

Title IX Sexual Harassment & Non-Discriminatory Grievance Policy

SECTION I: Introduction

1.1 Policy Statement: Champion Christian College is committed to creating and maintaining a learning and working environment that is free from unlawful discrimination based on sex in accordance with and compliance to statute 34 C.F.R. § 106.45 Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities; Title VII of the Civil Rights act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act, Clery Act, and the Violence Against Women Act (VAWA). Sexual Harassment and Retaliation under this Policy will not be tolerated by Champion Christian College and is grounds for disciplinary action, up to and including, permanent dismissal from Champion Christian College and/or termination of employment. This Policy statement shall be read in conjunction with Champion Christian College's Sexuality Statement attached as *Appendix A*.

1.2 Purpose: Champion Christian College takes all reported sexual misconduct and harassment seriously. Champion will promptly discipline any individuals within its control who are found responsible for violating this Policy. Additionally, reported sexual misconduct and harassment that does not meet the definitions and jurisdiction of this Policy may be referred for review to the College President and to his Administration designee(s).

1.3 Applicability: This Policy applies to students and employees as follows:

a. **To STUDENTS:** Where the Respondent is a student at Champion Christian College at the time of the alleged conduct, the alleged conduct includes Sexual Harassment under this Policy, the alleged conduct occurs in Champion Christian College's Education Program and Activity, the alleged conduct occurs against a person in the United States, and the Complainant is participating in or attempting to participate in Champion's Education Program or Activity.

b. **To EMPLOYEES:** Where the Respondent is an employee at Champion Christian College at the time of the alleged conduct, where the alleged conduct includes Sexual Harassment under this Policy, the alleged conduct occurs in Champion's Education Program and Activity, the alleged conduct occurs against a person in the United States, and the Complainant is participating in or attempting to participate in Champion's Education Program or Activity.

1.4 Title IX Coordinator and Key Officials. The *Title IX Coordinator* is the Champion Christian College administrator who oversees Champion Christian College's compliance with Title IX. *Title IX Key Officials* assist any and all measures necessary by the Title IX Coordinator. The Title IX Coordinator is responsible for administrative response to reports and Formal Complaints of Sexual Harassment. The Title IX Coordinator is available to discuss the grievance process, coordinate supportive measures, explain Champion Christian College policies and procedures, and provide education on relevant issues. The Title IX Coordinator may designate one or more Title IX Key Officials to facilitate these responsibilities. Any employee and / or student

of the Champion Christian College may contact the Title IX Coordinator with questions. Title IX Coordinator and Key Officials contact information is as follows:

Mrs. Angel Ellison, Title IX Coordinator

Director of Student Services

1.501.623.2272, EXT 410

angel.ellison@champion.edu

Dr. Dennis Malone, Title IX Key Official

VP of Distance Education

1.501.623.2272, EXT 404

dennis.malone@champion.edu

Mr. Paul Lindley, Title IX Key Official

Academic Office Director

1.501.623.2272, EXT 411

paul.lindley@champion.edu

Mr. Deanthony Ellison, Title IX Key Official

Director of Athletics

1.501.623.2272, EXT 505

deanthony.ellison@champion.edu

In addition to the Title IX Coordinator and Key Official(s), Champion Christian College appoints three additional assistants who have roles in the Formal Grievance process more fully explained in Sections 5 and 6 of this Policy:

- (1) investigators,
- (2) decision makers and
- (3) informal resolution facilitators.

*The Title IX Coordinator, Key Officials, investigators, decision-makers, and informal resolution facilitators will receive **annual training** in compliance with Title IX.* All administrators in these roles will not rely on sex stereotypes and will provide impartial investigations and adjudications of Formal Complainants of Sexual Harassment.

All materials used to train these administrators will be publicly made available on Champion Christian College's website in accordance with Title IX requirements. The Title IX Coordinator, Key Officials, investigators, decision-makers, and informal resolution facilitators shall not have a conflict of interest or bias for or against Complainants or Respondents generally or an individual Complainant or Respondent.

1.5 Notification: Champion Christian College will use electronic mail (email) for purposes of communication and notification under this Policy.

1.6 Free Speech: Freedom of speech and principles of academic freedom are central to the mission

of institutions of higher education. Constitutionally protected expression cannot be considered Sexual Harassment under this Policy. Please see Section III (page 32) of the Faculty & Staff Handbook for Champion Christian College's Academic Freedom statement.

1.7 Dissemination of Policy: This Policy will be made available to all Champion Christian College administrators, faculty, staff, and students online at <https://champion.edu> and in Champion Christian College's Student Handbook as well as Faculty & Staff Handbook.

1.8 Effective Date: The effective date of this Policy is August 18, 2025.

1.9 Retaliation and False Statements Prohibited: Neither Champion Christian College or any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or this Policy 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 under this Policy.

a. Alleged violations of Retaliation will be referred to the College President and to his Administration designee(s) if allegedly committed by a student or an employee and thus to be investigated and resolved under the respective Code of Conduct.

b. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this Policy.

c. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this Policy does not constitute retaliation prohibited under Policy. However, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

1.10 Other College Policies: This Policy takes precedence over other College policies and procedures concerning Sexual Harassment under Title IX in the event of a conflict.

1.11 Student or Employee Code of Conduct: Alleged violations of the student or employee Code of Conduct that rise from the same events as alleged Sexual Misconduct under this Policy will be investigated and resolved under the grievance process in this Policy unless the Sexual Harassment has been dismissed under section 5.2 of this Policy.

