

HLS Sexual Harassment Resources and Procedures for Students

1. Resources and Reports Relating to Sexual or Gender-Based Harassment.

HLS is committed to equal opportunity, respect, fairness and nondiscrimination, and to taking appropriate steps to end any harassment, prevent its recurrence, and, where appropriate, remedy its effects. To that end, HLS has a **Title IX Unit**, currently consisting of a **Title IX Coordinator** (currently, the Associate Dean and Chief Human Resources Officer) and two **Deputy Title IX Coordinators** (currently, the Associate Dean and Dean of Students and the Associate Dean and Dean for Academic and Faculty Affairs), whose purpose is to oversee implementation of the [Harvard University Sexual and Gender-Based Harassment Policy](#) (the “**Policy**”). This includes receiving reports of sexual or gender-based harassment (see 1.2 below), determining interim measures, supervising investigation and resolution of complaints under these procedures, and informing students about the Policy and these procedures (including 1.1 through 1.8 below). Each Title IX Coordinator is an experienced administrator trained in identifying and responding to sexual harassment and its harm to equal educational opportunity, as understood in light of principles of academic freedom and free speech, and other aspects of Title IX and the Policy.

1.1 Confidential Resources. The HLS community should be aware of relevant **confidential** resources, which are available both before and after a person communicates with any Title IX coordinator about potential violations of the Policy:

- [Harvard University Office of Sexual Assault Prevention and Response](#)
- [Harvard Chaplains](#)
- [RESPONSE Peer Counseling](#)
- [UHS Counseling and Mental Health Services](#)

These resources can provide confidential advice and counseling. Information disclosed by an individual to these counselors will not be disclosed to a Title IX Coordinator or any other person without an individual’s express written permission, unless there is an imminent threat of serious harm to the individual or others, or a legal obligation requires disclosure (e.g., if there is suspected abuse of a minor). These counselors can provide more information about the extent of confidentiality.

Under applicable law, many members of HLS community – including faculty

and senior administrators – may be required to report incidents to the Title IX Unit, and so may not be able to keep the matter completely confidential. The Title IX coordinators themselves may be required to investigate and seek to address Policy violations, and so may not be able to keep the matter completely confidential. If a student's information may not be kept confidential, the student will be notified of the information that will be disclosed, to whom, and why. The above confidential resources may be useful to consult as a first step.

1.2 Reports of Title IX Violations. Individuals are encouraged to report any violation of the Policy to the Title IX Unit. Contact information for the Title IX coordinators is here:

- Sarah Affel, HLS Title IX Coordinator
WCC 3039
1585 Massachusetts Avenue
Cambridge, MA 02138
Email: saffel@law.harvard.edu
Tel: (617) 495-1880
Fax: (617) 495-0544
- Catherine Claypoole, Associate Dean and Dean for Academic and Faculty Affairs/HLS Deputy Title IX Coordinator
Griswold 200
1525 Massachusetts Avenue
Cambridge, MA 02138
claypoole@law.harvard.edu
- Kevin Moody, Assistant Dean and Chief Human Resources Officer/HLS Deputy Title IX Coordinator
Hauser 010
1575 Massachusetts Avenue
Cambridge, MA 02138
kmoody@law.harvard.edu
- Marcia Sells, Associate Dean and Dean of Students/HLS Deputy Title IX Coordinator
WCC 3039
1585 Massachusetts Avenue
Cambridge, MA 02138
msells@law.harvard.edu

Reports of sexual harassment, including sexual assault and sexual violence will be processed under the Procedures detailed herein when both the complainant and the respondent are HLS students. If either the complainant or the respondent is a non-HLS student, the University's Procedures for Handling Complaints Against Students will be used, and, as applicable, will be supplemented by the Law School's Interim Policy and Procedures. If the respondent is an HLS faculty member, the Law School's Interim Policy and Procedures will be used. The Law School's Administrative Board Procedures will not be used for complaints of sexual harassment, including sexual assault or sexual violence.

