



ADMINISTRATIVE REGULATION AND PROCEDURE

Title: Title IX Process for Resolving Complaints of Sex Discrimination and Sexual Harassment	Code: CC0200
Policy Reference: C0200, C0201, C0202	Reviewed: 06/01/25
	Effective: 07/01/25

Overview

MATC has adopted this Title IX Resolution Process (“Resolution Process”) to address reports of conduct that reasonably may constitute sex discrimination or sexual harassment. This Resolution Process applies equally to employee and student parties.

MATC will take reasonable steps to protect the privacy of the parties and witnesses during this Resolution Process. These steps will not restrict the ability of the parties to obtain and/or present evidence, consult with their family members, confidential resources, advisors, or otherwise prepare for or participate in this Resolution Process.

MATC prohibits retaliation against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing.

MATC will treat complainants and respondents equitably. MATC presumes that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of this Resolution Process.

MATC requires that any Title IX Coordinator, Investigator, or Decision-maker not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent.

MATC employees are required to cooperate with this Resolution Process. Student witnesses and witnesses from outside the MATC community cannot be required to participate, but are encouraged to do so. No individual will be disciplined for making a report or participating in the Resolution Process in good faith.

1. Reporting Responsibilities

With the exception of employees designated as Confidential Employees and Responsible Employees, all employees who receive a report or notice of conduct that may constitute sex discrimination or sexual harassment are encouraged to share that information with the Title IX



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Coordinator, Deputy Title IX Coordinator, or Director of Labor Relations, and otherwise keep the disclosure in confidence.

A. Responsible Employees: Must forward reports of sex discrimination and sexual harassment to the Title IX Coordinator, Deputy Title IX Coordinator, or Director of Labor Relations. Responsible Employees are:

- Academic advisors, student services specialists, retention coaches, and career coaches
- Deans, associate deans, and department chairs
- Public safety officers
- Athletic coaches and athletic department staff

1. **Reporting Requirements:** Responsible Employees must promptly report the following information to the Title IX Coordinator, Deputy Title IX Coordinator, or Director of Labor Relations:

- the names of the complainant and respondent, if known
- a description of the incident including the nature of the conduct
- the date, time, and location of the incident
- any other relevant details known at the time of the report

Reports may be submitted through any of the following channels:

- MATC's online reporting form (Maxient)
- direct email, phone call, or meeting with the Title IX Coordinator, Deputy Coordinator, or Director of Labor Relations
- MATC Public Safety, who will forward the report to the Title IX Coordinator, Deputy Title IX Coordinator, or Director of Labor Relations

2. **Institutional Accountability** Failure by Responsible Employees to forward reports of sex discrimination and sexual harassment may result in disciplinary action, up to and including termination.

B. Confidential Employees: By virtue of their licensure and professional role are not required to forward reports of sex discrimination and sexual harassment. Confidential Employees at MATC are (1) licensed mental health counselors, and (2) the Ombudsperson.

Confidential Employees must explain to the person making the report: (1) that they are a Confidential Employee and not required to report sex discrimination and sexual harassment; (2)



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how to make a complaint and contact the Title IX Coordinator, Deputy Title IX Coordinator, or Director of Labor Relations; and (3) that the Title IX Coordinator may be able to offer and coordinate supportive measures.

2. Formal Complaint

Whether or not a formal complaint has been filed, when a report of sex discrimination or sexual harassment reaches the Title IX Coordinator, Deputy Title IX Coordinator, or Director of Labor Relations, they will promptly attempt to contact the alleged victim or complainant to offer and discuss the availability of supportive measures and explain the process for filing a formal complaint. To initiate this Resolution Process, a formal complaint of sex discrimination or sexual harassment must be submitted in writing and signed by a complainant indicating their wish for MATC to proceed under the Resolution Process to investigate the conduct alleged. For formal complaints of sex discrimination, MATC will follow the process outlined in **Administrative Regulation and Procedure CC0202, Process for Reviewing Complaints**.