SECTION II: Definition of Terms

2.1 Definitions of Prohibited Conduct Under this Policy¹

2.1.1 Sexual Harassment means conduct on the basis of sex that satisfies one or more of the following:

(1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;

¹ See www.arkansas.gov for reference to Arkansas State Law Code and definitions that may apply to the definitions contained within this Policy.

(2) Unwelcome conduct determined by a Reasonable Person to be so severe², pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or

(3) Sexual Assault, Dating Violence, Domestic Violence or Stalking as defined in this Policy.

2.1.2 Sexual Assault means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation, including Rape, Fondling, Incest, and Statutory Rape as defined in this Policy.

2.1.3 Rape means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Consent of the victim.

2.1.4 Fondling means the touching of the private body parts of another person for the purpose of sexual gratification, without the Consent of the victim, including instances where the victim is incapable of giving Consent because of his/her age or because of his/her temporary or permanent mental Incapacity.

2.1.5 Incest means sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

2.1.6 Statutory Rape means sexual intercourse with a person who is under the statutory age of Consent.

2.1.7 Dating Violence means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship,
- The type of relationship,
- The frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

² A **severe**, pervasive, and objectively offensive assessment includes, but is not limited to, a consideration of the frequency of the offensive conduct; the nature of the unwelcome sexual acts or words, such as whether the harassment was physical, verbal or both; whether the harassment was merely an offensive utterance; the number of victims involved and the relationship between the parties including, but not limited to, the ages of the harasser and the victim. In evaluating whether conduct is severe, pervasive, and objectively offensive, Champion Christian College will look at the totality of the circumstances, expectations, and relationships.

2.1.8 Domestic Violence includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse or intimate partner of the victim;
- a person with whom the victim shares a child in common;
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of Arkansas; or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Arkansas.

2.1.9 Stalking means engaging in a Course of Conduct directed at a specific person that would cause a Reasonable Person to—

- fear for his or her safety or the safety of others; or
- suffer Substantial Emotional Distress.

2.2 Definitions Related to Sexual Harassment: Consent, Course of Conduct, Incapacitation, Reasonable Person, Substantial Emotional Distress

2.2.1 Consent is affirmative, conscious, voluntary, and revocable. Consent to sexual activity requires of each person an affirmative, conscious, and voluntary agreement to engage in sexual activity.

It is the responsibility of each person to ensure they have the affirmative consent of the other to engage in the sexual activity. Lack of protest, lack of resistance, or silence do not, alone, constitute consent. Affirmative consent must be ongoing and can be revoked at any time during sexual activity.

The existence of a dating relationship or past sexual relations between the Complainant and Respondent will never by itself be assumed to be an indicator of consent (*nor will subsequent sexual relations or dating relationship alone suffice as evidence of consent to prior conduct*).

The Respondent's belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable. In making this determination, the decisionmaker will consider all of the facts and circumstances the Respondent knew, or reasonably should have known, at the time. In particular, the Respondent's belief is not a valid defense where:

- (1) The Respondent's belief arose from the Respondent's own intoxication or recklessness;
- (2) The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented; or
- (3) The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was:
 - asleep or unconscious;
 - unable to understand the fact, nature, or extent of the sexual; activity due to the influence of drugs, alcohol, or medication;
 - unable to communicate due to a mental or physical condition.

2.2.2 Course of Conduct means two or more acts, including, but not limited to, acts in which the individual directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

2.2.3 Incapacitation is a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely as a result of drinking, using drugs, or taking medication.

2.2.4 Reasonable Person means a reasonable person under similar circumstances and with similar identities to the victim.

2.2.5 Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

2.3 Other Defined Terms within the Policy

2.3.1 Business Day means any weekday not designated by Champion Christian College as a holiday or administrative closure day. When calculating a time period of business days specified in this Policy, the business day of the event that triggers a time period is excluded.

2.3.2 Complainant means an individual who is alleged to be the victim of conduct that could constitute sexual harassment. Complainants and Respondents are referred to collectively as "*parties*" throughout this Policy.

2.3.3 Confidential Employees means an individual who will not report any information about an incident to the Title IX Coordinator without the Complainant's permission.

2.3.4 Disciplinary Sanctions are imposed only after a finding of responsibility through the grievance process or an agreement through the informal resolution process.

2.3.5 Education Program or Activity includes locations, events, or circumstances over which Champion Christian College exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurs. This includes conduct that occurs on Champion Christian College property, during any Champion Christian College activity, or in any building owned or controlled by a student organization that is officially recognized by Champion Christian College.

2.3.6 Formal Complaint means a document filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that Champion Christian College investigate the allegation of Sexual Harassment.

2.3.7 Official with Authority means an individual who has the authority to institute corrective measures and is required to report Sexual Harassment to the Title IX Coordinator. Officials with authority are limited to the following positions: Title IX Coordinator and Key Official(s).

2.3.8 Parties refers to the Complainant and Respondent under this Policy.

2.3.9 Remedies are designed to restore or preserve equal access to Champion Christian College's Education Program or Activity. Remedies may include but are not limited to the same individualized services as Supportive Measures; however, Remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent.

2.3.10 Respondent means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. Complainants and Respondents are referred to collectively as "*parties*" throughout this Policy.

2.3.11 Responsible Employee means any individual who is employed by Champion Christian College and not deemed to be a Confidential Employee. Responsible Employees are required by Champion Christian College to report Sexual Harassment to the Title IX Coordinator promptly upon receiving a report of a Sexual Harassment.

