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|   | Howard University College of Nursing and Allied Health Sciences Department of Physician Assistant | Policy Number | PHAS - 013 |
| | Student Allegations of Misconduct Policy (A3.15f) | Effective Date | 08/01/2022 |
| | | Last Reviewed | 05/13/2025 |
| | Approved by: Gina S. Brown, Ph.D., MSA, RN, FAAN, FNAP, FADLN Dean, College of Nursing and Allied Health Sciences | Revision Date | |
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I. PURPOSE

To establish the process to manage student allegations of misconduct.

II. POLICY

It is the practice and procedure of the Howard University Physician Assistant Department to comply with the Howard University Title IX policy and procedure to manage student allegations of misconduct. ([Title IX Policy | Howard University](#))



III. DEFINITIONS

Title IX - Federal laws that prohibit sex discrimination, as well as applicable state and local laws that prohibit sex and gender-based discrimination, including sexual misconduct such as sexual harassment, sexual assault, dating violence, domestic violence, and stalking.

Title IX Coordinator – Individual primarily responsible for implementing this policy and ensuring that all students and employees are adequately trained or otherwise made aware of their rights and responsibilities under this policy.

Title IX Office - Responds to all reports of sexual assault, sexual harassment, gender-based discrimination and harassment, sexual exploitation, dating and domestic violence, stalking, retaliation, and complicity. The office provides a range of in-person, virtual, and online training programs to educate the University community about their rights, resources, and responsibilities under the University's Title IX Policy and under Title IX law, including required online training for students, faculty, and staff in the *prevention* of sexual assault, harassment, and discrimination.

Title IX Policy - Policy designed to protect all University students, faculty members, employees and third parties from illegal and improper forms of harassment and discrimination. It provides students, faculty members, employees, and third parties with an opportunity to seek redress for conduct that may violate this policy and allows the University to reaffirm its commitment to providing

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educational and employment opportunities free from the negative effects of Prohibited Conduct. Also known as *Policy Prohibiting Sex and Gender-Based Discrimination, Sexual Misconduct and Retaliation*

The Howard University Title IX policy adopted by the Howard University Physician Assistant Department for dissemination to program faculty, staff and students is accessible via the following link: [Howard University Title IX Policy](#)

[Title IX Resources/Contact List - https://howard.edu/title-ix/resources](https://howard.edu/title-ix/resources)

IV. PROCEDURES

- A. A student may report a Title IX violation directly to the Title IX Office via the Title IX Incident Report Form ([Title IX Incident Report Form](#)) or phone (202-806-2550) or email (TitleIX@howard.edu).
 1. Students may also report to a Responsible Employee, who will in turn report your disclosure to the Title IX Office, as required under the Title IX Policy. You also have the right to make a report to the Howard University Department of Public Safety (phone: 202-806-1100) or local law enforcement (phone: 911), if a crime has been committed (e.g., sexual violence) or if you believe that you are in danger. However, you are not required to file a complaint with law enforcement in order to pursue a complaint with the University through the Title IX Office, or vice versa.
- B. The Title IX Office will gather information about the reported conduct and respond to any immediate health or safety concerns raised by the report.
- C. The Title IX Office will assess the complainant's safety and well-being, offer the University's immediate support and assistance, and assess the nature and circumstances of the report to determine whether the reported conduct raises a potential policy violation, whether the reported conduct is within the scope of this policy, and the appropriate method of resolution under this policy.
- D. The Title IX Coordinator may consult with the University's threat assessment team or other University administrators as part of the initial assessment. As part of the initial assessment, the Title IX Office may:
 - Assess the nature and circumstances of the report, including whether it provides the names and/or any other information that identifies the Complainant, the



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Respondent, any witness, and/or any other individual with knowledge of the reported incident.

- Address immediate physical safety and emotional well-being.
- Notify the Complainant of their right to contact (or decline to contact) law enforcement or seek a civil protection order.
- Notify the Complainant of the right to seek medical treatment.
- Notify the Complainant of the importance of preservation of evidence.
- With the Howard University Department of Public Safety, assess the reported conduct and discern the need for a timely warning under the Clery Act.
- Provide the Complainant with written information about on and off campus resources.
- Provide the Complainant with an explanation of the procedural options, including Formal Grievance Resolution and Informal Resolution, and for allegations of Sexual Harassment I the option of filing a Formal Complaint.
- Notify the Complainant of the range of supportive measures available, including the right to reasonable supportive measures regardless of whether they choose to participate in a University or law enforcement investigation.
- Notify the Complainant of the range of supportive measures available if the University pursues an investigation.
- Discuss the Complainant's expressed preference for manner of resolution and any barriers to proceeding (e.g., confidentiality concerns).
- Notify the Complainant of the right to be accompanied at any meeting by an advisor and/or support person of their choice.
- Assess for any pattern of conduct that may give rise to a public safety concern.
- Explain the University's policy prohibiting retaliation, how to report retaliation, and that the University will take prompt action when retaliation is reported; and
- Determine the age of the Complainant, and if the Complainant is a minor, make the appropriate notifications under applicable law.

E. With respect to Formal Complaints alleging a violation of Sexual Harassment I, the University may proceed with one of the following options:

1. **Mandatory Dismissal** – If the conduct alleged in the Formal Complaint would not constitute Sexual Harassment I, even if proved, did not occur in the institution's education program or activity, or did not occur against a person in the United States, the Formal Complaint must be dismissed as a Sexual Harassment I complaint.
 - If dismissed, the University will promptly send written notice of the dismissal and 24 reason(s) for such dismissal to the parties.

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2. Nevertheless, the Title IX Office will then assess the Formal Complaint will then be assessed to determine whether the conduct alleged would constitute Sexual Harassment II or any other Prohibited Conduct under this policy.
 - Proceed with an investigation under the Formal Grievance Resolution - This occurs if the Formal Complaint has not been dismissed.
 - Proceed with Informal Resolution - This will always require the consent of the parties. Informal Resolution will not be used to resolve any allegations that an employee engaged in Sexual Harassment I or Sexual Harassment II of a student.
 3. **Permissive Dismissal** – A Formal Complaint or any allegations therein may be dismissed at any time during the investigation or hearing if the Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint or any allegations therein; if the Respondent is no longer enrolled or employed by the University; or if specific circumstances prevent the University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein. If dismissed, the University will promptly send written notice of the dismissal and reason(s) for such dismissal to all the parties.
- F. With respect to complaints alleging all other forms of Prohibited Conduct, the University may proceed with one of the following options:
1. Proceed with an investigation under the Formal Grievance Process. This will occur when a Complainant requests an investigation, and the Title IX Coordinator determines that an investigation is warranted or where the Title IX Coordinator determines that an investigation must be pursued even when a Complainant requests that no investigation be pursued.
- G. Proceed with Informal Resolution – This will always require the consent of the parties.
1. If outside the scope of this policy, refer the matter to another appropriate office or department for resolution under the relevant policy.
 2. The Title IX Coordinator will also ensure that Respondent is notified and receives written information on available resources and options, consistent with the list outlined above.