



RESOLUTION AGREEMENT

Southeastern Louisiana University

OCR Case Number: 06-13-2301

A. GENERAL TERMS & PRINCIPLES:

The U.S. Department of Education, Office for Civil Rights (OCR), Dallas Office, initiated this investigation of Southeastern Louisiana University (SELU or University) pursuant to Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. § 1681 *et seq.*, and its implementing regulation at 34 C.F.R. Part 106 (which prohibit discrimination based on sex in any education program or activity receiving Federal financial assistance). The complaint investigation examined the University's policies and procedures relating to gender harassment, sexual harassment, and sexual violence and the University's implementation of those policies and procedures.

Consistent with its obligation to comply with the requirements of Title IX, SELU hereby voluntarily commits to the following:

B. ACTION ITEMS & REPORTING REQUIREMENTS:

By the following dates, SELU will complete the following actions:

NOTICE OF NON-DISCRIMINATION

1. By **July 14, 2017**, the University will evaluate and revise the University's notice of nondiscrimination to ensure that it notifies applicants for admission and employment, students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the University that it does not discriminate on the basis of sex in its education programs or activities, and that it is required by Title IX not to discriminate in such a manner. Such notification shall state at least that the requirement not to discriminate in the education program or activity extends to employment. The notice must also state that questions regarding Title IX may be referred to the recipient's Title IX coordinator or to OCR.
2. Within 60 days of OCR's approval of the revisions to its notice of nondiscrimination, the University will adopt and implement the notice in its electronic and printed materials. For printed materials, inserts may be used pending reprinting.

REPORTING REQUIREMENT: (a) By **July 14, 2017**, the University will provide to OCR a copy of its revised notice of nondiscrimination for OCR's review and approval; and (b) By **the 90th day after OCR approved the revised policies**, the University will provide to OCR the following: (1) a link or links to the University's website page(s) showing the location of the revised notice of nondiscrimination; and (2) a copy of all

policy manuals and student or employee handbooks that include the revised notice of nondiscrimination.

GRIEVANCE PROCEDURES

3. SELU will evaluate and revise its Sexual Harassment Policy to ensure that its procedures providing for the prompt and equitable resolution of complaints alleging sex discrimination will include, at a minimum, the following:
 - a. notice that the procedures apply to complaints of sex discrimination (including sexual harassment, sexual assault, sexual violence, and gender-stereotype harassment) by employees, students, or third parties;
 - b. an explanation of how to file a complaint pursuant to the procedure;
 - c. the name or title, office address, and telephone number of the individual with whom to file a complaint;
 - d. definitions and examples of what types of actions may constitute sex discrimination (including sexual harassment, sexual assault, sexual violence, and gender-stereotype harassment);
 - e. provide for the adequate, reliable, and impartial investigation of all complaints, including equitable treatment of the parties and the opportunity for the parties to present witnesses and other evidence;
 - f. timeframes for the major stages of the investigation;
 - g. written notification to the parties of the outcome of the investigation;
 - h. an assurance that the University will keep the complaint and investigation confidential to the extent possible;
 - i. notice of the opportunity for the parties to appeal the findings;
 - j. an assurance that the appeal will be conducted in an impartial manner by an impartial decision-maker;
 - k. a statement that the University will take reasonable steps to deter future discrimination, and to remedy the discriminatory effects on the victim(s) and others; and
 1. a statement that Title IX prohibits retaliation against any individual who files a complaint under Title IX or participates in a complaint investigation.

REPORTING REQUIREMENT: By **July 14, 2017**, SELU will provide to OCR a copy of its revised Sexual Harassment Policy for OCR's review and approval.

4. After OCR's review and approval, then within sixty (60) calendar days (or other mutually agreed date), SELU will adopt and implement the Sexual Harassment Policy and will provide all faculty, staff and students with written notice regarding the grievance procedures for resolving Title IX complaints together with information on how to obtain a copy of the grievance procedures. SELU, at a minimum, will make this notification through the University's website, electronic mail messages to faculty, staff and students, and any regularly issued newsletters, (in print or online), as well as by any other additional means of notification the University deems effective to ensure that the information is widely disseminated.

REPORTING REQUIREMENT: Within 30 calendar days of the completion of Action Item No. 4, SELU will provide to OCR the following: (1) a link to SELU's website page showing the location of the revised grievance procedures; (2) a copy of the notification(s) that SELU provided to students and employees via electronic mail concerning the publication of the revised grievance procedures; and (3) a copy of all policy manuals and student or employee handbooks that include the revised grievance procedures.