2.3.12 Retaliation means intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or Sexual Harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of Sexual Harassment, for the purpose of interfering with any right or privilege secured by Title IX or this Policy.

2.3.13 Supportive Measures means 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.

Such measures are designed to restore or preserve equal access to Champion Christian College's Education Programs or Activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Champion Christian College's educational environment, or deter sexual harassment.

Supportive measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

SECTION III: Reporting Sexual Harassment and Preservation of Evidence

3.1 Reporting to Champion Christian College

3.1.1 Reporting to Title IX Coordinator: Reports of Sexual Harassment may be made to the Title IX Coordinator in any of the following ways, by anyone, at any time: email, phone, online form, mail. Reports may be made to the Title IX Coordinator in person at the Title IX Office during normal business hours. After Title IX Sexual Harassment has been reported to the Title IX Coordinator, the Title IX Coordinator will promptly offer Supportive Measures to the Complainant, regardless of whether the Complainant was the reporter of the Sexual Harassment.

3.1.2 Reporting to Officials with Authority: The following positions are Officials with Authority: Title IX Coordinator and Key Officials. If they are notified of Sexual Harassment, they will promptly respond to the report of Sexual Harassment.

3.1.3 Reporting to Confidential Employees: Champion Christian College's Church Ministries Degree Program Lead Faculty is a Confidential Employee under this policy. Reports made to Confidential Employees are considered confidential reports and will not be reported to the Title IX Coordinator without the Complainant's permission and will not constitute actual notice to Champion Christian College of the alleged sexual harassment. These employees are, however, obligated to submit reports not directly received from the Complainant. The Church Ministries Degree Program Lead Faculty contact information is as follows:

Pastor Josh Clark
Lead Faculty; Church Ministries
1.501.623.2272, EXT 402
josh.clark@champion.edu

3.1.4 Reporting to Responsible Employees: Employees who are not defined as Confidential Employees are required to report Sexual Harassment to the Title IX Coordinator, who will respond to the Sexual Harassment.

3.1.5 Anonymous Reporting: Anonymous reports may be made by phone or in writing with the Title IX Coordinator (*see section 1.4*). Your decision to remain anonymous, however, may greatly limit the Champion Christian College's ability to stop the alleged conduct, collect evidence, or take action against parties accused of violating this Policy.

3.2 Reporting to Law Enforcement: Reports may be filed with local law enforcement agencies. Respectively, Law enforcement investigations are separate and distinct from Champion Christian College investigations. The Title IX Coordinator can assist with contacting law enforcement agencies, such as:

City of Hot Springs Police Department
641 Malvern Avenue
Hot Springs, Arkansas 71901
1.501.321.6789
<https://www.hotspringsar.gov/359/Police>

3.3 Reporting to Outside Agencies: Students and employees may report to external agencies:

A. Students:

(1) Transnational Association of Christian Colleges and Schools (TRACS)

P. O. Box 328, Forest, VA 24551
1(434)-525-9539
info@tracs.org

Directions for filing are found at:

- TRACS Complaint Policy and Procedures
https://a8a4b638-e62a-455d-b69e-5dadf33603a4.usrfiles.com/ugd/a8a4b6_e41f4db86cae4b3dad0d535171b123d3.pdf
- TRACS Complaint Information Sheet
https://www.tracs.org/files/ugd/a8a4b6_fc5a7fa572704771a928796e34f3351e.pdf
- TRACS Complaint Form

(2) Arkansas Division of Higher Education (ADHE)

Students must follow the institution's published student grievance process before contacting the Arkansas Division of Higher Education (ADHE). Grievances regarding student grades or conduct violations are governed entirely by institutional policy and Arkansas law and will not be considered by ADHE. If a student must report an unresolved grievance, the student may contact ADHE. Resolutions by ADHE are final. Students must submit a written grievance to ADHE. The grievant must also provide written documentation from the College / university verifying that the institution's appeal process has been followed. Below is a link to the ADHE online grievance form. <https://adhe.edu/students-parents/student-grievance-form>

(3) Department of Education

Students must follow the institution's published student grievance process before contacting the U.S. Department of Education ((USDE). Grievances regarding student grades or conduct violations are governed entirely by institutional policy and Arkansas law and will not be considered by USDE. Students must submit an electronic grievance form to USDE. The grievant must also provide written documentation from the college / university verifying that the institution's appeal process has been followed. Below is the link to the USDE electronic grievance form. <https://www.ed.gov/laws-and-policy/civil-rights-laws/file-complaint>.

Additionally, Champion Christian College complies fully with the Family Educational Rights and Privacy Act (FERPA) of 1974, which protects the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data. As a rule, a student's academic record is confidential and will not be released to unauthorized persons without written approval from the student. Directory-type information, including name, photograph, degree, enrollment status, participation in recognized activities and sports, degrees, honors, scholarships, and awards is considered public information and may be made available unless the student requests nondisclosure for the enrollment period. A student has the right to file a complaint with the U.S. Department of Education concerning failures of the College to maintain the requirements of FERPA at <https://studentprivacy.ed.gov/file-a-complaint>.

The Director of Student Services is available to explain the formal grievance process and guide the grieved student therein. The Student Services Office is located on the 2nd floor of Champion Hall. Champion maintains records in the office of Student Services.

