



UNIVERSITY OF
SAN FRANCISCO

Title IX

USF

RIGHTS & OPTIONS

INTAKE FOLDER FOR STUDENTS

2025-2026

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COMMUNITY MESSAGE

Dear USF Community,

The University of San Francisco is committed to providing an environment free from sex and gender-based discrimination and harassment. As such, USF does not tolerate any kind of sex/gender-based discrimination or harassment, which includes sexual harassment, and gender-based harassment.



As the Title IX Office, we understand that issues surrounding misconduct, discrimination & harassment impact our community and the values of our community. In response, the Title IX Office is committed to conducting neutral, unbiased investigations and supporting Informal resolutions that prioritize fairness, accuracy, and compassion.

Our goal is to ensure that every individual who engages with our office, whether as a Complainant, Respondent, witness, or concerned community member, feels heard and respected, and understands the process. We approach each case with a commitment to impartiality, focused solely on the facts, while respecting the unique circumstances of every situation. Remaining unbiased is at the heart of our work, and we take great care to ensure our processes are free from preconceptions and external pressures.

Sincerely,
USF Title IX Office

CONFIDENTIAL RESOURCES

Counseling and Psychological Services (CAPS)



Free, Brief and Single-Session Therapy, Groups, Workshops, Consultations, Crisis Assessment, and Referrals for USF Students

Telehealth & In-Person Available

Business and After Hours Phone: **(415) 422-6352**

Location: **USF Main Campus, Gillson Hall, Lower Level**

University Ministry (Clergy Only)



All non-clergy members are required reporters of USF and will report information to the Title IX Office. Clergy members acting in their role as a clergy person are confidential and are not required to report to the school (unless you give them permission to, or if they are required by law to do so).

Phone: **(415) 422-4463**

Location: **USF Main Campus, Toler Hall, Lower Level 122**

ADDITIONAL RESOURCES

If you are off campus and experiencing an emergency, you can call local police by dialing 911. The non emergency line for San Francisco County is 415-553-0123.

On campus, you can call the emergency line for USF Office of Public Safety at 415-422-2911. You may also call the USF Public Safety non emergency line at (415) 422-4201.

1. Go to a safe location as soon as you are able.
2. Contact any of the following for immediate assistance on campus or in the community:
 - a. USF Title IX Coordinator at 415-422-4563. Regular business hours, M-F
 - b. USF Public Safety at 415-422-2911. 24 hours/7 days a week
 - c. USF Counseling & Psychological Services at 415-422-6352. Regular business hours, M-F.
 - d. USF Counseling & Psychological Services at 855-531-0761. 24/7 All Hours line.
 - e. USF Dean of Students at 415-422-5330. Regular business hours, M-F.
 - f. Rape, Abuse, and Incest National Network at 800-656-4673. 24/7 All Hours line.
 - g. Cooperative Restraining Order Clinic at 415-255-0165. Regular business hours, M-F.
 - h. Victim of Crime Resource Center at 800-842-8467. 24/7 All Hours line.
 - i. USF International Student and Scholar Services at 415-422-2654. Regular business hours, M-F.
 - j. San Francisco Police Department at 911. 24/7 All Hours line. Non-emergency line at 415-553-0123. 24/7 All Hours line.
3. Medical Attention: Seek immediate medical attention if you are injured
 - a. Zuckerberg San Francisco General Hospital – Only hospital in San Francisco that can perform sexual assault and evidence collection examinations.

1001 Potrero Avenue, San Francisco, CA 94110
Hospital Phone: 415-206-8125
Emergency Room: 415-206-8000
 - b. Dignity Medical Group Health Services (DHMG) - All USF students registered for credit hours may visit DHMG clinics during regular business hours regardless of their health insurance.

SAC ADDITIONAL RESOURCES

If you are off campus and experiencing an emergency, you can call local police by dialing 911. The non emergency line for Sacramento County is 916-808-5471.

