

## Title IX at ArtCenter

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

# COMPLAINANT FAQS

### I BELIEVE THAT I HAVE BEEN SEXUALLY HARASSED, ASSAULTED, OR DISCRIMINATED AGAINST, BUT I DO NOT KNOW IF I WANT TO MAKE A FORMAL REPORT TO THE COLLEGE. HOW CAN I LEARN MORE ABOUT MY OPTIONS?

You are encouraged to meet with the Title IX Coordinator to discuss your options. All initial meetings with the Title IX Coordinator start with a review of ArtCenter's policy, supportive measures and confidential resources before discussing any details of an alleged incident. You will not be asked to disclose details unless you are ready. Please note that if you do share information about an alleged incident to any ArtCenter employee other than a licensed counselor in Student Mental Health Counseling Services, they will have an obligation to share the information with the Title IX Coordinator.

Complainants are largely in control of what process, if any, to pursue to address allegations of sexual misconduct, unless there is a compelling, ongoing concern for the safety of the ArtCenter community. Therefore, reporting does not carry an obligation to initiate a formal response. Making a report allows the College to discuss and/or provide supportive measures, including connecting students to ArtCenter's Student Mental Health Counseling Services or making additional referrals as appropriate.

When you speak with the Title IX Coordinator, you will receive information you need to understand your options for making a complaint, if that is your choice.

### HOW DO I MAKE A COMPLAINT OF SEXUAL MISCONDUCT?

A complaint is an oral or written request by a complainant or by the Title IX Coordinator alleging a violation of the Sexual Misconduct Policy by a named respondent and requesting that ArtCenter investigate the allegation. A complaint can be filed with the Title IX Coordinator. You are encouraged to contact the Title IX Coordinator using the following contact information:

#### **Brittany Raygoza**

Director of Title IX Compliance and Programs

[Brittany.raygoza@artcenter.edu](mailto:Brittany.raygoza@artcenter.edu)

626 396-2340

ArtCenter has also identified other Officials with Authority who can help get you to the appropriate person to handle your specific concern. It is important to note that all College employees are required to report any allegation of possible sexual misconduct. If you choose to check in with another individual on campus whom you trust, that person will help you get in contact with the Title IX Coordinator.

### 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.

### I AM CONCERNED ABOUT POSSIBLE RETALIATION. WHOM CAN I TALK TO ABOUT MY CONCERNS?

ArtCenter has a strong policy prohibiting retaliation, and you are protected from retaliation. This means that it is prohibited for anyone to take adverse action against you, such as intimidating, threatening, coercing, harassing, or discriminating against you because you have participated in a process or chosen not to participate. ArtCenter takes steps to prevent retaliation, including educating all involved parties about the College's policy. If you have concerns about potential retaliation or believe you have been retaliated against, you are encouraged to contact the Title IX Coordinator:

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### I AM WORRIED ABOUT GETTING IN TROUBLE FOR SOMETHING THAT OCCURRED AROUND THE SAME TIME AS THE ALLEGED INCIDENT, SUCH AS BEING UNDER THE INFLUENCE OF ALCOHOL OR OTHER DRUGS. WHAT SHOULD I DO?

ArtCenter offers amnesty for lower-level potential policy violations for witnesses and complainants, as deemed appropriate. Specifically, student complainants and witnesses are offered amnesty for minor violations of Student Handbook, such as the use of alcohol or other drugs, related to the alleged incident unless the violation is deemed egregious. At its discretion, ArtCenter may also offer employee complainants amnesty for certain minor violations of Employee Handbook policies occurring at or near the time of the alleged incident or as a result of the incident in question. Egregious violations that do not qualify for amnesty regardless of the student or employee status of an individual include physical abuse, illicit drug distribution, academic dishonesty, ethical or financial misconduct, or conduct that places the health or safety of another person at risk.

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### WHAT HAPPENS AFTER I MAKE A COMPLAINT OF SEXUAL MISCONDUCT?

Following the filing of a complaint, the Title IX Coordinator begins an initial assessment to properly resolve the matter through a formal grievance process or informal resolution. As required by Title IX, once a complaint is filed, the College sends written notice of the allegations to both you and the person alleged to have violated the Sexual Misconduct Policy. You and the other person, known as the respondent, are both offered an opportunity to participate fully in the process that follows. It is important to note that complaints are not necessary to access supportive measures, but they are necessary to initiate an informal resolution or formal grievance process.

### 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.

### 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.

### 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.

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

As a complainant, you will first communicate with the Title IX Coordinator. If you choose to pursue the 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.

### 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.

### 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](#).