B. Employees:

(1) United States Equal Employment Opportunity Commission (EEOC)

Champion Christian College complies with the EEOC. An employee of the College has the right to file a complaint against the institution. For general information about the laws EEOC enforces and filing a charge, an employee may call 1-800-669-4000, 1-800-669-6820 (TTY for Deaf/Hard of Hearing callers only), 1-844-234-5122 (ASL Video Phone for Deaf/Hard of Hearing callers only),

or info@eeoc.gov. For any specific accusation against the College of employment discrimination, visit the EEOC Public Portal at <https://publicportal.eeoc.gov/Portal/Login.aspx>. An employee can also locate an EEOC jurisdictional office location listing by State at <https://www.eeoc.gov/field-office>.

(2) Arkansas Human Rights Commission (AHRC)

Champion Christian College complies with the AHRC. An employee of the College has the right to file a grievance against the institution in person at any DHS office or by phone, email, or mail as follows:

- Phone: 501-320-6352
- Email: dcocivilrightscomplaints@dhs.arkansas.gov
- Mail: 108 E. 7th Street, P.O. Box 1437, Slot N101, Little Rock, AR 72203-1437

3.6 Time Limits on Reporting: There are no time limits on reporting Sexual Harassment to the Title IX Coordinator or Champion Christian College. If the Respondent is no longer subject to Champion Christian College's Education Program or Activity or significant time has passed, Champion Christian College will have limited ability to investigate, respond and/or provide disciplinary remedies and sanctions.

3.7 Champion Christian College Federal Reporting Obligations: Certain Champion Christian College employees, called Campus Security Authorities, have a duty to report certain incidents of misconduct to comply with the Clery Act. Campus Security Authorities are not required to report personally identifiable information for Clery Act purposes, but statistical information must be sent regarding the type of incident that occurred and its general location (*e.g., on or off-campus*) for publication in an annual report of crime statistics, called the Annual Security Report. Statistics published in the Annual Security Report help to provide the campus community with a clearer picture of the extent and nature of campus crime, but the statistics do not personally identify Complainants or Respondents. Reports by Campus Security Authorities are not official police reports and do not initiate criminal investigations.

When Sexual Assault, Domestic Violence, Dating Violence, and/or Stalking are reported under the Clery Act, Champion Christian College must issue timely warnings for such incidents that pose a serious or continuing threat of bodily harm or danger to members of the campus community. Champion Christian College will not disclose a Complainant's name and other identifying information in a timely warning but will provide sufficient information for Champion Christian College community members to make informed safety decisions in response to potential danger.

3.8 Preservation of Evidence: Champion Christian College recognizes that a Complainant may need time to decide whether to report an incident of Sexual Harassment to the police and/or Champion Christian College. The purpose of this section is to provide Complainants with suggestions on preserving evidence while they decide whether to report an incident. Champion Christian College encourages Complainants, as soon as possible after experiencing Sexual Assault to take steps to preserve evidence such as:

- Have a forensic sexual assault nurse examination performed as soon as possible after the incident, but no later than 72-96 hours after the incident;

- When possible, prior to having a forensic sexual assault nurse examination performed, avoid: changing clothing, bathing, showering, using a douche, using the bathroom, brushing one's teeth, drinking liquids, washing one's hands or face, or combing one's hair;
- Preserve any clothing, sheets, or other materials (items containing bodily fluids should be stored in cardboard boxes or paper bags);
- Preserve or capture electronic communications such as text messages, e-mails, social media posts or exchanges (*e.g., Snapchat, Facebook, Instagram; Twitter; etc.*);
- Preserve or capture video, audio (*e.g., voice mail messages*), or photographs, including those stored on smartphones or other devices; and
- Preserve any other physical, documentary, and/or electronic data that might be helpful to an investigator.

SECTION IV: Initial Response to Reported Sexual Harassment

4.1 Upon receipt: If a report of Sexual Harassment is received by Champion Christian College, the Title IX Coordinator will promptly contact the Complainant, regardless of whether the Complainant was the individual who initiated the report. During the initial contact with the Complainant, the Title IX Coordinator will:

- Provide the Complainant with notice of their rights and options.
- Explain the process for filing a Formal Complaint.
- Explain the Grievance Process.
- Discuss the availability of Supportive Measures regardless of whether a Formal Complaint is filed.
- Consider the Complainant's wishes with respect to Supportive Measures.

SECTION V: Formal Complaint

Champion Christian College will investigate all allegations of Sexual Harassment in a Formal Complaint.

5.1 Filing a Formal Complaint: A Formal Complaint must:

- (1) Contain an allegation of Sexual Harassment against a Respondent
- (2) Request that Champion Christian College investigate the allegation
- (3) Be signed by the Complainant or Title IX Coordinator

In limited circumstances, if a Complainant does not sign a Formal Complaint, the Title IX Coordinator or Key Official(s) may sign a Formal Complaint. In determining whether to sign a Formal Complaint, the Title IX Coordinator or Key Officials will consider factors that include but are not limited to:

- Whether there have been other reports of Sexual Harassment or other relevant misconduct concerning the same Respondent;
- Whether or not the incidents occurred while the Respondent was a Champion Christian College student or employee;
- Whether the Respondent threatened further Sexual Harassment or other misconduct against the Complainant or others;
- Whether the alleged Sexual Harassment was committed by multiple perpetrators;

- The nature and scope of the alleged Sexual Harassment including whether the Sexual Harassment was perpetrated with a weapon;
- The ages and roles of the Complainant and the Respondent;
- Whether Champion Christian College can pursue the investigation without the participation of the Complainant (e.g., *whether there are other available means to obtain relevant evidence of the alleged Sexual Harassment such as security cameras or physical evidence*);
- Whether the report reveals a pattern of perpetration (e.g., *perpetration involving illicit use of drugs or alcohol*) at a given location or by a particular group.