A formal complaint must:

- be a document – can be electronic
- be signed by the complainant or signed by the Title IX Coordinator
- be made by a complainant who is participating in or attempting to participate in an education program or activity at the time of filing
- must allege sexual harassment or sex discrimination against a respondent
- must request that MATC investigate the allegation of sexual harassment or sex discrimination

3. Collateral Misconduct

If during the course of this Resolution Process, MATC becomes aware of conduct that falls outside the scope of MATC's Title IX Policy that may violate other MATC policies, such collateral misconduct may be resolved concurrently with or separately from the underlying complaint as determined by the Title IX Coordinator in consultation with appropriate MATC officials. Dismissal of allegations from the Resolution Process does not preclude MATC from addressing those same allegations under other policies.



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The Title IX Coordinator, Deputy Title IX Coordinator, or Director of Labor Relations, as appropriate, will document all decisions regarding collateral misconduct, including referrals or coordination of related disciplinary processes.

4. Initial Evaluation of Reported Conduct

Upon receiving a report in any form of potential sex discrimination or sexual harassment, the Title IX Coordinator or designee will conduct an initial evaluation of the conduct reported, typically within five (5) business days.

The purpose of this evaluation is to:

- determine whether the reported conduct, if substantiated, could constitute a violation of MATC's Title IX Policy
- assess whether the alleged conduct occurred within MATC's education program or activity
- confirm whether a formal complaint has been submitted or whether the complainant wishes to submit one
- offer supportive measures to the complainant, regardless of whether a formal complaint is filed

Supportive measures are non-disciplinary, non-punitive services designed to preserve or restore equal access to MATC's programs and activities. Supportive measures may also be made available to the respondent after notification of a formal complaint.

If it is determined that the conduct could constitute sex discrimination, but not sexual harassment, and a formal complaint is filed, MATC will follow the process outlined in **Administrative Regulation and Procedure CC0202, Process for Reviewing Complaints**.

5. Title IX Coordinator's Decision to Initiate a Complaint

When a complainant refuses to submit a formal complaint of sexual harassment, the Title IX Coordinator may initiate a complaint only after determining that the alleged conduct presents an imminent and serious threat to the health or safety of a complainant or other person, or that



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the conduct as alleged prevents MATC from ensuring equal access based on sex to its education program or activity. In making this determination, the Title IX Coordinator will consider factors including, but not limited to:

- the complainant's request not to proceed
- any reasonable safety concerns expressed by the complainant
- the potential risk of additional acts of sexual harassment
- the severity of the alleged conduct, including whether it could warrant suspension or removal of a respondent
- the age and relationship of the parties, including whether the respondent is an employee
- the scope of the allegations, including any indication of a pattern or multiple individuals affected
- the availability of evidence to support an investigation
- whether MATC could effectively stop the alleged discrimination and prevent its recurrence within its Resolution Process

The complainant's wishes will be given significant consideration. However, if the Title IX Coordinator determines that initiating a complaint is necessary to address institutional safety or compliance concerns, the complainant must be notified before any formal action is taken. MATC will also take steps to support the complainant and address any identified safety concerns. The rationale for initiating a complaint in such circumstances will be documented.

6. Dismissal

The Title IX Coordinator may dismiss a formal complaint of sex discrimination or harassment, in whole or in part, at any time during the Resolution Process.

A. Mandatory Dismissal of Sexual Harassment

MATC must dismiss a formal complaint if:

- the alleged conduct would not constitute sexual harassment even if proved
- the conduct did not occur within MATC's education program or activity



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- the conduct did not occur against a person in the United States¹

MATC may still address the conduct through other applicable policies. MATC must provide written notice of the dismissal and the reasons to both parties and their advisors promptly after the decision is made, typically within five (5) business days.

B. Discretionary Dismissal

MATC may dismiss a formal complaint when:

- the complainant notifies the Title IX Coordinator in writing that they wish to withdraw the complaint or any allegations contained within it
- the respondent is no longer enrolled or employed by MATC
- specific circumstances prevent MATC from gathering evidence sufficient to reach a determination as to the formal complaint

The Title IX Coordinator will provide written notice to both parties of the dismissal and the reasons for it promptly after the decision is made, typically within five (5) business days.

C. Supportive Measures

Regardless of dismissal, MATC will offer appropriate supportive measures to the parties and take other reasonable steps to ensure access to its educational programs and activities is not denied on the basis of sex.

7. Emergency Removal / Administrative Leave

MATC may temporarily remove a respondent from its education program or activity on an emergency basis when an individualized safety and risk assessment determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal.