TRAINING

5. Following its implementation of the revised grievance procedures above and no later than forty-five (45) calendar days after SELU receives written notification from OCR of approval of its grievance procedures, the University will develop, and submit to OCR for review and approval, proposed training for its Title IX Coordinator(s) and any University officials, administrators, faculty, staff, and students directly engaged in processing, investigating, resolving, and/or adjudicating complaints of sex discrimination (including sex/gender harassment and sexual assault), or who will otherwise coordinate the University's Title IX compliance. The training shall include, at a minimum, the University's revised Title IX grievance procedures; the University's obligations regarding the investigation of Title IX complaints filed by students, staff, and faculty; instruction on how to conduct and document adequate, reliable, and impartial Title IX investigations, including the appropriate legal standards to apply in a Title IX investigation; and confidentiality.

REPORTING REQUIREMENT: No later than forty-five (45) calendar days after SELU receives written notification from OCR of approval of Title IX grievance procedures, the University will provide OCR the proposed training materials to be used or distributed during the training, including any speaker's notes, and the name, title, and qualifications of the trainer(s).

6. Within forty-five (45) calendar days of written notification from OCR that the proposed training complies with Title IX, the University will provide training to

its Title IX Coordinators and any University officials, administrators, faculty, staff, and students directly engaged in processing, investigation, resolving, and/or adjudicating complaints of sex discrimination (including sex/gender harassment and sexual assault) or who will otherwise coordinate the University's Title IX compliance.

REPORTING REQUIREMENT: Within thirty (30) calendar days of the completion of the training in Action Item No. 6, SELU will provide to OCR documentation demonstrating that it has provided appropriate University staff with the training referenced in Action Item Nos. 5 and 6, including the dates of the training, the names, titles, and qualifications of the trainer(s), a copy of any materials used or distributed during the training, and a sign-in sheet with the names and titles of University staff who attended the training.

DATA MAINTENANCE AND RECORDKEEPING

7. By **July 14, 2017**, SELU agrees to provide the following checklist to Title IX Coordinators and anyone designated to conduct Title IX complaint investigations, to ensure that their written reports of complaint investigations include, at a minimum, the following information:
 - the name and sex of the alleged victim, and if different, the name and sex of the person reporting the allegation;
 - a statement of the allegation, a description of the incident(s), and the date(s) and time(s) (if known) of the alleged incidents;
 - the date that the complaint or other report was made;
 - the date the accused was interviewed;
 - the name and sex of all persons alleged to be responsible for the alleged discrimination (including harassment);
 - the names and sex of all known witnesses to the alleged incident(s);
 - the dates that any relevant documentary evidence (including medical, cell phone and other records as appropriate) was obtained;
 - any written statements from the complainant (or victim, if different from the complainant);
 - the date on which SELU temporarily suspended the fact-finding aspect of its Title IX investigation while a law enforcement agency was in the process of gathering evidence, and as applicable, the date on which SELU resumed its investigation process;
 - the outcome of the investigation, and if any, the disciplinary process;
 - the response of SELU personnel, including any interim and permanent steps taken with respect to the complainant and the accused; and
 - a narrative of all action taken to prevent recurrence of any harassing incident(s), including written documentation.

REPORTING REQUIREMENT: By **July 14, 2017**, SELU will submit to OCR documentation confirming its completion of Action Item No. 7.

C. EXECUTION:

The University understands that by signing this Agreement, it agrees to provide data and other information in a timely manner. Further, the University understands that during the monitoring of this Agreement, OCR may visit the University, interview staff and students and request such additional reports or data as are necessary for OCR to determine whether the University has fulfilled the terms of this Agreement and is in compliance with the regulations implementing Title IX, which were at issue in this complaint.

The University understands that OCR will not close the monitoring of this Agreement until OCR determines that the University has fulfilled the terms of this Agreement and is in compliance with the regulations implementing Title IX.

The University understands and acknowledges that OCR may initiate administrative enforcement or judicial proceedings to enforce the specific terms and obligations of this Agreement. Before initiating administrative enforcement (34 C.F.R. §§ 100.9, 100.10) or judicial proceedings to enforce this Agreement, OCR shall give the University written notice of the alleged breach and a minimum of sixty (60) calendar days to cure the alleged breach.

President or Designee’s Name

President or Designee’s Signature
Southeastern Louisiana University

Date