5.2 Dismissal of a Formal Complaint

5.2.1 Required Dismissal: The Title IX Coordinator will dismiss a Formal Complaint for purposes of Sexual Harassment if:

- (1) The conduct alleged in the Formal Complaint would not constitute Sexual Harassment as defined in this Policy even if proved;
- (2) The conduct alleged did not occur in Champion Christian College's Education Program or Activity; or
- (3) The Conduct alleged in the Formal Complaint did not occur against a person in the United States.

If a Formal Complaint is dismissed under this section and the Respondent is a student, the matter will be sent to the Director of Student Services for review to decide whether the matter will be pursued under the Champion Christian College Code of Conduct.

Dismissal of a Formal Complaint does not preclude action under any other provision of Champion Christian College's Code of Conduct. If a Formal Complaint is dismissed under this section the matter may be referred for review to the Director of Student Services if allegedly committed by a student or the College President for staff under the respective Code of Conduct.

5.2.2 Permissive Dismissal: The Title IX Coordinator may dismiss a Formal Complainant or any allegations within the Formal Complaint, if at any time during the investigation or hearing:

- (1) A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations within the Formal Complaint,
- (2) The Respondent is no longer enrolled or employed by Champion Christian College, or
- (3) Specific circumstances prevent Champion Christian College from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations within the Formal Complaint.

5.2.3 Appeal of Dismissal: Either party may appeal the dismissal of a Formal Complaint or any allegations therein. Please reference Section 7 herein for the basis and the process for appeals.

5.3 Consolidation of Formal Complaints: The Title IX Coordinator may consolidate Formal Complainants as to allegations of Sexual Harassment against more than one Respondent or by more than one Complainant against one or more Respondents where the allegations arise out of the same facts or

circumstances.

SECTION VI: Grievance Process

The grievance process within this Policy is designed to treat 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 complying with this section before the imposition of any Disciplinary Sanctions against a Respondent.

6.1: General Grievance Process Information:

6.1.1 Burden of Proof and Burden of Gathering Evidence: All investigations and proceedings, including hearings, relating to Sexual Harassment will be conducted using a “preponderance of the evidence” (more likely than not) standard. The burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on Champion Christian College, not the parties.

6.1.2 Presumption of Not Responsible: The Respondent is presumed to be not responsible for the alleged conduct until a determination regarding responsibility is made at the end of the grievance process.

6.1.3 Time Frames for Grievance Process: The grievance process will be completed within one hundred and twenty (120) business days. Temporary delays and/or extensions of the time frames within this Policy may occur for good cause. Written notice will be provided to the parties of the delay and/or extension of the time frames with explanation of the reasons for such action. Examples of good cause for delay/extensions include but are not limited to considerations such 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.

6.1.4 Medical Records: Champion Christian College will not access, consider, disclose, or otherwise use party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless Champion Christian College obtains that party’s voluntary, written permission to do so for the grievance process within the Policy.

6.1.5 Privileged Information: Champion Christian College 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, unless the person holding the privilege has waived the privilege.

6.1.6 Range of Disciplinary Sanctions and Remedies: Disciplinary Sanctions and Remedies for matters involving a Student Respondent can be found in the Student Handbook. For matters involving Faculty and Staff Respondents they can be found under the Faculty & Staff Handbook.

6.1.7 Notice of Meetings, Interviews, and Hearings: Parties and witnesses will be provided notice of any meeting, interview, and/or hearing with sufficient time to prepare to participate. This notice will include the date, time, location, participants and purposes of the meeting, interview and/or hearing.

6.2 Notice of Allegations:

Upon receipt of a Formal Complaint, the investigator will provide Notice of Allegations to the parties who are known. The Notice of Allegations will include:

- (1) Notice of Champion Christian College's grievance process;
 - (2) Notice of the party's rights and options;
 - (3) Notice of Champion Christian College's informal resolution process and options;
 - (4) Notice of the allegations of Sexual Harassment including:
 - The identities of the parties involved in the incident, if known,
 - The conduct allegedly constituting Sexual Harassment, and
 - The date and location of the incident, if known.
- (A) Notice that the Respondent is presumed not responsible of the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- (B) Notice that the parties may have an advisor of their choice, who may be, but is not required to be an attorney, and that the advisor may inspect and review evidence as explained in section 6.4.4 of this Policy.
- (C) Notice of the Champion Christian College's Code of Conduct provision that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

The Notice of Allegations will be updated, and written notice provided to the parties if at any time during the investigation, Champion Christian College decides to investigate allegations about the Complainant or Respondent that are not included in the initial Notice of Allegations.

6.3 Investigation of Formal Complaint

Champion Christian College will conduct an investigation following a Formal Complaint and Notice of Allegations. During all meetings and interviews the parties may be accompanied by an *advisor* of their choice, which can be, but is not required to be an attorney. During the investigation stage of the grievance process, the advisor's role is limited to assisting, advising, and/ or supporting a Complainant or Respondent. An advisor is not permitted to speak for or on behalf of a Complainant or Respondent, appear in lieu of a Complainant or Respondent during the investigation phase of the grievance process.

6.3.1 Equal Opportunity to Provide Information and Present Witnesses: Each party will be provided an equal opportunity to provide information to the investigator and present witnesses for the investigator to interview. The information provided by the parties can include inculpatory and exculpatory evidence. The witnesses can include both fact witnesses and expert witnesses.