This determination will be made by MATC's Behavioral Intervention Team (BIT) who will notify the Title IX Coordinator of the decision. The Title IX Coordinator or designee will provide the

¹ A hostile environment may still exist in a program or activity even if some of the conduct occurred outside of the United States.



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respondent with written notice and an opportunity to challenge the decision immediately following the removal.

A. Opportunity to Challenge

A respondent subject to emergency removal may challenge the decision within two (2) business days of receiving the notice. Upon request, the Title IX Coordinator will meet with the respondent and their Advisor (if applicable) to review the removal and determine whether it should be modified or lifted.

Emergency removal does not replace the Resolution Process, which will proceed separately.

8. Emergency Removal of Employee

MATC may place non-student employees on administrative leave, with or without pay, pending the outcome of the Resolution Process when circumstances warrant separation to protect the health, safety, or well-being of individuals involved or to maintain the integrity of the investigation.

Administrative leave is typically with pay and is not disciplinary in nature.

9. Countercomplaints

MATC permits the filing of counter-complaints during the Resolution Process. All counter-complaints will be assessed by the Title IX Coordinator to determine whether they are submitted in good faith and arise from the same or related circumstances as the original complaint.

Counter-complaints that are deemed retaliatory or frivolous will not proceed and may be addressed as a separate violation of MATC policy.

If accepted, a counter-complaint may be investigated concurrently with, or separately from, the initial complaint, depending on the facts and circumstances.

If, during the course of an investigation, new allegations are identified that were not included in the original Notice of Investigation and Allegations (NOIA), the Title IX Coordinator will provide both parties with written notice of the additional allegations before proceeding further.



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10. Notice of Investigation and Allegations (NOIA)

Upon receipt of a formal complaint (within 5 business days), and prior to commencing an investigation, the Deputy Title IX Coordinator, Director of Labor Relations, or designee will provide written NOIA to both the complainant and the respondent. The NOIA must include a copy of this Resolution Process.

Amendments or updates to the NOIA must be issued if new allegations arise during the investigation that warrant inclusion.

The NOIA will include the following information:

- Identity of the parties if known
- Allegations: A clear description of the conduct that may constitute sexual harassment
- Date, time, and location of the alleged incident(s) if known
- Specific policies implicated / offenses
- Link to or copy of Resolution Process
- A statement that each party may inspect and review all evidence gathered during the investigation prior to the investigation report being finalized
- The name(s) of the investigator(s) assigned to the matter
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination of responsibility is made at the conclusion of this Resolution Process
- A reminder that retaliation is strictly prohibited and will be addressed through disciplinary action if it occurs
- An explanation of the expectations regarding the privacy and confidentiality of information shared during the process
- Advisor Information: Notice that both parties may be accompanied by an Advisor of their choice who may be, but is not required to be, an attorney
- A caution against knowingly making false statements or submitting false information during the process
- Information about how to request disability-related accommodations to participate in the Resolution Process
- Instructions for each party to preserve any evidence that may be directly related to the allegations



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The NOIA may be delivered in person, by mail, or by email to the parties' official MATC email addresses or other designated contact methods. Delivery is considered effective once sent by any of these methods.

MATC may delay the issuance of the NOIA for good cause, including the absence of a party, a party's advisor, a witness, concurrent law enforcement activity, or the need for language assistance or to accommodate disabilities. Any such delay shall be documented.

11. The Role of an Advisor

Each party may have an Advisor of their choice present at any meeting, interview, or proceeding during this Resolution Process. The Advisor may be, but is not required to be, an attorney. Each party is required to have an Advisor at the live hearing. If a party has not identified an Advisor prior to the hearing, MATC will provide one at no cost.

At no point during this Resolution Process is the Advisor allowed to speak on behalf of the advisee. However, at the hearing, the Advisor is the only person permitted to cross-examine witnesses. Furthermore, the Advisor is expected to comply with MATC's conduct policies at all times.

MATC recognizes that a student party may have an Advisor that is not their Advisor of choice and reserves the right to obtain written consent from the student party for communications with their appointed Advisor. Any Advisor who fails to comply with these expectations may be removed.