1.3.1 Anonymous Reports. Persons may wish to report violations of the Policy anonymously. If a person reporting a potential violation self-identifies but asks to remain anonymous, the Title IX Unit will decide how to proceed, taking into account the person's wishes, the University's commitment to providing a safe and non-discriminatory environment, and the right of any person accused of a violation of the Policy to have notice of allegations if any action may be taken that would affect the accused. It may not be possible to guarantee the reporting party anonymity in certain circumstances.

1.3.2 Informal Reports. Individuals may wish to file a formal complaint about a Policy violation (see 2.1 below), or to report informally (i.e., without initiating a formal complaint). The Title IX Unit shall inform anyone making an informal report that he or she may initiate a formal complaint at any time, regardless of what steps are being or have been taken in response to an informal report. Reporting persons should be aware that although the Title IX Unit will often be able to maintain confidentiality of reporting persons, the Title IX Unit may sometimes be required to take actions to protect the safety of HLS community members that may result in the identity of the reporting person being disclosed (to the police, for example). Reporting persons are encouraged to consult with the confidential resources identified above before self-identifying to the Title IX Unit. When reporting persons seek to remain anonymous or have their identities kept confidential, they will be informed that honoring such a request may limit the ability of HLS to respond fully to any reported event, including discipline against a reported person, that the Policy prohibits retaliation, and that HLS will take steps intended to prevent retaliation and to respond to it strongly if it occurs.

1.3.3 Informal Process. If the Title IX Unit concludes that it is possible to resolve a matter, whether after a formal complaint or an informal report, in a prompt, fair and adequate manner through an informal process involving and with the consent of the parties (including the reporting person and person whose conduct may have violated the Policy), the Title IX Unit may seek to do so. After a formal complaint is made, this informal process may be used only if the complainant affirmatively seeks such a process, and any party may terminate or decline any informal process at any time, without penalty. No person reporting that he or she has been sexually assaulted will be asked to mediate or reach a resolution of the report directly with a person alleged to have committed the assault. Before using any informal process, the Title IX Unit will notify those involved about the advantages and disadvantages of the process, and establish and notify those involved about reasonable timeframes for the process. The Title IX Unit will report to the Title IX Committee (see 6 below) about the use, timeliness and outcomes of the informal process, without disclosing parties' names.

1.3.4 Legal Advice. When reported conduct by any person might constitute criminal conduct, the person whose conduct is reported should, and the reporting person may wish to, seek legal counsel before making any written or oral statements, and seek advice about how his or her participation in an informal process could affect any criminal case in which he or she is or may become involved.

1.4 Leniency on Other Policy Violations. To encourage reports of violations of the Policy, HLS may at any point in an investigation or proceeding offer leniency with respect to violations of other HLS policies that may come to light as a result of such reports, depending on the circumstances.

1.5 Timeliness. Reports may be made at any time, regardless of how much time has elapsed. Those with information about violations of the Policy are encouraged to report as soon as possible. Prompt reporting allows for prompt and effective responses. If a person who violated the Policy is no longer employed or a student at the time of a report, HLS may not be able to take action against that person. Reports may be valuable in allowing HLS to support affected individuals, prevent recurrences or address the effects of reported conduct.

1.6 Interim Measures. As described in 5 below, HLS through its Title IX Unit will provide prompt and reasonable interim measures to support and protect

the safety of all parties, the educational environment, and the HLS community; to deter retaliation; and to preserve the integrity of the investigation and resolution process.

1.7 Criminal Complaints and Police Assistance. Any member of the HLS community may at any time also file a criminal complaint or seek assistance in preserving physical evidence from the Harvard University Police. Information on those resources can be found here:

- [Harvard University Police Department](#)
1033 Massachusetts Avenue
6th Floor, Cambridge, MA 02138
Urgent: 617-495-1212
Business: 617-495-1215

HLS and the Title IX Unit will assist anyone reporting or accused of Title IX violations in contacting law enforcement officials.