1. Go to a safe location as soon as you are able.
2. Contact any of the following for immediate assistance on campus or in the community:
 - a. USF Title IX Coordinator at 415-422-4563. Regular business hours, M-F
 - b. USF Public Safety at 415-422-2911. 24 hours/7 days a week
 - c. USF Counseling & Psychological Services at 415-422-6352. Regular business hours, M-F.
 - d. USF Counseling & Psychological Services at 855-531-0761. 24/7 All Hours line.
 - e. USF Dean of Students at 415-422-5330. Regular business hours, M-F.
 - f. Rape, Abuse, and Incest National Network at 800-656-4673. 24/7 All Hours line.
 - g. Sacramento Regional Family Justice Center at 916-875-4673. Regular business hours, M-F.
 - h. Victim of Crime Resource Center at 800-842-8467. 24/7 All Hours line.
 - i. USF International Student and Scholar Services at 415-422-2654. Regular business hours, M-F.
 - j. Sacramento Police Department at 911. 24/7 All Hours line. Non-emergency line at 916-808-5471. 24/7 All Hours line.
3. Medical Attention: Seek immediate medical attention if you are injured
 - a. BEAR Clinic At Sutter Medical Center – Only hospital in Sacramento that can perform sexual assault and evidence collection examinations.
Hospital Phone: 916-262-9108
 - b. Dignity Medical Group Health Services (DHMG) - All USF students registered for credit hours may visit DHMG clinics during regular business hours regardless of their health insurance.

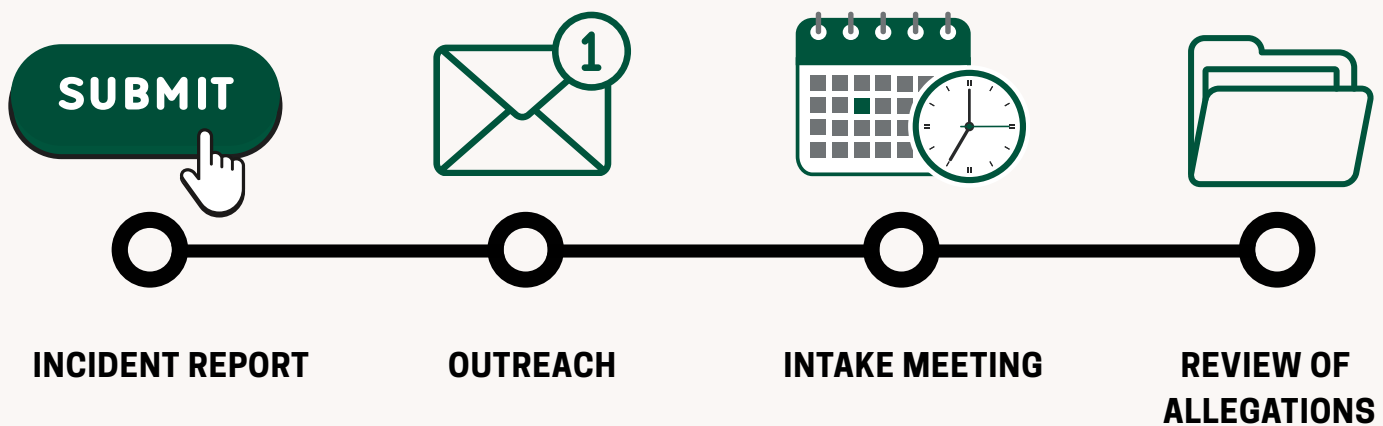
OC ADDITIONAL RESOURCES

If you are off campus and experiencing an emergency, you can call local police by dialing 911. The non emergency line for Orange County is 714-744-7444.