12. Investigation

Formal complaints of sexual harassment shall be investigated promptly, thoroughly, and impartially with target completion within sixty (60) business days from receipt of the formal complaint. Reasonable delays are allowed for good cause in accordance with this Resolution Process and shall be documented when they occur.

The burden to gather evidence sufficient to determine whether a policy violation occurred rests with MATC.



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A. Investigation Steps²

The investigation will generally include the following steps, not necessarily in this order:

- Identify the parties and begin a strategic investigation plan, including a witness list, evidence list, and interview schedule
- Provide both parties the opportunity to be accompanied by an Advisor of their choice at all meetings or interviews, with sufficient written notice regarding the date, time, location, participants, and purpose
- Allow both parties to present relevant fact and expert witnesses and to submit evidence
- Seek evidence from other sources, e.g., security footage, card swipes, law enforcement records, medical records
- Conduct interviews with the parties and witnesses and perform follow-up interviews as necessary
- When credibility is a factor, ask questions to assess credibility
- Provide each party and their Advisor a copy (in electronic format or hard copy) of all evidence obtained that is directly related to the allegations in the formal complaint, including evidence MATC does not intend to rely on in making its determination, and allow at least 10 business days for the parties to review the evidence and submit a written response³
- Caution all parties and Advisors not to redisclose information obtained through this Resolution Process⁴
- Consider the responses and incorporate any determinative elements or additional relevant evidence into the final report
- Document the rationale for any modifications made during finalization

B. Interview Recording

If interviews are recorded, the following procedures apply:

² An Investigation Checklist is available for additional reference. Ask the Title IX Coordinator.

³ Consider using a virtual platform that restricts printing, downloading, sharing, and screenshotting & remind parties of their obligations. Maybe sign an NDA. Documents may also be watermarked so that if they are shared it can be determined who shared it.

⁴ Consider an NDA, but be consistent in application.



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- All participants will be notified in advance if a meeting or interview is being audio- or video-recorded
- Unauthorized recording by parties or Advisors is not permitted
- Recordings will be made available for inspection and review as part of the evidence review period prior to finalizing the investigation report

Recordings are maintained as part of the investigative file and are subject to MATC's recordkeeping policies.

Interviews may be conducted in person, via online video platforms (e.g., Zoom, Microsoft Teams, FaceTime, WebEx, etc.), or, in limited circumstances, by telephone. MATC will take appropriate steps to ensure the security/privacy of remote interviews.

Parties and witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), although this is not preferred.

C. Final Report

The final investigation report shall summarize the allegations and relevant evidence and be sent to each party and the party's Advisor, if any, at least ten (10) business days before a hearing. The parties have that time to review and submit a written response and prepare for the hearing.

13. Informal Resolution Option

MATC has discretion to decide if informal resolution is appropriate.

Informal resolution cannot be used to resolve allegations that an employee sexually harassed a student.

A. Conditions for Participation

- Written consent from both parties
- Either party may withdraw from the informal process at any time prior to resolution and resume the Resolution Process



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- The parties may not reinitiate the Resolution Process based on the same facts once an agreement is reached
- The Title IX Coordinator or designee will sign off on any informal resolution agreement in addition to the parties
- Informal resolution can be conducted by anyone with training and no conflict of interest or bias

B. Notice Requirements

Before initiating the informal resolution process, both parties will receive written notice explaining:

- the allegations at issue
- the nature and structure of the informal resolution process
- their right to withdraw and return to the Resolution Process
- any consequences of agreeing to a final resolution, including loss of the right to a hearing and appeal

C. Informal Resolution Options

MATC offers several forms of informal resolution tailored to the needs of the parties and the nature of the allegations. These may include:

- Supportive Resolution: The Title IX Coordinator meets with the complainant to determine appropriate supportive measures designed to restore or preserve the complainant's access to MATC's education programs. If the respondent has been notified of the complaint, similar measures may be extended to the respondent
- Educational Conversation: The Complainant may request the Title IX Coordinator to meet with the respondent to address the behavior in question and explain MATC's expectations. These conversations are voluntary, non-disciplinary, and non-punitive. The respondent is not required to attend or respond. Remedial actions may still be implemented to reinforce policy expectations.
- Accepted Responsibility: At any point in the process, the respondent may agree to accept responsibility for all or part of the alleged conduct. If so, the Title IX Coordinator may facilitate a resolution that includes agreed-upon restrictions, remedies, or sanctions.



