

TITLE IX COORDINATOR

Pursuant to Title IX of the Education Amendments of 1972, “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance ...”

Title IX of the Education Amendments of 1972 (“Title IX”) prohibits sex discrimination in educational programs receiving federal funds. Some of these programs and activities include: admissions, recruitment, financial aid, academic programs, athletics, housing and employment. Title IX also protects students from unlawful sexual harassment in school programs or activities. Title IX protects both male and female students from sexual harassment, regardless of who is the harasser.

Maine Maritime Academy, as a recipient of federal funds, has an obligation to operate in a nondiscriminatory manner. More important is Maine Maritime Academy’s own mandate of providing an educational, working and living environment free from discrimination and harassment.

The Title IX Coordinator serves as the entry point for Title IX complaints of discrimination. The objective of the complaint handling process is to as promptly as possible resolve the complaint of discrimination in a fair and appropriate manner. Important components of the process include ascertaining the basis for the complaint and examining strategies or tools for its resolution. The complaint handling process will include an inquiry as to whether an objective, factual basis exists to support the allegation.

Elizabeth True has been designated the individual responsible for the administration and implementation of Maine Maritime Academy’s Title IX compliance efforts. Complaints or concerns related to Title IX can be directed to:

Dr. Elizabeth True, Title IX Coordinator

2nd Floor, Leavitt Hall

Maine Maritime Academy

Castine, ME 04420

207-326-0159

elizabeth.true@mma.edu

TITLE IX GRIEVANCE PROCEDURE

Maine Maritime Academy is committed to maintaining an educational, working and living environment free from discrimination and harassment, including maintaining an environment in which no student,

faculty or staff member is excluded from participation in or denied the benefits of its programs and activities as a result of one's gender.

If any student, faculty or staff member, or other participant in the Academy's programs and activities ("Community Member") feels that the Academy or one of its Community Members has discriminated against him/her on the basis of sex, that Community Member may utilize the Title IX grievance procedures set forth below to bring their complaint to the attention of the Academy's Title IX Coordinator. Elizabeth True has been designated the Maine Maritime Academy Title IX Coordinator. Complaints alleging discrimination should be addressed to Dr. Elizabeth True, 2nd Floor Leavitt Hall, Castine, ME 04420. She can also be contacted by phone at (207) 326-0159 or by email at elizabeth.true@mma.edu.

GRIEVANCE PROCEDURES

The Academy Title IX Coordinator welcomes the use of informal processes to address complaints through counseling, advice, mediation and informal resolution. However, the Academy's Title IX Coordinator is also fully prepared to receive and address such complaints through more formal grievance procedures. The Academy Title IX Coordinator has the authority to investigate a Title IX complaint even absent the filing of a formal grievance, or its subsequent withdrawal. In addition, the Academy Title IX Coordinator may proceed with investigating a formal or informal complaint even if the complainant specifically requests that the matter not be pursued. In such a circumstance, the Academy Title IX Coordinator will take all reasonable steps to investigate and respond to the matter in a manner which is informed by the complainant's articulated concerns.

a. Informal Resolution

In many instances, counseling, advice, mediation or informal discussion may be useful in resolving concerns. Complainants who wish to resolve their concerns informally should bring them to the attention of the Title IX Coordinator. In working to resolve the matter, the Academy's Title IX Coordinator ordinarily will interview the complainant and, as appropriate, others who may have knowledge of the facts underlying the grievance. At any point, including while the informal process is ongoing or afterward, the complainant may elect to end the informal process in favor of filing a formal grievance.

b. Formal Grievances

Complainants who are considering bringing a formal grievance may at any time meet with the Academy Title IX Coordinator, who will discuss the matter and describe the formal grievance process. Alternatively, a complainant may choose to submit a written grievance to the Academy Title IX Coordinator.

1. A formal grievance process is initiated when a complainant submits a written complaint to the Academy's Title IX Coordinator. Prompt submission of formal grievances is encouraged.

2. The written statement should include the name, address, telephone number, class year (if applicable) of the reporting party and a detailed description of the conduct that is allegedly discriminatory, name(s) and contact information of the person(s) against whom the complaint is made (or, if the alleged discrimination involves a department or unit rather than an individual, a representative of that department/unit), and the names and contact information of any witnesses.

3. The Academy Title IX Coordinator will consider and review the written statement and may dismiss the grievance without further process or review if the Academy Title IX Coordinator determines it to be frivolous, not credible, clearly without merit, or outside the scope of these grievance procedures.

4. If the grievance is not dismissed, the Academy Title IX Coordinator will interview the individual who submitted the written statement. The Academy Title IX Coordinator may also interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the grievance.

5. The Academy Title IX Coordinator will determine whether a Community Member was excluded from participation in, denied the benefits of, or subjected to discrimination on the basis of sex under any Academy program or activity. The Academy Title IX Coordinator will consult with other Academy offices as necessary in reaching a decision regarding the written grievance. The Academy Title IX Coordinator will prepare a written report setting forth findings, conclusions, and actions to be taken, if any, and will determine with whom to share the report.

6. While the time it may take to investigate and resolve a Title IX grievance will depend on a variety of factors, including the nature and scope of the allegations, the Academy Title IX Coordinator will seek to resolve the grievance within 45 working days of receipt of the grievance. Throughout the process, the Academy Title IX Coordinator will, as appropriate, keep the participants informed of the status of the grievance

process. These Title IX grievance procedures are separate from student and employee disciplinary processes. However, regardless of whether student disciplinary proceedings are pending, the Academy shall take steps to meet the Academy's responsibility to provide an environment where no member of our community is, on the basis of sex, excluded from participation in, denied the benefits of, or subjected to discrimination under any education program or activity.