



Title IX at State Career College

Title IX of the Education Amendments of 1972 (Title IX)

Title IX of the Education Amendments of 1972 (Title IX) is a federal civil rights law that prohibits discrimination based on sex against any person in education programs and activities receiving federal funding.

Students have the right to pursue an education, including athletic programs, scholarships, and other activities, in an environment that is free from sex discrimination, including sexual assault and sexual harassment. Likewise, employees have the right to work in an environment that is free from sex discrimination, including sexual assault and sexual harassment.

Title IX requires schools that receive federal financial assistance to take necessary steps to prevent sex discrimination, sexual assault, and sexual harassment on their campuses and to respond promptly and effectively when sex discrimination, sexual assault, or sexual harassment is reported.

Title IX was amended on May 19, 2020, to include dating violence, domestic violence, and stalking in its definition of sexual harassment and prescribe specific requirements for investigating and responding to allegations of sex discrimination, dating violence, domestic violence, retaliation, sexual assault, sexual harassment, and stalking.

State Career College is committed to compliance with *Title IX*, which prohibits dating violence, domestic violence, retaliation, sex discrimination, sexual assault, sexual harassment, and stalking in federally funded education programs and activities.

Statement of Non-Discrimination

State Career College is an equal opportunity institution that provides educational and employment opportunities without discrimination, including harassment, on the basis of race, color, religion, sex, national origin, age, disability, veteran status, or other legally protected class.

State Career College prohibits discrimination, including harassment, against any student on the basis of sex or gender. Retaliation against anyone involved in the complaint process is a violation of State Career College policy and is prohibited.

Address: 3575 Grand Ave, Suite C #1,2,3, Gurnee Illinois, 60031

Website: www.statecareercollege.edu

Tel: (847) 693-3838

Fax: (847) 693-3717



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State Career College's Title IX Coordinator

In accordance with federal *Title IX* regulations, State Career College designates the following persons as Title IX coordinator.

Title IX Coordinator: Theresa Tangonan

Contact information:

Phone: (847) 668-7884

Email: ttangonan@statecareercollege.edu

Training Title IX module completed from Traliant Administrator

Resources

Department of Education Office for Civil Rights (OCR) Guidance

[Department of Education Title IX Website](#)

[September 22, 2017 - Guidance on Addressing Sexual Harassment and Sexual Violence "Dear Colleague" Letter](#)

[September 2017 - Q&A on Campus Sexual Misconduct](#)

[April 24, 2015 - Guidance on Obligation of Schools to Designate a Title IX Coordinator "Dear Colleague" Letter](#)

[January 2001 - Revised Sexual Harassment Guidance](#)

Federal Laws

[Equal Pay Act of 1963](#)

[Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery Act\)](#)

[Title IX of the Education Amendments of 1972 \(Title IX\), as Amended May 19, 2020](#)

[Title 34 Education Part 106](#)

[Violence Against Women Reauthorization Act of 2013 \(VAWA\)](#)

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TITLE IX FORMAL RESOLUTION PROCESS FLOWCHART

STEP I: RECEIPT OF COMPLAINT

- The Title IX complaint process is initiated by the alleged victim (hereafter referred to as the “complainant”), the appropriate Title IX coordinator, or an official with the authority to institute corrective measures on behalf of SCC.
- To file a complaint, the complainant contacts the appropriate Title IX coordinator- THERESA TANGONAN ttangonan@statecareercollege.edu
- The complaint must contain the complainant’s actual signature or electronic signature. If the complainant is unable or unwilling to sign the complaint, the appropriate Title IX coordinator or designee may sign and submit the complaint in the complainant’s stead.

STEP II: NOTICE OF SUPPORTIVE MEASURES

- The appropriate Title IX coordinator or designee promptly contacts the complainant and offers supportive actions.
- Whether or not they file a formal complaint, these supportive actions and resources are available to the complainant.
- If a formal complaint is filed, and the appropriate Title IX coordinator or designee determines an investigation should be initiated, supportive measures are also offered to the respondent.