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Once accepted and finalized in writing, the resolution is binding and not appealable. If agreement cannot be reached the Resolution Process resumes.

- Alternative Resolution: These approaches may include restorative practices, supported dialogue, indirect interventions, educational programming, or tailored remedies. Some outcomes are agreement-based, while others result from facilitated conversation. All parties must consent, and direct interaction is optional.

The Title IX Coordinator or designee will oversee all informal resolution proceedings and ensure they remain fair, equitable, and free from coercion.

14. Live Hearing / Sexual Harassment Cases

A live hearing is required for before a determination of responsibility can be made relating to a formal complaint of sexual harassment. After the investigation report has been finalized the Title IX Coordinator or designee will submit a referral to the Wisconsin Dept. of Admin. Division of Hearings and Appeals (“the Department” or “Decision Maker”) for the appointment of an Administrative Law Judge to preside as the hearing examiner at a due process hearing consistent with Title IX, Wis. Stat. §227, and MATC policy. The Department will use the **preponderance of the evidence** standard to determine responsibility. The preponderance of the evidence means the greater weight of the evidence (more than 50%), and indicates the evidence shows the claim is more likely true than not.

The Department will schedule and hold a telephone pre-hearing conference within 10 business days of MATC’s referral to the Department. The topics typically discussed at a pre-hearing conference include:

- rights and responsibilities of the parties and identifying who will attend
- the order of the hearing and rules of decorum
- prohibited questions and relevancy
- evidentiary questions to be considered prior to the hearing
- witnesses to be called
- logistics and other procedural details, e.g., using Zoom, taking breaks, etc.
- the written decision and possibility of sanctions



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A. Impermissible Evidence

During the hearing, the Decision Maker will determine what evidence is relevant and admissible. Examples of impermissible evidence include, but are not limited to:

- Privileged Information: A party's records made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional. . . made or maintained to a party – without the party's written consent
- Prior Sexual History of the Complainant (Rape Shield): Information about the complainant's prior sexual behavior is not admissible at hearing unless:
 - it is offered to prove that someone other than the respondent committed the alleged conduct, or
 - it relates to prior sexual conduct between the complainant and respondent and is offered to prove consent
- Harassing or Unclear Questions: Questions that are unclear, harassing, or duplicative may be excluded. Parties may be asked to reframe or clarify excluded questions.

B. Written Decision of Responsibility

The written determination will be provided to both parties simultaneously. It will also indicate when the determination becomes final. If no appeal is filed, the determination is final on the date the appeal period expires. If an appeal is filed, the determination is final on the date of the appeal outcome.

If the respondent is found responsible, the Title IX Coordinator or designee will:

- coordinate the implementation of any sanctions
- oversee the provision of remedies to the complainant and others impacted by the prohibited conduct
- monitor for compliance and continued access to the education program or activity

15. Appeals

Either party may appeal the determination regarding responsibility or the dismissal of a formal complaint or allegations therein on the following bases: (1) a procedural irregularity that affected the outcome of the matter; (2) discovery of new evidence that was not reasonably available at



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the time the determination regarding responsibility or dismissal was made that could affect the outcome; or (3) 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 against a party that affected the outcome.

A. Filing an Appeal

- An appeal of a dismissal must be submitted in writing within five (5) business days of receipt of the notice of dismissal.
- An appeal of a determination of responsibility must be submitted in writing within fifteen (15) business days of receiving the written report.
- All appeals shall be submitted to the Title IX Coordinator as identified in MATC policy C0201, Title IX Policy Against Sex-based Discrimination and Other Forms of Sexual Misconduct.
- The Title IX Coordinator will promptly notify the other party in writing of the appeal and the nonappealing party will have fifteen (15) business days from the notice of appeal to provide a written response.

Appeals will be decided by a trained, impartial Appeal Decision-maker who did not participate in the case in a meaningful manner. The Appeal Decision-maker must not have any conflict of interest or bias. MATC reserves the right to add additional bases for appeal that will apply to the parties equally.

B. Appeal Decision

The Appeal Decision-maker will issue a written decision that includes the rationale for the result. The decision will be provided simultaneously to both parties and is final.