1.8 Process Confidentiality. To encourage parties and witnesses to participate in these procedures (including anonymous reports, informal reports, and formal complaints), all involved should keep confidential any information they receive in the course of their participation, other than to consult with advisors and attorneys, and incidental to seeking support and advice from family, clergy, health professionals, and others playing a similar role, all of whom should also be advised by anyone seeking their support to keep such information confidential. To balance the interest of protecting confidential information and encouraging participation in these procedures by parties and witnesses, on the one hand, against the interest of participants in being able to disclose confidential information to family, clergy, health professionals, and others, on the other hand, the Title IX Committee (see 6 below) shall develop instructions on the confidentiality obligations of parties and witnesses. Disclosure of confidential information received in participating in these procedures has the potential to compromise the integrity of these procedures and may be viewed as retaliation that violates the Policy. Upon the initiation of an investigation, the Title IX Unit shall remind the parties, in writing, of their obligations regarding confidentiality. Public disclosure of confidential information received as a result of participation in these procedures may constitute a violation of HLS standards of conduct, and shall be subject to these procedures as a related matter (see 2.7 below).

2. Complaints and Investigations. HLS is committed to providing a fair and prompt investigation of violations of the Policy. During any investigation and resolution of a complaint, both complainants and respondents have the opportunity to obtain counsel or assistance from lawyers or advisers of their choice (see 2.3 below), to have an impartial adjudication (see 3 below), to present witnesses and relevant evidence and have the complaint reviewed at a hearing (see 3.3 below), and to appeal (see 4 below). HLS will promptly and concurrently notify the parties in writing of the outcome of any formal complaint or appeal (see 2.4.1, 3.5.3 and 4.4).

2.1 Formal Complaints. A formal complaint shall state (if known to the complainant) the name(s) of the persons involved in and witnesses to the conduct, describe the conduct, identify to the extent reasonably possible the dates and places of the conduct. The complaint shall be signed and dated by the complainant. The Title IX Unit shall promptly provide a copy of the complaint to all respondents named in the complaint.

2.2 Investigations Generally. To protect complainants, respondents, and the HLS community, allegations of violations of the Policy will be investigated promptly (see 2.4.4 and 2.4.5) and fairly by or under the supervision of the Title IX Unit. Investigations may be initiated whenever warranted, including in response to a formal complaint, in the absence of a formal complaint, or after a formal complaint has been withdrawn. Where a complainant specifically requests a complaint not be investigated, an investigation may be initiated if the Title IX Unit determines that the facts warrant an investigation. The Title IX Unit will take into account concerns articulated by complainants and respondents, the best interest of the community, fairness to all concerned, and the University's legal obligations under Title IX. Investigations under these procedures may be carried out prior to, simultaneously with, or after criminal or civil proceedings (see also 2.4.4 and 2.4.5 below). Any investigator will be impartial and unbiased, will disclose any real or reasonably perceived conflicts of interest, and have training in investigating and evaluating conduct under the Policy, including applicable confidentiality requirements. The Title IX Committee (see 6 below) will periodically review and provide general guidance to the Title IX Unit on the qualifications and conduct of investigators.

2.3 Advisors and Counsel. All parties may consult with advisors of their choice, including an attorney, at any point in the process. The Title IX Unit will notify parties that they may consult with advisors (including an attorney), and the names of potential advisors (including attorneys). HLS will provide

financial assistance to parties unable to afford an attorney who would like to do so, subject to reasonable fee structures and limits determined from time to time by the Title IX Committee (see 6 below). Ordinarily, an investigator (see 2.4.2 below) will speak directly with a complainant and respondent, and each may have an advisor or attorney present, and if a student requests, the student's advisor or attorney may participate in the conversation.

2.4.1 Initial Assessments. The Title IX Unit will make an initial assessment following a report or complaint about a violation of the Policy. Based on that assessment, the Title IX Coordinator may act as follows: (a) if the conduct, even if substantiated, would not violate the Policy, the Title IX Coordinator may dismiss the complaint; (b) if the conduct (or complaint) is outside the scope of the Policy, but within the scope of another policy, refer the matter to another office; (c) if the Title IX Coordinator concludes that it is possible to resolve the case in a prompt, fair and adequate manner through an informal process involving and with the consent of both the complainant and respondent, the Title IX Coordinator may seek to do so (subject to limits in 1.3.3 above); or (d) if the conduct, if substantiated, would violate the Policy, the Title IX Coordinator may initiate an investigation. Before the commencement of any investigation or proceeding, the parties shall be promptly notified in writing of the result of this initial assessment. In any case, the Title IX Coordinator may also identify and implement appropriate interim measures (see 5 below).

