PATRICK HENRY COMMUNITY COLLEGE

Sexual Harassment, Sexual Violence, Domestic Violence, Dating Violence, and Stalking

Reporting & Investigative Procedures

The procedure outlined here is a summary of the reporting and investigative procedure set forth in the college policy. For details on the complete process, please refer to the policy.

1. Reporting Incidents.

Members of the campus community who believe they have been subjected to any of these actions should immediately report the incident to the College Title IX Coordinator, a Responsible Employee or to campus or local police.

Patrick Henry Community College Title IX Campus Resources

Title IX Coordinator: John I. (Jack) Hanbury
West 158
276-656-0205
jhanbury@patrickhenry.edu

Deputy Title IX Coordinator: Lori McCarty
West 148
276-656-0214
lmccarty@patrickhenry.edu

Chief of Police: Gary Dove
West 105
276-656-5494
gdove@patrickhenry.edu

2. Handling of Reports and Investigations.

The Title IX Coordinator will assist members of the campus community in reporting incidents to law enforcement authorities upon request.

3. Complainant’s Initial Meeting with the Title IX Coordinator.

As soon as is practicable, the Title IX Coordinator will contact the complainant to schedule an initial meeting. If the complainant is not the alleged victim, the Title IX Coordinator also will contact the alleged victim as soon as possible to schedule an initial meeting. The complainant may be accompanied by an advisor of his or her choosing.
4. **Title IX Coordinator’s Initial Determination.**

The College shall conduct an investigation of the complaint unless (i) the complainant does not want the College to pursue the complaint and the Title IX Coordinator has determined that the College can honor the request; or (ii) it is clear on its face and based on the Title IX Coordinator’s initial meetings with the victim that no reasonable grounds exist for believing that the conduct at issue constitutes a violation of this Policy.

5. **Appointment of the Investigator and Conduct of the Investigation.**

If the Title IX Coordinator determines that an investigation should be conducted, he or she will appoint an investigator within five (5) workdays of the completion of the initial meeting. The investigator will complete a written investigative report of the investigation. The investigator will forward the written investigative report to the Title IX Coordinator.

6. **Determination of Title IX Coordinator and Corrective Action Recommendation.**

The Title IX Coordinator will determine whether there is a preponderance of the evidence to find that the respondent violated this Policy as alleged. In most cases, this should occur within five (5) workdays of receiving the written investigative report from the investigator. If the Title IX Coordinator finds that the evidence does not prove by a preponderance of the evidence that the respondent committed the alleged violation, the matter will be closed. If the Title IX Coordinator finds by a preponderance of the evidence that a violation of this Policy did occur, the Title IX Coordinator will make a Title IX Determination in writing and distribute the Title IX Determination with such finding to the complainant and the respondent concurrently. When the Title IX Coordinator finds that a violation has occurred, he or she also shall write a written corrective action recommendation (the “Corrective Action Recommendation”) that will contain recommendations for steps that should be taken to prevent recurrence of any such violation and to remedy any discriminatory effects. In most cases, the written Corrective Action Recommendation should be completed within five (5) workdays after the distribution of the Title IX Determination.

7. **Action Upon Determination**

If the respondent is a credit student, the Title IX Coordinator will forward the Title IX Determination and the Corrective Action Recommendation to the Vice President for Academic and Student Services, or other appropriate official. If the respondent is a non-credit student, the Title IX Coordinator will forward the reports to the Vice President for Workforce, Economic & Community Development, or other appropriate official.

If the respondent is an employee, the Title IX Coordinator will forward the reports to the employee’s supervisor or other appropriate college official.

If the respondent is a third party, the Title IX Coordinator will forward the reports to President.

Within ten (10) workdays, the college official shall determine whether to accept the findings and recommendations, modify the findings and recommendations, reject the findings and
recommendations, and to impose appropriate sanctions. The respondent and the Title IX Coordinator shall receive written notification of the determination.

8. Appeals.

Third parties shall have no right to appeal any final decision to a Hearing Committee. The right of appeal shall apply only to students and employees of the college. Either the complainant or the respondent has the opportunity to appeal the outcome of a final decision or the sanction(s) recommended. Individuals must submit a written request for appeal to the Title IX Coordinator within ten (10) workdays of the final decision or imposition of sanction(s), whichever is later.


The decision of the Hearing Committee shall be final as to students. Any employee aggrieved by the decision of the Hearing Committee may grieve any disciplinary sanction imposed against them under the applicable VCCS Policy Manual, and the Grievance Procedure Manual of the Department of Human Resource Management. With respect to students, the complaint resolution procedures outlined in this policy supersede the regular student grievance procedures.