16. Sanctions

A. Student Sanctions

Factors to consider when determining sanctions and responsive actions include, but are not limited to:

- Nature, Severity, and Circumstances: The seriousness of the violation and the context in which it occurred



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- Disciplinary History: May only be considered after a finding of responsibility and where there is an allegation of a pattern of similar misconduct
- Impact on Complainant and Community: The effect of the violation on the Complainant and the broader MATC community
- Need for Sanctions: The necessity of sanctions to stop the discrimination, prevent recurrence, and remedy its effects

Common sanctions for students include:

- Reprimand: A formal statement that the conduct was unacceptable and a warning that further violation of any MATC policy, procedure, or directive will result in more severe sanctions/responsive actions.
- Required Counseling: A mandate to meet with and engage in either MATC-sponsored or external counseling to better comprehend the misconduct and its effects
- Restrictions: A student may be restricted in their activities, including, but not limited to, being restricted from contact with persons, locations, programs, participation in certain activities or extracurriculars, study abroad, or from holding leadership in student organizations.
- Probation: Sanction for a specified limited period of time that may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate. Subsequent violations of any MATC policy or directive may be regarded as a violation of the terms of probation
- Suspension: Separation from the institution or its facilities for a definite period of time, typically not to exceed two years, after which the student is eligible to return. Eligibility may be contingent upon the satisfaction of specific conditions noted at the time of suspension or upon a general condition that the student is eligible to return if the Title IX Coordinator determines it is appropriate to re-enroll the student. The student is typically required to vacate MATC property within 24 hours of notification of the action, though this deadline may be extended at the discretion of the Title IX Coordinator or other appropriate official. During an institution-wide suspension, the student is banned from all MATC property, education programs, and activities unless they receive prior written approval from the Title IX Coordinator or appropriate institutional official. This sanction may be enforced with a trespass action if necessary.



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- Expulsion: Permanent separation from MATC. The student is banned from MATC property and the student's presence at any MATC sponsored activity is prohibited. Expulsion may also be enforced with a trespass action.
- Revocation of Degree: While very rarely employed, MATC reserves the right to revoke a degree previously awarded from MATC for fraud, misrepresentation, and/or other violation of MATC policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- Other: MATC may assign any other sanctions as deemed appropriate.

B. Student Group and Organization Sanctions

- Warning: An official notice to a student organization that the conduct is in violation of MATC policy and that the continuation of such conduct may result in further disciplinary action
- Probation: A period of observation and review during which the student organization must demonstrate compliance with MATC standards, and may include the suspension of benefits and privileges, including but not limited to, social event privileges, MATC funds, honors and awards eligibility, and new member recruitment. The term of probation will be determined at the time it is imposed, but usually for no longer than one year.
- Suspension: Termination of student group or organization recognition and/or MATC support for a definite period of time not to exceed two years and/or until specified criteria are met. During the suspension period, a student group or organization may not conduct any formal or informal business or participate in MATC activities regardless of where they occur. Re-recognition is possible, but not guaranteed, and will only be considered at the end of the suspension period provided all re-recognition criteria have been met and the group or organization gets clearance from the Title IX Coordinator or designee.
- Expulsion: Permanent termination of student group organization recognition and revocation of the privilege to congregate and conduct business on campus as an organization for any reason.
- Any other action as deemed appropriate

C. Employee Sanctions

- Written Warning: An official notice to the employee regarding the violation and the expectation for future conduct



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- Performance Improvement Plan/Management Process: A detailed plan outlining the expected improvements in behavior, performance, or adherence to policies, including timelines and consequences for failing to meet plan objectives
- Enhanced Supervision, Observation or Review: Increased oversight of the employee by a supervisor or other designated individual
- Required Training or Education: Completion of specific training programs or educational sessions focused on understanding and preventing discrimination, harassment, and retaliation
- Probation: A period during which the employee's performance and conduct will be closely monitored and evaluated to ensure compliance with MATC policies and expectations
- Denial of Pay Increase/Pay Grade: Withholding scheduled pay increases or adjustments to pay grade
- Demotion: Reduction in job rank, title, or responsibilities
- Transfer: Reassignment to a different position or department within MATC
- Shift or Schedule Adjustments: Changes to the employee's work schedule or shift to prevent further issues or conflicts.
- Delay of (or referral for delay of) Tenure Track Progress: Postponement of tenure review or progress
- Assignment to New Supervisor
- Restriction of Stipends, Research, and/or Professional Development Resources: Limiting access to additional compensation, research opportunities, or professional development resources
- Suspension/Administrative Leave without Pay: Temporarily removing the employee from their duties without pay pending the outcome of the Resolution Process
- Termination
- Other Actions: MATC may impose other sanctions as deemed appropriate

