved in a formal grievance process, you will next have the opportunity to meet with an investigator(s), who will meet with you to discuss your experience and collect relevant information. The matter will then be referred to a hearing, which is managed by one to three hearing officers. Lastly, the formal process includes an opportunity for an appeal. If you or the other party appeal the outcome of the hearing, you will communicate with another trained individual who serves as the appeal officer.

ArtCenter utilizes a trained pool of ArtCenter employees and, when appropriate, outside consultants or contractors, to fulfill the roles of the Title IX Coordinator, investigators, hearing officers, and appeal officers for the formal grievance process. Included in this pool are individuals who have experience and relevant training to facilitate informal resolution processes as well. Generally, this group is referred to as the Title IX Team.

### WHAT RESOURCES ARE AVAILABLE TO ME?

There are both on-campus and off-campus resources available to you. You may also download a printable resource that offers an overview of ArtCenter's Sexual Misconduct Policy, the formal grievance process, and other information.

### DO I NEED TO BRING ANYTHING WITH ME TO MEET WITH THE TITLE IX COORDINATOR OR INVESTIGATOR(S)?

You do not need to bring anything with you to meet with the Title IX Coordinator or investigators unless you have information that you would like to share with them, such as text messages, photos, or other digital or physical documentation. You may bring a list of witnesses with whom you would like the investigator(s) to meet in the course of the investigation. You are welcome to bring an advisor or support person of your choice with you.

### WHAT DOES THE INVESTIGATION PROCESS LOOK LIKE? HOW LONG WILL IT TAKE?

You can learn more about the formal grievance process on the [Process and Procedures page](#).

### CAN I ACCESS ACCOMMODATIONS DURING A FORMAL GRIEVANCE PROCESS?

Yes. ArtCenter provides reasonable accommodations to individuals with a qualified disability throughout any informal resolution and formal grievance process, as determined by the College. You are welcome to connect with the Title IX Coordinator to discuss further. Together, you can identify the nature and extent of any appropriate accommodation(s). The Title IX Coordinator may coordinate with the Associate Dean of Students or Human Resources to develop and provide appropriate accommodations for those with documented disabilities.

### HOW WILL I KNOW IF SOMEONE NAMES ME IN A COMPLAINT OF SEXUAL MISCONDUCT?

As required by Title IX, the College sends written notice of allegations to both the person who files a complaint, known as the complainant, as well as the person who is alleged to have violated policy, known as the respondent. If you are named as a respondent in a complaint of sexual misconduct, you will receive written notification, likely to your ArtCenter email, with more details. If this occurs, you and the complainant are both offered an opportunity to participate fully in the process that follows.

### CAN I HAVE SOMEONE ACCOMPANY ME TO MEETINGS AS A PART OF THIS PROCESS?

Yes. You are welcome to bring an advisor of your choice to any meetings you may participate in as part of intake, an informal resolution, or a formal grievance process. An advisor is any person you choose to advise you and support you in a process related to an allegation of sexual misconduct. An advisor can be anyone, including a friend, family member, colleague, or attorney. You may have one advisor with you during any meeting, but you are not required to retain the same advisor throughout every meeting.

### WILL ANYONE KNOW THAT I AM INVOLVED IN AN INVESTIGATION?

ArtCenter respects your privacy. Information about any report or pending process is limited to members of the Title IX Team or other ArtCenter employees who, due to their role, have a legitimate "need to know" in order to fulfill their duties related to the intake, investigation, hearing, appeal, supportive measures, or informal resolution of reported allegations. These ArtCenter administrators receive specific training how to protect the information related to case and otherwise be respectful of the rights and privacy of all individuals involved in the process.

Every effort will be made to protect the privacy interests of all involved individuals and treat you and other involved parties with dignity and respect. The College maintains the privacy of the identity of any complainant, respondent, witness, and individual who has made a report of an alleged violation of this Policy, except as may be permitted or required by law, or to carry out any investigation, hearing, or other process outlined in this Policy.