6.3.2 Equal Opportunity to Inspect and Review Evidence: Each party will be provided an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including evidence upon which Champion

Christian College does not intend to rely upon in reaching a determination regarding responsibility. This review includes inculpatory and exculpatory evidence that is obtained by a party, witness, or other source. Each party and their advisor (if any) will be provided an electronic copy of the evidence for inspection and review. The parties will have ten (10) business days to review and submit a written response to the investigator. The investigator will consider the written responses prior to completing an investigative report. All evidence provided during the inspection and review phase will be available at any hearing for the parties to use during the hearing, including for purposes of cross examination.

6.3.3 Investigative Report: Following the opportunity to inspect and review evidence directly related to the allegations raised in the Formal Complaint, the investigator will create an investigative report that fairly summarizes relevant evidence obtained during the investigation.

6.3.4 Review of the Investigative Report: At least ten (10) business days prior to a hearing, the investigator will provide each party and the party's advisor (if any) an electronic copy of the investigative report for their review and written response.

6.3.5 Investigation Timeframe: The investigation of a Formal Complaint will be concluded within 90 days of the filing of a Formal Complaint. The parties will be provided updates on the progress of the investigation, as needed.

6.4 Live Hearing:

After the investigation, Champion Christian College will provide for a live hearing for all Formal Complaints of Sexual Harassment that have not been dismissed per section (include section for dismissal here) or resolved by informal Resolution under section (include section for informal resolution here). At the request of either party, or at the discretion of the Title IX Coordinator, Champion Christian College will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the other party or witness answering questions.

6.4.1 Information at the Hearing: The following information/evidence will be available in electronic form at the hearing:

- (1) Evidence from the investigation, including the evidence directly related to the allegations that was reviewed by the parties, regardless of whether it was incorporated into the report.
- (2) The investigation report and any attachments/appendices.

6.4.2 Decision-maker: The decision-maker(s) will be appointed by Champion Christian College and will not be the Title IX Coordinator or investigator. The decision-maker(s) will be trained, impartial, and without a conflict of interest. The decision-maker(s) will be a Champion Christian College employee or external individual designated by Champion Christian College.

6.4.3 Challenge to the decision maker: Either party may challenge the appointment of a decision-maker, based on conflict of interest or bias, in writing to the Title IX Coordinator, no less than five (5) business days prior to the scheduled hearing.

6.4.4 Advisor's Role at the Hearing: Each party must have an advisor present at the hearing. The advisor's role is limited to supporting, advising, and assisting the party during the hearing and conducting questioning (cross-examination) of participants. Advisors are required to follow rules of decorum enforced by the decision-maker. Failure to follow the rules of decorum by an advisor may result in removal of an advisor from the hearing. If a party does not have an advisor present at the live hearing, Champion Christian College will appoint the party with an advisor without fee or charge.

6.4.5 Recording of the Hearing: Champion Christian College will create an audio or audiovisual recording of all live hearings and make the recording available to the parties for inspection or review.

6.4.6 Hearing Process Facilitator: Champion Christian College may designate a hearing process facilitator to coordinate the hearing, including, but not limited to, coordination and scheduling of the hearing; the logistics of physical or virtual rooms for parties and/or witnesses, including separation of the parties; ensuring all technology is working appropriately; ensuring the parties have access to electronic documents during the hearing; distributing materials; etc. The facilitator may also be the Title IX Coordinator. The facilitator may invite the parties and their advisors, separately, to a meeting prior to the hearing to review the hearing process for the purpose of ensuring a smooth hearing. This meeting is separate from the pre-hearing conference discussed below.

6.4.7 Pre-Hearing Matters: In order to streamline the hearing process, the decision-maker may request the submission of questions prior to the hearing through electronic submission and/or a pre-hearing conference.

(1) Pre-Hearing Submission of Questions: The decision-maker may request the parties submit questions, in writing, prior to the hearing. This submission does not preclude the advisor from asking additional questions live during the hearing. The decision-maker may allow for the pre-hearing submission of questions regardless of whether a pre-hearing conference occurs.

(2) Pre-Hearing Conference: The decision-maker may hold a pre-hearing conference to further streamline the live hearing, especially in complex cases involving multiple Complainants, Respondents and/or a significant number of witnesses. During the prehearing conference, parties and their Advisors will meet with the decision-maker separately to review written questions previously submitted and/or to submit, in writing, any questions they wish to ask during the live hearing so that the decision-maker can be prepared to respond to the relevancy of said questions during the live hearing. The decision-maker may discuss any preliminary relevancy determinations regarding submitted questions and/or discuss alternative ways in which to ask questions; however, the decision-maker will make any final relevancy determinations in real-time, orally, during the live hearing. This conference does not preclude the advisor from asking additional questions live during the hearing. At the pre-hearing conference, the decision-maker may also hear arguments regarding the relevance of the evidence identified in the investigation report as relevant or not relevant, and/or directly related to the allegations.

(3) Hearing Documents: The decision-maker or hearing facilitator will provide parties with a copy of all materials provided to the decision-maker about the matter.

(4) Accommodation Requests: Participants in need of disability-related accommodation and/or interpretation services during the hearing must contact the Title IX Coordinator with said requests (5) five days prior to the hearing.

6.4.8 Participants in the Hearing. Participants at the hearing include the decision-maker, the investigator(s) who conducted the investigations, the parties, advisors to the parties, witnesses and anyone providing authorized accommodations. In addition, Champion Christian College may have a hearing facilitator present. Any witnesses scheduled to participate in the hearing must have been first interviewed by the investigator (s) or have provided a written statement or answered questions from the investigator in writing. The decision-maker will provide the names of all persons participating in the hearing to the parties at least seven (7) days prior to the live hearing.