1. Go to a safe location as soon as you are able.
2. Contact any of the following for immediate assistance on campus or in the community:
 - a. USF Title IX Coordinator at 415-422-4563. Regular business hours, M-F
 - b. USF Public Safety at 415-422-2911. 24 hours/7 days a week
 - c. USF Counseling & Psychological Services at 415-422-6352. Regular business hours, M-F.
 - d. USF Counseling & Psychological Services at 855-531-0761. 24/7 All Hours line.
 - e. USF Dean of Students at 415-422-5330. Regular business hours, M-F.
 - f. Rape, Abuse, and Incest National Network at 800-656-4673. 24/7 All Hours line.
 - g. Laura's House at 866-498-1511. 24/7 All Hours Line
 - h. Victim of Crime Resource Center at 800-842-8467. 24/7 All Hours line.
 - i. USF International Student and Scholar Services at 415-422-2654. Regular business hours, M-F.
 - j. Orange Police Department at 911. 24/7 All Hours line. Non emergency line at 714-744-7444. 24/7 All Hours line.
3. Medical Attention: Seek immediate medical attention if you are injured
 - a. Forensic Nurse Specialists
Phone: 562-430-6220
 - b. Dignity Medical Group Health Services (DHMG) - All USF students registered for credit hours may visit DHMG clinics during regular business hours regardless of their health insurance.

WHAT HAPPENS WHEN SOMEONE REPORTS AN ALLEGED INCIDENT TO THE TITLE IX OFFICE?

OUTREACH AND INTAKE PROCESS



Incident report: Our office receives an incident report from a member of the campus community.

Outreach: Our office conducts outreach to the impacted person via email.

Intake: The impacted person meets with our office to discuss the report and identify interim supportive measures.

Review of Allegations: The Title IX Office has 10 business days to review allegations

Note: If the impacted person does not respond to outreach, or declines support from the Title IX Office, the report will undergo further review by the Title IX Coordinator to determine appropriate next steps.

TITLE IX INTERIM SUPPORTIVE MEASURES

What are Interim Supportive Measures? The University will offer and coordinate Supportive Measures as appropriate for the Complainant and/or Respondent to restore or preserve that person's access to the University's education programs, activities, employment, or to provide support during the University's formal complaint resolution process or during the informal resolution process.

The Title IX Coordinator will describe and offer Supportive Measures to the impacted person during the initial intake meeting (even if no Complaint is made or the Complaint is ultimately not investigated), and to Respondents during an initial meeting.

How does a Party request Supportive Measures? In your meeting with the Title IX office, a staff member will collaborate with you to discuss potential interim support measures and create a safety plan. This request will then be relayed to the Title IX Coordinator for review. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures if requested and reasonably available.

What are some examples of commonly requested Supportive Measures?

Academic/Employment:

- Extensions of deadlines and other course-related adjustments
- Changes to employee reporting line
- Leaves of absence
- Changes in class, work, housing, or extracurricular or any other activity, regardless of whether there is or is not a comparable option

Safety & Well-Being:

- Counseling
- Individual safety planning
- Campus escort services
- Increased security and monitoring of certain areas of campus
- Emergency counseling referrals or increased number of visits
- Temporary parking near buildings

Housing/Campus Life:

- No contact orders
- Emergency temporary or permanent room change
- Restrictions on contact applied to one or more Parties

These are just a few examples of Supportive Measures that our office may assist with. As noted above, Supportive Measures are highly individualized. If your Party has expressed a need related to the complaint, please encourage them to reach out to us so we can collaborate and brainstorm a solution.

Supportive Measures, MNCOs, and Retaliation

1

The MNCO is a supportive measure

Mutual No-contact Orders (MNCO) may be issued as a Supportive Measure, Remedy, or in connection with an Informal Resolution Agreement, with or without an investigation. When reasonably requested by a Complainant or otherwise needed to protect health and safety or to preserve the integrity of the investigation, the University will issue an interim no-contact order, which may be unilateral (prohibiting the Respondent from contacting the Complainant) or mutual (prohibiting the Parties from contacting each other) while the investigation is pending.

2

Interim measures support all parties

The Title IX office seeks to support all parties throughout the process. The Title IX Coordinator, or designee, may provide reasonable interim supportive measures, if such measures can eliminate potentially hostile or offensive environments and protect Complainants, Respondents, or others in the campus community. Interim support measures are those that are put in place during the semester of reporting.

