TITLE VI REPORTING & RESOLUTION

BY DEI STUDENT COUNCIL

Regardless of whether the process proceeds informally or formally, all reports of violations of the university policy against discrimination based on race, color, or national origin are taken very seriously and are well documented. Both parties will be concurrently informed of the complaint and the progress of the investigation, the findings, and the resolution.

1. COMPLAINT

To commence an investigation or resolution under the university policy against discriminatory conduct, the university must receive a written complaint. Written complaints may be submitted via e-mail, an anonymous complaint form, or through a written complaint submitted to the university officials named below.

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In some circumstances, it will be important to protect the identity of the complainant. However, a written complaint must be signed by the complainant, even if the investigation will proceed anonymously. Anonymous complaints will not be investigated. However, the investigation may proceed with the identity of the complainant being withheld from the respondent.

2. INFORMAL RESOLUTION

Following the report of an instance of speech or conduct that violates Oklahoma Christian University's policy against discrimination based on race, color or national origin the reporting party may choose to resolve the matter informally through a guided mediation process. The mediation will be conducted by an appropriate university official and will result in a written resolution agreement between the parties. Some policy violations are not appropriate for informal resolution and in those cases the University will proceed with formal investigation of the complaint.

3. FORMAL INVESTIGATION

Following the report of an instance of speech or conduct that violates Oklahoma Christian University's policy against discriminaiton based on race, color or national origin, the reporting party may request formal investigation or, in some circumstances, the university may proceed of its own accord with formal investigation. A formal investigation will involve the following steps in the following order:

A. Investigation - Gather the facts through a written complaint and interviews with relevant parties including the complainant, the respondent, and any relevant witnesses. Generally, the investigation will conclude within ten (10) business days of the initial complaint. The investigation will conclude with a written investigatory report highlighting the relevant facts.

B. Review - The investigative report will be reviewed by an appropriate university official. If additional information is needed in order to make a determination, the official will instruct the investigator what additional information is required, if available. The university official may also request written clarification from the complainant or respondent. Clarification must be provided in writing and if provided by one party the other party must have the opportunity to provide additional clarification as well.

4. FINDINGS

Following review of the investigative report, the appropriate university official will make a determination as to the validity and severity of the incident. The university official will provide his or her determination in writing concurrently to both parties.

5. WRITTEN REPORT REMEDIES AND/OR SANCTIONS

A. The appropriate university official will prepare a written report of his or her findings and deliver this report to the complainant and respondent contemporaneously.

B. The university official will meet individually, in person, with both the complainant and respondent to review the facts, the findings, and the proposed resolution.

C. The university official is responsible for determining and applying appropriate sanctions.

D. If an appropriate sanction involves termination, reassignment, or disciplinary action impacting employment, the university official will work with the Chief Human Resources Officer prior to communicating with either party.