STEP III: DETERMINATION TO PROCEED WITH AN INVESTIGATION

- The appropriate Title IX coordinator or designee determines whether the allegation(s):
 1. It occurred while participating in or attempting to participate in State Career College’s education program or activity.
 2. Impacted a person in the United States and
 3. If proven, it would meet the definition of prohibited conduct.
- Suppose the allegation(s) meet the criteria listed above. In that case, the appropriate Title IX coordinator or designee assigns an appropriate individual(s) that should be addressed through another State Career College employee(s).
- The complaint is dismissed if the allegations do not meet one (1) or more of the criteria listed above. Additionally, SCC may dismiss a complaint at any time if
 1. The complainant would like to withdraw the complaint.
 2. The respondent is no longer enrolled at or employed by SCC or
 3. Specific circumstances prevent SCC from gathering sufficient evidence to determine the complaint or allegation(s).

STEP IV: INVESTIGATION

- The respondent is presumed not responsible for the alleged prohibited conduct until a written determination is made after the *Title IX* complaint process.
- The burden of gathering evidence and burden of proof falls on the investigator(s), not the parties.
- The investigator(s) notifies the parties of their rights and options.
- The investigator(s) meets separately with each party and their respective advisors (if the parties elect to provide their advisors during this phase).
- The investigator(s) meets separately with each witness.
- The investigator(s) engages in an individualized safety and risk analysis to determine whether interim action(s) are appropriate and may recommend interim action(s) to the appropriate Title IX coordinator or designee. Suppose the interim action(s) include a removal (e.g., temporary immediate suspension, temporary removal from State Career College, temporary employee administrative leave). In that case, the respondent has the right to challenge the interim action(s) immediately after the removal.

STEP V: INVESTIGATION REPORT

- After the investigation, the investigator(s) writes an *Investigation Report* that fairly summarizes the investigation and includes all evidence directly related to the allegation(s).
- The investigator(s) or appropriate Title IX coordinator or designee sends the parties and their respective advisors the *Investigation Report* in electronic format or hard copy. It gives them ten business days to inspect, review, and respond to the document before finalizing it.

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- The investigator(s) finalizes the *Investigation Report* at least ten business days before the Live Hearing.
- The investigator(s) or appropriate Title IX coordinator or designee notifies the parties and their respective advisors simultaneously in writing of the final *Investigation Report*. It sends them an electronic or hard copy of the document.

STEP VI: APPEAL

- Either the complainant or respondent may appeal the hearing officer's determination within 10 College District business days on the following grounds:
 1. procedural irregularity that affected the outcome,
 2. new evidence not reasonably available that could affect the outcome and
 3. State Career College's participants' conflict of interest or bias affected the outcome.
- The appropriate Title IX coordinator or designee notifies the non-appealing party the other party has appealed and allows them to submit a written statement in response.
- The appropriate Title IX coordinator designee is the appeal decision maker.
- The appropriate designee deliberates on the evidence, decides using the preponderance of the evidence standard (i.e., more likely than not to have occurred), and composes an *Appeal Determination*.

STEP VII: EXPULSION AND TERMINATION APPEALS

- In cases where the Expulsion of a student or the Termination of an employee is recommended, either party may appeal by submitting a written request to the appropriate Title IX coordinator or designee within ten business days of the appeal decision maker's determination.
- The appropriate Title IX coordinator or designee notifies the non-appealing party the other party has appealed and allows them to submit a written statement in response.
- The appropriate Title IX coordinator or designee forwards all information regarding the case to the president or designee.
- The president or designee deliberates on the evidence and decides to affirm, modify, remand, or reverse the recommendation for Expulsion or Termination.
- The president or designee's decision is final and non-appealable.

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CERTIFICATE

of Completion



THIS CERTIFICATE IS PROUDLY PRESENTED TO

Maria Tangonan

For Successful Completion of

Title IX: Preventing Sexual Misconduct for Faculty and Staff 2023

April 25, 2023

Date