3

Retaliation Policy

USF prohibits retaliation against any person who brings forward a report of misconduct covered by the Policy, or those who participate in the process to resolve a complaint. Any allegations of retaliation may lead to a separate investigation and possible disciplinary action. If you believe you have experienced retaliation, please contact the Title IX office by emailing titleix@usfca.edu and during business hours by calling (415) 422-4563. In case of an emergency, or if you need immediate assistance, please contact USF Public Safety at (415) 422-2911.

Mutual No-Contact Order

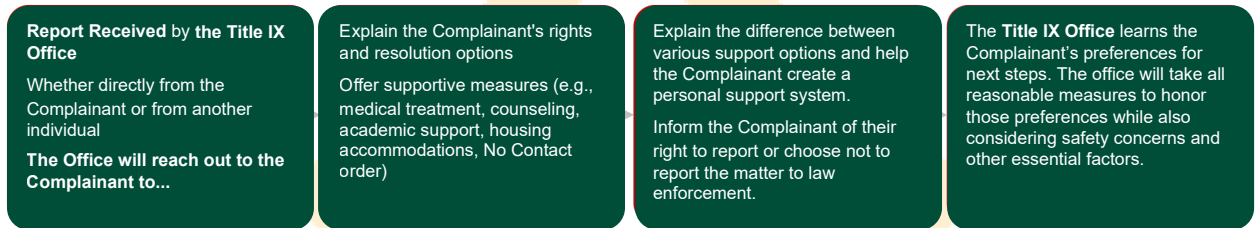
Frequently Asked Questions

A Mutual No-Contact Order (MNCO) has been issued to you by the Title IX Office. Please review the MNCO carefully. If you have any questions, you can contact the Title IX Office at 415-422-4563. You can learn more about Supportive Measures within Section VI. Supportive Measures by clicking the following link:

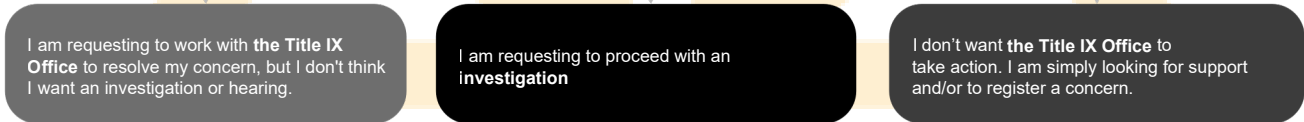
- | | | |
|---|--|--|
| 1 | Who is a Complainant? | A complainant is a person alleged to have been subjected to conduct that could constitute a violation of this Policy. |
| 2 | Who is a Respondent? | A respondent is a person who is alleged to have violated the Policy. A respondent may include the university, an Employee, Student, or Third Party. |
| 3 | Have I been found responsible for violating the USF Policy? | No, this is a supportive measure for all parties. This order is not a disciplinary sanction; however, violations of no-contact orders will be addressed by the Office of Student Conduct, Rights and Responsibilities in the same manner as any violation of the Student Conduct Code. |
| 4 | Is this a restraining order? | No. A restraining order is a legal binding document, typically issued by law enforcement, that prohibits your ability to contact an individual. A MNCO is a campus order issued and enforced by the University, directing two people to cease all contact with each other. |
| 5 | Does this mean I am assuming responsibility for misconduct? | No, you have not been found responsible for a violation of the Policy, nor are you assuming responsibility of a violation. The Title IX Coordinator must consider, based on the circumstances of each case, whether a mutual no-contact order is necessary or justifiable to protect the Respondent's safety or well-being, or to address concerns about interference with an investigation. |
| 6 | Does this affect my academic standing? | No. This MNCO will not impact your current academic standing and will not affect your ability to register for classes. If you share a class or are in the same club as the other person identified on the MNCO, the faculty member or club advisor may be notified to provide support or accommodation(s) to navigate the MNCO. |
| 7 | If I have concerns about this MNCO, what are my options? | A Complainant or Respondent may request modification or reversal of a decision to provide, deny, modify, or terminate Supportive Measures applicable to them. This request will be reviewed by the Title IX Coordinator. If you would like to discuss this MNCO, please contact the Title IX Office to schedule a meeting with the Title IX Coordinator. |

How University of San Francisco Responds to Reports & Complaints Under the USF Policy

The University of San Francisco and the Title IX Office is committed to protecting the safety of our community and ensuring a transparent, thorough, fair, and impartial complaint-resolution process. The Title IX Office offers resources, support, and information to anyone affected by discrimination, harassment, or retaliation, including sex-based misconduct. It also provides education and training to promote awareness and help prevent these behaviors in our community.