6.4.9 Hearing Process and Phases: The live hearing will include the following phases:

(1) Notice of Hearing: After the investigative report has been completed and at least ten (10) business days prior to the date set for the hearing, the parties and their Advisors (if any) will be provided with a Notice of the Hearing. The Notice will include the date, time, location, name of the decision-maker, names of all participants in the hearing, and the location (virtual or in person) of the hearing.

(2) Opening Statements: Each party will have the opportunity to present an opening statement to the decision-maker.

(3) Questioning of Hearing Participants (*Parties and Witnesses*):

(A) By the Decision-maker: The decision-maker will ask initial questions of the participants at the hearing.

(B) By the Advisors: After the decision-maker asks questions of a participant, each party's advisor will be permitted to ask relevant questions and follow up questions orally, directly, and in real time of the participant. The parties are never permitted to ask questions of participants directly. The questioning of participants by advisors will be conducted in the following manner:

- A question is asked by an advisor
- Before participant answers the questions, the decisionmaker determines whether question is relevant
- If question is determined relevant by the decision-maker, the participant answers the question
- If the question is determined not to be relevant by the decision-maker, the decision-maker must explain the decision to exclude a question as not relevant.

(C) Evidence and Questions Excluded:

- **Sexual Predisposition or Prior Sexual Behavior of the Complainant:** Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.
- **Privileged Information:** No person will be required to disclose information protected under a legally recognized privilege. The decision-maker must not allow into evidence or rely upon any questions or evidence that may require or seek disclosure of such information, unless the person holding the privilege has waived the privilege. This includes information protected by the attorney-client privilege.
- **Medical Records:** Evidence or records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, are not permitted to be used during a hearing unless the party provides voluntary, written permission to do so for the grievance process within this Policy.

(D) Party or Witness Does Not Submit to Cross-examination: If a party or witness does not submit to cross-examination by an advisor at the live hearing, the decision-maker will not rely on any statement of that party or witness in reaching a determination regarding responsibility. The decision-maker, however, will not draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

(4) Closing Statements: Each party will have the opportunity to present a closing statement to the decision-maker.

6.4.10 Determination Regarding Responsibility: After the live hearing, the decision-maker(s) will issue a written determination regarding responsibility using the preponderance of the evidence standard. The decision-maker(s) will provide the Complainant and the Respondent with the written determination simultaneously. The determination regarding responsibility becomes final either on the date that Champion Christian College provides the parties with the written determination of the result of the appeal, if an appeal is filed, or, if an appeal is not filed, the date on which an appeal would no longer be considered timely. The written notice will include:

- Identification of the allegations potentially constituting Sexual Harassment;
- A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
- Findings of fact supporting the determination;
- Conclusions regarding the application of this Policy to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions that Champion Christian College imposes on the Respondent, and whether remedies designed to restore or preserve equal access to Champion Christian College's education program or activity will be provided by Champion Christian College³ to the Complainant; and
- The procedures and permissible bases for the Complainant and Respondent to appeal.

SECTION VII: Appeals

Either party may appeal the determination regarding responsibility, or the dismissal of a Formal Complaint or any allegations therein within five (5) business days of the receipt of the determination regarding responsibility or dismissal. The appeals must be made in writing and delivered to the Title IX Coordinator.

7.1 Basis for Appeal of Determination of Responsibility. Appeals of the determination of responsibility may be made on the following basis:

- Procedural irregularity that affected the outcome of the matter;
- 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; or
- The Title IX Coordinator, investigator, or decision-maker 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.

7.2 Appeals of Dismissal of Formal Complaint. Appeals of a dismissal of a Formal Complaint may be made on the following basis:

- The information contained in the Formal Complaint met the definition of Sexual Harassment including the Education Program or Activity under this Policy.
- The Title IX Coordinator, investigator, or decision-maker 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.

7.3 Appeal Procedures: If an appeal is submitted, Champion Christian College will:

- (1) Notify the other party in writing when an appeal is filed and implement appeal procedures equally for both parties.

³ The Title IX Coordinator is responsible for the implementation of any remedies.

(2) Ensure that the decision-maker for the appeal is not the same person as the decision maker that reached the determination regarding responsibility or dismissal, the investigator or the Title IX Coordinator.

(3) Provide the non-appealing party with five (5) business days from receipt of the notification of appeal to submit a written statement in support of the outcome of the determination or dismissal.

(4) Issue a written decision describing the result of the appeal and the rationale for the result which can be one of the following:

- Affirm the decision-maker's determination regarding the Respondent's responsibility and affirm the disciplinary sanctions and remedies, if applicable;
- Affirm the decision-maker's determination regarding the Respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable;
- Remand the process back to the hearing stage for the decision-maker to remedy any procedural irregularity or consider any new evidence;
- Reverse the decision-maker's determination of the Respondent's responsibility and amend the disciplinary sanctions and remedies, if applicable; or
- Affirm or amend the sanctions and/or remedies outlined in the determination issued under this Policy.

(5) Provide the written decision simultaneously to both parties

7.4 Appeal Timeframe: The appellate decision-maker will release the written decision within twenty (20) business days of receiving the appeal.

SECTION VIII: Informal Resolution Process

At any time after a Formal Complaint has been signed and before a determination regarding responsibility has been reached, the parties may voluntarily agree to participate in an informal resolution facilitated by Champion Christian College, that does not involve a full investigation and adjudication.