2.4.2 Investigations and Investigatory Record. If the result of the initial assessment is an investigation, such investigations will generally include individual interviews of the complainant, respondent, and any relevant witnesses. The investigator will keep and preserve a record of the investigation. This record will be the basis for any recommended findings by the investigator (see 3.3 below).

2.4.3. Notice and Opportunity to Respond. The record prepared by the investigator (see 2.4.2 above) will be shared promptly and equally with complainant and respondent, redacted if and to the extent required by and consistent with law. Each party will have an opportunity to meet again with the investigator, respond in writing, and request gathering of additional information by the investigator. If additional information is gathered, it will become part of the record and shared with all parties, who again will have an opportunity to respond. The parties will be updated at regular intervals of the status of the investigation.

2.4.4 Timeframes. HLS will seek to complete any investigation and resulting disciplinary process (including a decision on any remedies) within 45 business days after receipt of a complaint. HLS will seek to complete any appeal within 20 business days after receipt of the appeal. An investigator may impose reasonable timeframes on all parties to allow the timely completion of a proceeding. Timeframes for all phases of a process apply to all parties equally. Investigations will continue according to these timeframes during summer and other times HLS classes are not in session.

2.4.5 Extensions. There may be circumstances requiring longer timeframes. Timeframes may be extended, for example, in the interest of the integrity and completeness of the investigation, to accommodate witness availability, or to comply with requests by or not to prejudice investigations or processes of external law enforcement, or for other legitimate reasons, including the complexity of the investigation and the severity or extent of alleged misconduct. HLS will notify the parties of any extensions of timeframes. Although cooperation with law enforcement may require temporary suspensions of an HLS investigation, HLS will promptly resume its investigation upon being advised that law enforcement's evidence gathering is completed. HLS will not wait for the conclusion of criminal proceedings to begin its investigation, and will provide appropriate interim measures throughout, including during suspensions and extensions. The Title IX Unit will work with the parties to balance the value of promptness with the value of in-person meetings in an investigation.

2.5 Cooperation. HLS expects members of the HLS community, including witnesses, to cooperate with an investigation. It is understood that there may be circumstances in which complainants may wish to limit their participation, and a complainant may choose to do so, although HLS may be obligated to conduct an investigation. It is understood that respondents may be advised not to provide information in circumstances that could prejudice their rights in external proceedings, and a respondent may choose not to do so, although HLS may be obligated to conduct an investigation. HLS will not draw any adverse inferences from silence in such circumstances, but may impose interim measures, reach findings and implement any or all of the remedies available under 3.5.1 through 3.6 below, as appropriate.

2.6 Sexual History. The parties' sexual histories will not generally be a subject of an investigation or questions at a hearing (see 3.4 below). However, the

history of relations among parties may be relevant. For example, if “unrequested or uninvited conduct” is at issue,¹ the sexual history between the parties may be relevant to determining whether the conduct was unrequested and uninvited during the incident in question, although it must be remembered that even in the context of a relationship, an acceptance of a request for one sexual act does not imply acceptance for another sexual act, and an acceptance of a request on one occasion does not constitute acceptance on a subsequent occasion. In addition, under very limited circumstances, sexual history may be relevant to explain injury, to provide proof of a pattern or of repeated events, or for another specific question raised by an allegation. The investigator shall determine the relevance of evidence to the investigation and whether its relevance is outweighed by the dangers of unfair prejudice, confusion, or undue delay, and the adjudicatory panel will determine such matters at a hearing.

2.7 Related Matters and Coordination. The Title IX Unit shall generally consolidate investigations of multiple related complaints under the Policy, and shall also generally consolidate investigations of complaints under other HLS or University policies that are factually related to a Policy violation investigation. The Administrative Board and the Title IX Unit shall coordinate their efforts in such cases, and the Administrative Board Chair shall ordinarily suspend Administrative Board proceedings for any matter covered by the Policy or factually related to such a matter, refer the matter to the Title IX Coordinator, and so notify the parties.