What does resolution look like for you?



REFERRALS

In some cases, referrals to another office, process, or policy may be more appropriate. The Title IX Office will facilitate the referral of these matters.

INVESTIGATION PROCESS

The Title IX Office will first determine whether the complaint falls under the USF Policy.

If an investigation is opened, an Investigator will interview all Parties and any relevant witnesses, gather evidence, and prepare an investigation report.

Additionally, the Informal Resolution Process is a remedies-based process without an investigation, hearing, or appeal.

Some complaints may also be resolved through a hearing, and the Title IX Office will explain if that applies to your case.

NO INVESTIGATION OR RESOLUTION

If the Complainant does not wish to pursue further action, supportive resources and measures remain available.* *In rare situations that indicate an immediate threat to community safety, the Title IX Office may need to take additional steps. These situations may include severe violence; use or threatened use of a weapon; repeated allegations involving the same individual; incidents involving multiple individuals; or cases in which the victim is a minor.*

HEARING

In these cases, the Investigator does not decide the outcome. After the investigation, the university will hold a hearing before a separate decision maker (the "Hearing Officer").

During the hearing, the Parties will be asked relevant questions by the Hearing Officer, and each Party may submit questions for the other Party and for witnesses. After the hearing, the Hearing Officer will issue a decision.

APPEAL

The Parties will receive information about appeal options at the time the Investigator or Hearing Officer's decision is shared with them.

 Title IX Office
Lone Mountain 145

 titleix@usfca.edu

 (415) 422-4563



For a confidential discussion on resolution options, you may contact: Counseling & Psychological Services (CAPS) or University Ministry Clergy.

 myusf.usfca.edu/title-ix/

Informal Resolution

What is Informal Resolution (IR)?

University of San Francisco recognizes that some Parties may desire resolution of their matter through an Informal Resolution process ("Informal Resolution"), instead of through the formal resolution process (Investigation). Informal Resolution is an option on a case-by-case basis for addressing complaints where all parties, including the University, have voluntarily agreed to participate in writing.

The Title IX Coordinator has discretion to determine whether it is appropriate to offer resolution agreement and may decline to allow informal resolution despite the request of one or more of the Parties.

What is the timeline for IR?

The informal resolution process may take place at any time before a determination of responsibility is made, but no later than 60 Working Days after all Parties provide voluntary, written consent to participate in the informal resolution process. The Parties and the Title IX Coordinator may agree to one or more extensions of the 60 Working Day deadline, which will be confirmed in writing. The timeline of the formal complaint resolution process will be paused during the facilitation of any informal resolution process and will resume if an agreement cannot be reached. For more information on timeframes, please see the Policy.

COMMUNICATION & SUPPORT

The **Title IX Office** offers resources and supportive measures to all Parties throughout the Informal Resolution Process.

Informal Resolution is always optional – neither Party should feel any pressure to participate.

* **The University maintains discretion to determine whether a matter is appropriate for Informal Resolution.**

** **Complainant and Respondent never have to see or directly communicate with each other throughout this process.**

*** **At any point during the Informal Resolution Process, either Party may decide to stop the Informal Resolution Process and start or resume the formal resolution process.**



The Informal Resolution Process

BOTH PARTIES WANT TO PURSUE

Each Party gets a Notice of Investigation explaining the allegations and their rights. Either Party may request Informal Resolution; however, Informal Resolution may proceed only if all Parties and the Title IX Coordinator agree to participate.*

WRITTEN AGREEMENT TO PARTICIPATE

All Parties learn more about the Informal Resolution process and, if they still want to proceed, provide written acknowledgment that they understand their rights and agree to move forward.