8.1 Informal Resolution Notice: Prior to entering the Informal Resolution Process, Champion Christian College will provide the parties a written notice disclosing:

- (1) The allegations;
- (2) The requirements of the informal resolution process, including the right of any party to withdraw from the informal resolution process and resume the grievance process and the circumstances which preclude parties from resuming a Formal Complaint arising from the same allegations;
- (3) Consequences resulting from the informal resolution process, including that the records will be maintained for a period of seven (7) years but will not be used by investigators or decision-makers if the formal grievance process resumes.

8.2 Informal Resolution Agreement. Prior to entering the Informal Resolution Process, the parties must voluntarily agree, in writing to the use of the informal resolution process.

8.3 Informal Resolution Availability. The informal resolution process is not permitted to resolve allegations that an employee committed Sexual Harassment against a student.

8.4 Informal Resolution Timeframe. Informal Resolutions of a Formal Complaint will be concluded within 45 days of notice to Champion Christian College that both parties wish to proceed with the Informal Resolution process. Such notice that the parties wish to proceed with an Informal Resolution process will “pause” the counting of the timeframe to conclude the Grievance Process of this Policy, should the Informal Resolution process fail and the parties continue with the Grievance Process.

8.5 Informal Resolution Documentation. Any final resolution pursuant to the Informal Resolution process will be documented and kept for seven (7) years. However, no recording of the Informal Resolution process will be made and all statements made during the Informal Resolution process will not be used for or against either party (*and the decision-maker and/or Appellate decision-maker may not consider any such statement made during Informal Resolution*) should the parties resume the Grievance Process. Failure to comply with an Informal Resolution agreement may result in disciplinary action.

SECTION IX: Emergency Removal and Administrative Leave

9.1 Emergency Removal. At any time after the Title IX Coordinator is on notice of Sexual Harassment, Champion Christian College may remove a Respondent on an emergency basis. Champion Christian College will only conduct an emergency removal after:

- (1) Undertaking an individualized safety and risk analysis,
- (2) Determining that an immediate threat the physical health or safety of any student or other individual arising from the allegations of Sexual Harassment justifies removal, and
- (3) Providing the Respondent with notice and an opportunity to challenge the decision with the Title IX Coordinator, within two (2) business days following the removal.

9.2 Administrative Leave: Champion Christian College may place a non-student employee Respondent on administrative leave during the pendency of the grievance process in this Policy.

SECTION X: Recordkeeping

Champion Christian College will maintain all the documentation related to reports of Sexual Harassment, Formal Complaints, the grievance process, and information resolution process for seven (7) years in accordance with state and federal records laws and requirements. The documentation of all records are private and confidential to the extent possible under law. Student records of the grievance process are disciplinary records under Family Education Rights and Privacy Act (*FERPA*). Employee records of the grievance process are subject to the Freedom of Information Act (*FOIA*) and applicable state laws and included in the employee’s official employment record.

SECTION X: Additional Conduct Violations Related to This Policy

Alleged violations of the terms in this section will be sent to the Director of Student Services for *student* Respondents or to the College President for *faculty & staff* Respondents, for investigation and

adjudication under the Champion Christian College Code of Conduct, as stated in either the College's Policy Manual, Student Handbook, or Faculty & Staff Handbook.



Approved by the Board of Trustees: 8/26/25

Revised: 8-26-25

Appendix A – Champion Christian College's Sexuality Statement

Students

The College's most important expectations of students are precisely those made clear in the Bible. Violations of these include, but are not limited to, those who, whether knowingly, negligently, recklessly, or in any other way, participate in or promote the following:

Any kind of sexual immorality/impurity/perversion outside the biblical vision of marriage and sexuality (**Gen 1:26-30; 2:4-25**), such as premarital and extramarital relations, sexual harassment, pornography, same-sex romantic and/or sexual relations, or identification of one's sex/gender as something other than his or her birth/God-given sex (e.g., *transvestite, transgender, transsexual*) (see *Baptist Faith and Message Doctrinal Statement*; <https://bfm.sbc.net/bfm2000/#xvii>; <https://www.sbc.net/resource-library/resolutions/on-same-sex-marriage-and-civil-rights-rhetoric/>).

Champion Christian College students must regularly affirm and agree to follow Champion Christian's Standards of Conduct as expressed in the student handbook for admission, enrollment, employment, and/or housing. Violation of which will serve as grounds for discipline and/or removal.

Administration, Faculty, and Staff

The College's most important expectations of its administration, faculty, and staff are precisely those made clear in the Bible. Violations of these include, but are not limited to, those who, whether knowingly, negligently, recklessly, or in any other way, participate in or promote the following:

Any kind of sexual immorality/impurity/perversion outside the biblical vision of marriage and sexuality (**Gen 1:26-30; 2:4-25**), such as premarital and extramarital relations, sexual harassment, pornography, same-sex romantic and/or sexual relations, or identification of one's sex/gender as something other than his or her birth/God-given sex (e.g., *transvestite, transgender, transsexual*) (see *Baptist Faith and Message Doctrinal Statement*; <https://bfm.sbc.net/bfm2000/#xvii>; <https://www.sbc.net/resource-library/resolutions/on-same-sex-marriage-and-civil-rights-rhetoric/>).

Champion Christian College administration, faculty, and staff must regularly affirm and agree to follow Champion Christian's Standards of Conduct as expressed in Faculty & Staff Handbook. Violation of which will serve as grounds for discipline and/or removal.