

HOW TO REPORT

An Incident of Sexual Misconduct

What to know

If you are a victim of sexual misconduct, MCAD is here to support you. Remember, it's not your fault.

Confidentiality: Confidentiality for students involved is not guaranteed. Complainant needs to give permission in order to move forward with an investigation.

Complainant: An individual who initiates a case or complaint against the Respondent.

Respondent: The person who is alleged to have been involved with actions that are prohibited under Title IX.

Investigator: The person assigned by the Title IX Coordinator to conduct an adequate, reliable, and impartial investigation.

Decision Maker: An impartial party who decides or resolves the dispute. This may be the Title IX Coordinator or Deputy Coordinator.

This document is intended to provide a snapshot of the reporting process. Visit mcad.edu/titleix for full policy and procedures.

Ways to Report

Report to the Title IX Coordinator or Deputy Coordinator

Staff and Faculty are mandatory reporters and will notify the Title IX Coordinator if they come to know of any misconduct. The coordinator will follow up directly with the student. *You can request a Formal Investigation, which will initiate the steps to the right. You can also request an Informal Resolution Process.*

or

Report Anonymously
mcad.edu/titleix

This is a non-investigated report. The Complainant can always choose to come forward later.

Report to Confidential Employee
Confidential Employees are not mandatory reporters and will not disclose any misconduct.

If Complainant does not want an investigation:

Interim measures can still be put in place. Complainant can decide to move forward with an investigation later if they choose.

Investigation

1

Interim measures, policy, procedures, and rights are discussed with the Complainant and Respondent. Support in notifying the police is provided if Complainant wishes.

The Complainant is not required to notify the police; it is up to them whether they pursue a criminal investigation.

Interim measures may include: change of classes, housing, or work schedule.

Complainant and Respondent may request a no-contact order if they wish. Respondent is allowed due process in an investigation and allowed to remain enrolled during the process.

There is no confidentiality with an investigation.

4

Both parties are allowed an equal opportunity to review evidence.

For sex-based harassment, each party is allowed to propose questions that the party wants asked of another.

Proposed questions are reviewed before being asked.

5

All interviews and evidence are reviewed to determine if the policy has been violated.

2

The investigator opens an investigation with permission from the Complainant.

Title IX Coordinator will send updates to Complainant and Respondent as needed throughout the investigation.

6

Title IX Coordinator will email the decision to both the Complainant and Respondent. If a violation is found, sanctions are imposed.

The severity of the sanctions is decided on a case-by-case basis.

3

The investigator takes statements from Complainant and Respondent. Witnesses are interviewed and evidence collected.

7

The Complainant or the Respondent can appeal the decision should it meet the requirements per the MCAD policy.

Jen Zuccola
Title IX Coordinator
VP of Student Affairs
Room M104
612.874.3626
jzuccola@mcad.edu

Hope Denardo
Deputy Title IX Coordinator
Senior Director of
Human Resources
Room M18
612.874.3798
hdenardo@mcad.edu

Campus Safety
Emergency: 612.874.3555
Non Emergency: 612.874.3700
campus_safety@mcad.edu