FACILITATOR MEETS WITH COMPLAINANT

A trained facilitator meets with Complainant (and their advisor if they have one) to understand their desired outcomes.**

FACILITATOR MEETS WITH RESPONDENT

The same facilitator meets with the Respondent (and their advisor, if any) to discuss the Complainant's proposed terms and outcomes, identify any suggested changes, and determine which terms the Respondent agrees to or disputes.

ADDITIONAL MEETINGS
(If necessary)

The facilitator continues to meet separately with the Complainant and Respondent (and their advisors, if any) to work toward mutually agreeable outcomes.***

BOTH PARTIES AGREE ON OUTCOMES

THE PARTIES DO NOT AGREE ON OUTCOMES
(or either Party declines to participate further in the process)

Written agreement that details the agreed-upon outcomes and sends a copy to each Party for their review and signature. If all Parties sign the agreement, its terms become effective immediately. The **Title IX Office** maintains a copy of the Agreement and monitors compliance. The matter is closed and cannot be pursued via the formal resolution process.

Informal Resolution ends, and the formal resolution process (investigation, potential hearing, and optional appeal) starts or resumes.

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Lone Mountain 145

 **titleix@usfca.edu**

 **(415) 422-4563**



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For a confidential discussion on resolution options, you may contact: Counseling & Psychological Services (CAPS) or University Ministry Clergy.

Procedural Comparisons

Formal Investigations vs. Informal Resolution Pt. 1



Right/Option	Formal Investigation & (if required) Hearing	Informal Resolution
How is the process initiated?	The process begins when a Formal Complaint is filed and accepted by the Title IX Coordinator. The University investigates to determine if policy was violated.	The process is initiated only if all parties and the University voluntarily agree in writing to resolve the complaint without a formal investigation and/or hearing.
Can I withdraw my complaint?	A Complainant may ask to withdraw their complaint, but the University may still continue the investigation. Either party can choose not to participate at any time.	Either party may withdraw from the informal resolution process at any time before an agreement is signed. If either party withdraws, the case then moves to the Formal Investigation process. If a complainant withdraws their complaint, the process will end, unless the university determines that an investigation should proceed.
Who decides if there has been a policy violation?	A neutral Hearing Officer makes the decision after a hearing. In non-hearing cases, the Investigator makes the determination.	No finding of responsibility is made. The informal resolution process resolves the matter through a voluntary agreement.
Can I bring someone to support me?	Yes. Either party may bring an advisor to every meeting held with the University, the Investigator, or Title IX staff.	Yes. Either party may bring an advisor to any Informal Resolution meetings.
What information do I get to receive?	Parties receive a preliminary investigation report and access to all evidence. Each may respond before the report is finalized.	Parties receive only the information necessary to participate in and agree to the resolution. No evidence review or findings occur.

Procedural Comparisons

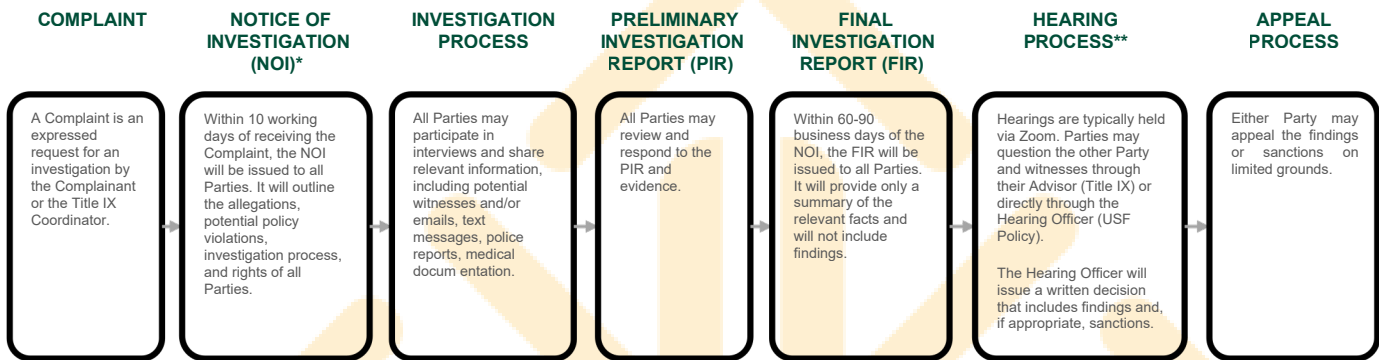
Formal Investigations vs. Informal Resolution Pt. 2