3 Adjudications; Standard of Proof. When the Title IX Coordinator determines to conduct or supervise an investigation (see 2.4.1 above), in order to permit a timely hearing should one be requested by any party (see 3.3 below), the Title IX Unit or a delegate will initiate the scheduling and the parties’ selection of a three-person adjudicatory panel, as set forth in 3.2 below. If used, such a panel will determine if the Title IX Coordinator has shown by a preponderance of the evidence that the Policy has been violated, and will adjudicate related matters under other policies in accordance with those policies.

3.1 Adjudicators’ Qualifications. All panelists shall be trained in evaluating conduct under the Policy and these procedures, including applicable confidentiality requirements, have relevant expertise and experience, be impartial, unbiased, and independent of the community (i.e., not current students, faculty, administrators, or staff of Harvard University), will disclose

¹ Policy at 2.

any real or reasonably perceived conflicts of interest or recuse themselves in a particular case, as appropriate, and to the extent feasible reflect the value of diversity in all its forms and meet such other criteria as the Title IX Committee (see 6 below) may from time to time establish. A list of no fewer than twelve qualified panelists shall be chosen under the supervision of the Title IX Committee, and maintained and kept up to date by the Title IX Unit.

3.2 Selection of Adjudicators. Each specific adjudicatory panel will be determined as follows: each of the complainant and respondent may choose from the list of qualified panelists one adjudicator; and the two adjudicators so chosen will choose a third from the same list, who shall chair the panel. This panel of three will adjudicate the complaint. If the investigation does not involve a complainant, the Title IX Coordinator shall designate a panelist in place of the complainant.

3.3 Pre-Hearing Dispositions, Reports, and Requests for Hearings. If, at the completion of the investigation, the Title IX Coordinator or the investigator concludes there is no plausible basis for a finding of a violation of the Policy, the investigation may be terminated and the parties so notified. If the Title IX Coordinator concludes that it is possible to resolve the case in a prompt, fair and adequate manner through an informal process involving and with the consent of both the complainant and respondent (subject to the limits in 1.3.3 above), the Title IX Coordinator may seek to do so. If the Title IX Coordinator or investigator believes no such informal resolution is possible, and concludes that there is a plausible basis for finding a violation of the Policy, the Title IX Coordinator or investigator will prepare a report stating the plausible basis for finding a violation of the Policy. The Title IX Unit will provide the report to each party, and inquire of the complainant and the respondent whether either desires an oral hearing (a “**hearing**”). If any party desires a hearing, the Title IX Coordinator will schedule a hearing with the adjudicatory panel. Otherwise, the adjudicatory panel will make its decision based on the investigator’s report, the investigation record, any further written materials the parties wish to submit to the panel (which shall be provided to the other parties), and any written materials other parties submit in response.

3.4 Conduct of Hearings. At any hearing, the parties will have equal opportunity to participate, with up to two advisors (including up to one attorney). The adjudicatory panel shall determine the conduct of the hearing, subject to these procedures and the Policy, and shall be provided with reasonable support and administrative assistance by HLS. Formal rules of

evidence will not apply, and the panel may set reasonable time limits (subject to 2.4.4 and 2.4.5) and other regulations for the hearing. The investigator will present the results of the investigation, and the parties will have an equal opportunity to respond. The parties will also have an equal opportunity to present witnesses and relevant evidence and have questions asked of other parties (see 3.4.1 below), and to ask questions of the investigator. Hearings shall not be open to the public. The only participants shall be the parties, their advisors and attorneys, witnesses, the adjudicators and any staff they may need for the conduct of the hearing, the Title IX Coordinators and, with prior notice to the chair of the adjudicatory panel, any member of the Title IX Committee. A transcript of the hearing shall be kept and made available to the parties.

3.4.1 Questions at Hearings. These procedures recognize the potential harm to the parties of having questions asked directly by another party, and the potential for the prospect of such a form of questioning to deter legitimate complaints, while also recognizing that direct questions may provide a party with a greater ability to test the truth of claims by another party than other methods of questioning. Reflecting these competing interests: (a) parties may not directly address each other in the hearing; (b) if requested by a party, the panel will arrange for means to allow questions to be posed to the parties out of the physical presence of the other parties and their advisors and attorneys, all of whom may watch from a separate, private room via closed-circuit television; (c) questions to be posed on behalf of one party to another party must be asked through the chair of the adjudicatory panel, including “live” questions during the hearing and in response to answers by those being questioned, via electronic text or other methods, and (d) the chair of the panel will ask in substance all relevant questions a party submits that are not prohibited by these procedures (see 2.6 and 3.4 above).