17. Pregnancy or Related Conditions

MATC does not discriminate on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery from any of these conditions. Individuals affected by pregnancy or related conditions are entitled to the same access and support as those with temporary medical conditions. An employee who learns of a student's pregnancy or related condition must refer that individual to Student Accommodations and provide the student with the Title IX Coordinator's contact information to ensure that reasonable accommodations and support are offered to the student.



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A. Student Support

When a student notifies MATC of pregnancy or a related condition, the Title IX Coordinator or designee will:

- inform the student of their rights under Title IX and provide a copy of MATC policy C0200, Equal Opportunity, Harassment and Nondiscrimination
- offer reasonable modifications to academic requirements as needed to ensure equal access to the education program or activity
- permit voluntary medical leave for the duration deemed necessary by the student's health care provider
- ensure reinstatement to the same academic status the student held before the leave began
- accommodate medically necessary absences and missed coursework

Reasonable documentation may be requested to support requests for accommodation.

18. Reasonable Extensions of Time

MATC will use its best efforts to complete the Resolution Process within the timeframes outlined herein. However, extensions may be necessary for good cause, including the absence of a party, a party's Advisor, a witness, or concurrent law enforcement activity, or the need for language assistance or to accommodate disabilities, among other reasons. In such cases, the Title IX Coordinator will provide written notice to the parties explaining the reason for the delay and the anticipated timeline for completion.

19. Recordkeeping

MATC will maintain all records related to this Resolution Process for a period of at least seven (7) years from the conclusion of the matter. Records to be maintained include materials used to train the Title IX Coordinator, Deputy Title IX Coordinator, Director of Labor Relations and staff generally.



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20. Accommodations and Support

MATC provides reasonable accommodations and support for individuals with disabilities to ensure equal access to the Resolution Process. Requests for support should be directed to the Title IX Coordinator. Accommodations may include:

- Interpreter Services: Provision of sign language interpreters or other interpreters
- Assistive Technologies: Assistive technologies such as screen readers or other devices
- Physical Access: Ensuring physical access to meeting and hearing spaces

21. Special Considerations for Minors

MATC operates programs that may include participation by individuals under the age of 18, including dual enrollment, early college, and childcare-related offerings. Accordingly, MATC may adopt procedures or supportive measures that are age-appropriate for minors, provided such modifications are applied equitably to both the complainant and respondent. These measures are designed to preserve access to the Resolution Process while supporting the developmental needs of younger participants.

Examples of age-appropriate measures may include the use of trauma-informed interview practices, involving support persons, or coordinating with K-12 program liaisons. These accommodations will not compromise either party's rights under this Resolution Process.

B. Parental and Guardian Participation

A minor's parent or legal guardian may participate in the Resolution Process to the extent they have a legal right to act on behalf of the student. This may include filing a complaint, accessing records, attending meetings or hearings, or responding to findings.

Participation by a parent or guardian may require appropriate documentation, such as a FERPA (the Family Educational Rights and Privacy Act of 1974) release, court order, or other proof of authority. MATC may request such documentation before granting access to confidential records or allowing parental decision-making within the process.



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C. FERPA and Eligible Students

In accordance with FERPA, minor students enrolled at MATC are considered “eligible students” once they begin attending a postsecondary program, regardless of age. As such, FERPA rights transfer from the parent to the student upon enrollment. MATC will communicate directly with the student unless the student has provided written consent for parental involvement or unless another legal basis for parental access applies.

If a student turns 18 while participating in the Resolution Process, all rights under FERPA and Title IX belong to the student as an adult, so a valid release authorizing continued parental involvement may be required. MATC may request updated documentation if a student’s legal status changes during the process.

Office of Responsibility: Office of General Counsel