Connors State College Title IX Procedures

We want all participating parties to be knowledgeable about the process that occurs once a Title IX complaint is filed with the student affairs office. Title IX includes sexual harassment, dating violence, domestic violence, sexual assault, and stalking as defined in the Connors State College Title IX Policy. For incidents meeting these definitions, the process described below will apply instead of the process outlined in the Student Code of Conduct.

The following describes the investigation process, the hearing, and the outcome of the hearing. Student affairs staff will be available to explain the process as requested. The Title IX process will be prompt, fair, and impartial. This means that the process will be completed within a reasonable timeframe and without undue delay. The process will be conducted in a manner that is consistent with the university's policies and will be transparent to all parties. The victim that submits the complaint is referred to as the complainant. The alleged individual is referred to as the respondent. Lastly, the Title IX process will be administrated by university officials who do not have conflict of interest or bias for the complainant or respondent. You may access the full interim Title IX policy here. https://connorsstate.edu/wp-content/uploads/2026/11/Title-IX-Policy_08.13.2020.pdf

Filing a formal Title IX complaint

Formal complaints can be submitted online at
https://publicdocs.maxient.com/incidentreport.php?ConnorsState

via email or in person to:

Jake Lawson
VP for Student Affairs
Jacob.lawson@connorsstate.edu
918-463-6387
Russell Hall 114

Mike Jackson
Asst. Dean of Students
Mike.jackson@connorsstate.edu
918-463-6351

James Mendenhall
Chief of Police
james.mendenhall@connorsstate.edu

918-463-6377

In order for disciplinary action to be taken, a signed formal complaint must be filed, and the complainant must participate in the investigative and hearing processes.

Title IX Investigation

An investigation into a formal complaint proceeds as follows:

1. Upon receiving a Formal Title IX Complaint, the university official will conduct an initial assessment and provide information about Supportive Measures.
2. The complainant and respondent will be notified of receipt of the complaint.
3. A university official will separately meet with the complainant and respondent to discuss the complaint submitted and review the investigation and hearing processes.
4. An investigation will be conducted by a non-biased Investigator. This investigation will include meeting personally with the complainant; meeting personally with the respondent(s); meeting personally with any witnesses; and reviewing any documentary information.
5. The investigation will be adequate, reliable, and impartial. The Investigator will compile an investigation report, which will be fact-checked by the complainant and respondent.
6. The university official will determine if a Title IX hearing is possible based on the available information. If it is determined that the university will proceed with a hearing, the complainant and the respondent(s) will be notified of the hearing date.
7. You are allowed one advisor to be present during the investigation process.
8. After receiving feedback on a report, the investigator will compile the hearing file. The hearing file will be provided at least ten days before the hearing.

Title IX Hearing Process

Hearing procedures are as follows:

1. Hearing notification will occur at least fifteen days in advance and include the hearing date, time and location. Hearings will be scheduled around academic schedules
2. Allegations involving a complainant and respondent will be heard by an impartial Title IX decision maker.
3. The hearing includes opening statements, presentation of the investigation report, presentation of information by complainant and respondent, questions to each party, and closing statements.

4. In all Title IX policy cases, you are required to have an advisor present in the hearing to ask questions of the other party. If you are unable to obtain an advisor, the university will provide one for you
5. Each party is permitted to be present during the hearing (except during deliberations). All parties will be in a non-threatening location or in separate rooms with a video conference option.
6. The standard of proof used in all university conduct hearings is preponderance of the evidence, which means the determination to be made is whether it is more likely than not a violation occurred. This is significantly different than proof beyond a reasonable doubt, which is required for a criminal prosecution.

Title IX Outcome

If the Decision Maker determines by a Preponderance of the Evidence that Respondent has engaged in Sexual Misconduct as defined in this Policy, Respondent will be deemed responsible for a Title IX violation.

Possible outcomes include the entire range of sanctions listed in the Student Code of Conduct. When it is determined that sexual violence is more likely than not to have occurred, the outcome can include separation from the institution.

Respondents and complainants will be informed simultaneously in writing of the outcome within five business days after the hearing.

Each party has the right to appeal the decision reached through the hearing proceedings within ten business days after the hearing and the right to respond if an appeal is submitted by the other party.