3.5 Post-Hearing Dispositions and Remedy-Relevant Evidence. The adjudicatory panel will determine by majority vote whether a violation of the Policy has occurred, and will write a decision (which may incorporate the investigator’s report, as the panel deems desirable) stating the basis for their conclusion. All adjudicators shall sign the final decision (including any dissent) as a record of their deliberations and dispositions. The parties will be notified of their decision (see 3.5.3 below). Each party may submit evidence or written argument relevant to remedies or mitigation up to two business days after receiving the final decision, and will have one business day to respond to evidence submitted by any other party.

3.5.1 Determination of Remedies. The panel will also determine remedies, by a majority vote. The remedies may include those described in 3.6 below. Remedies shall take into account the severity and impact of the conduct, the gravity and circumstances of the violation, including the awareness and intent of the parties, the impact of the violation on the complainant, the safety of the community, the student's previous disciplinary history (based on consultations with the Secretary and the Chair of the Administrative Board), any evidence submitted by the parties relevant to remedies, and the goals of the Policy and these procedures, including HLS's commitment to equal opportunity, respect, fairness and nondiscrimination. Remedies shall also take into account remedies imposed in prior cases at HLS, both within and outside the context of the Policy, based on consultations with the Administrative Board Chair and Secretary.

3.5.2 Adjudication of Related Matters. The panel will adjudicate any related matters in accordance with relevant policies, and state their conclusions as to those matters in the same decision (see 2.7 above).

3.5.3 Notice of Disposition and Remedies. Subject to law, all parties to a formal complaint shall be promptly and contemporaneously provided with a copy of the panel's decision, including a description of remedies, as well as a statement as to their appeal rights.

3.6 Remedies Available. Violations of the Policy may result in the following remedies: (1) Measures similar in kind to the interim measures listed in 5 below, such as a one-way no contact order, or changing academic schedules or restricting access to activities or facilities, except that following a finding that a respondent violated the Policy, no burden of such measures will fall on a complainant. Such measures may be put into place pending appeals. (2) Warnings that do not become part of a student's individual permanent record, but which may be considered in future disciplinary proceedings. (3) Reprimands, i.e., more serious warnings that become part of a student's individual permanent record. (4) Disciplinary probation for a set period of time, during which further violations of the Policy or other HLS policies will be grounds for suspension or dismissal, and during which counseling and formal apology may be required. (5) Suspensions, which may be conditional or unconditional. Conditions may include without limitation counseling and formal apology. (6) Loss of campus housing or on-campus employment. (7) Restriction of access to space, resources, and activities. (8) Withholding of degree. (9) Dismissal or expulsion.

4 Appeals. Each party (respondent and complainant) may request an impartial appeal.

4.1 Appeal Board. All appeals will be decided by a faculty board consisting of the faculty members of the Administrative Board, each of whom shall have received training under the Policy (including Title IX and applicable confidentiality requirements) and these procedures. Members of the appeal board shall be impartial and unbiased, and shall disclose any real or reasonably perceived conflicts of interest, or recuse themselves, as appropriate.

4.2 Grounds for Appeal. Grounds for appeal consist of (1) substantial relevant information not presented and that reasonably could not have been presented during the adjudication; (2) an excessive or insufficient remedy; (3) procedural unfairness, procedural error, or misinterpretation of the Policy's substantive legal standards that substantially affected the outcome; or (4) a conclusion that, on the record as a whole, no reasonable panel could have reached the same outcome using the same evidentiary standard.

4.3 Appeal Outcomes. The appeal board may uphold the original decision and remedy if any; alter the remedy; or return the case to the adjudicatory panel for further proceedings.

4.4 Appeal Procedures. The deadline for appeals is the fifth business day after the party requesting the appeal has been notified of the adjudicatory panel's decision. Requests for an appeal shall be in writing to the Title IX Coordinator. If any party requests an appeal, all parties shall be notified of the appeal, how to participate, and the outcome. Appeals will ordinarily be on the written record. The appeal board may by majority vote request an oral presentation on specific issues identified by the appeal board. The appeal board will determine procedures for any such oral presentations, consistent with the principles in 3 above, including equal opportunity for all parties to participate.

5 Scope of and Process for Interim Measures. On receipt of a report or complaint concerning a possible Policy violation, a Title IX Coordinator will identify reasonable and appropriate interim measures to meet the goals stated in 1.6 above. Interim measures may be provided regardless of whether a formal complaint is filed. To the extent feasible given the nature of the relief, any person significantly affected by an interim measure may seek a prompt

review of interim measures for abuse of discretion from all other HLS Title IX Coordinators, who shall either approve or revise the measures.

5.1 Types of Interim Measures. Interim measures may include: (1) Access to counseling services, and assistance in arranging an initial appointment; (2) Access to tutoring or other academic support, including rescheduling of or extra time for exams and assignments; (3) Changes in class schedules, including the ability to transfer course sections or withdraw from a course without penalty; (4) Change in work schedules or job assignments; (5) Changes in campus housing; (6) Provision of medical services; (7) “No contact” orders (administrative remedy designed to curtail or bar contact or communications between or among individuals); (8) Provision of escort services; (9) Any other measures consistent with law and HLS’s educational mission that can be used to achieve the goals of the Policy. Degrees will ordinarily not be awarded to a respondent while a formal complaint under these procedures is pending.

5.2 Design of, Procedures for, and Monitoring of Interim Measures. Interim measures should be designed in a fair manner to meet the goals stated in 1.6 above and so as to minimize the impact on all affected, including any complainant and respondent in a formal case under these procedures. Requests for interim measures should be directed to one of the Title IX coordinators, who will collaborate with the HLS Dean of Students in monitoring or supervising the monitoring of the implementation of such measures and coordinating any response by HLS with other offices at Harvard and with law enforcement if needed. All members of the HLS community are encouraged to report to the Title IX Coordinator any failure to abide by restrictions imposed by interim measures. Violations of such restrictions are violations of the Policy.

6 Title IX Committee. The Dean shall designate a standing committee (the **Title IX Committee**) consisting of tenured faculty (other than faculty members of the Administrative Board who serve as the appeals board under these procedures), based on suggestions from faculty members and reflecting to the extent feasible diversity in all its forms. This committee will be responsible for monitoring the use, timeliness and outcomes of informal resolutions (see 1.3.3 above); appropriate instructions regarding confidentiality (see 1.8 above); the method and conduct of investigations chosen by the Title IX Coordinator (see 2.2 above); after consultation with the Dean for Administration, setting reasonable regulations for compensation of attorneys on behalf of students (see 2.3 above); approving and periodically reviewing and

if necessary revising adjudicator criteria (3.1 above); and reviewing generally the use of interim measures (see 5 above). The committee shall consult regularly with student liaisons designated by the student government in consultation with the Dean of Students. The Title IX Committee shall report to the Dean and the faculty at least once a year on any significant decisions of interpretation or implementation of the Policy and these procedures by the Title IX Unit, the appeal board, the adjudicators, or the investigators. The Title IX Committee will be kept fully informed by all participants about any decisions or practices that may be of concern to the faculty, will be advised by the faculty of matters that are of particular concern to faculty members, and will be free to propose to the faculty changes to or interpretations of these procedures. The Title IX Committee's manner of reporting and consultation will be designed to provide needed or legally required confidentiality of information it receives.

7 Records. The Title IX Coordinator shall maintain records of notices, communications, assessments, records, and reports specifically required under these Procedures, including under 2.3 (notice regarding rights to advisors and attorneys), 2.4.1 (initial assessments), 2.4.2 (investigation records), 3.3 (investigation reports), 3.4 (hearing transcripts), 3.5 (decisions), and 4 (appeals). Student disciplinary records will be maintained separately, in accordance with HLS policies. All records under this section shall be maintained at least as long as any legally required period.