Right/Option	Formal Investigation & (if required) Hearing	Informal Resolution
When should the process be concluded?	The investigation report should be completed within 60-90 Business days of the Notice of Investigation; the hearing decision should be completed within 15 working days after hearing concludes.	Resolution should be reached within 60 working days of all parties' written consent to participate in Informal Resolution.
Who determines what the outcome or sanctions should be?	The Hearing Officer (or Investigator in non-hearing cases) imposes sanctions and remedies.	Parties contribute to a written agreement. Terms are enforceable through Title IX and/or Student Conduct.
Can I appeal the decision?	Yes, parties may appeal the written outcome on specific grounds provided in the policy.	No, because the resolution is voluntary and does not include a determination or sanction to appeal.
What happens if the sanctions are not completed and who enforces them?	If sanctions are not completed, the University enforces them through its disciplinary processes to ensure compliance.	Agreed-upon terms are monitored and enforced by the University, and failure to comply may become a Student Conduct disciplinary procedure.
When am I able to get supportive measures?	Supportive measures are available before, during, and after the resolution of a complaint, regardless of whether an investigation proceeds.	Supportive measures are also available at any stage, independent of the resolution process, to ensure safety and equal access.
How is all of the information stored afterwards?	Records of the complaint, investigation, outcome, and sanctions are maintained by the University in accordance with USF record-retention requirements.	Documentation of the agreement and completion of terms is retained by the University under the same record-keeping obligations as a Formal Investigation.

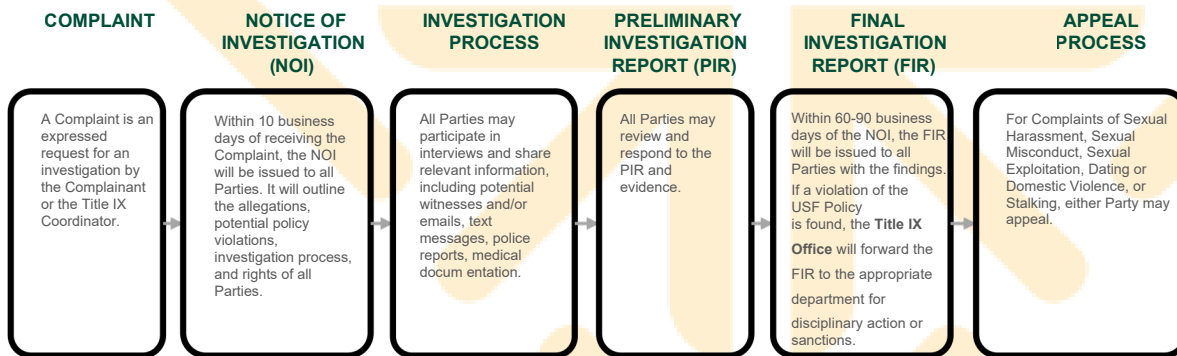
FORMAL RESOLUTION PROCESS

HEARING PROCESS



*The Title IX Office does not investigate formal complaints unless the allegations meet required criteria. **A hearing will be provided when: (1) The investigation is conducted under Federal Mandated Hearing Process or (2) when the complaint is against a student and involves allegations of Sexual Harassment, Sexual Misconduct, Dating Violence, Domestic Violence, Sexual Exploitation, or Stalking (also known as USF Policy).

NON-HEARING PROCESS



COMMUNICATION & SUPPORT

The Title IX Office provides a variety of Supportive Measures to all Parties and monthly status updates throughout the process. Additionally, Parties may have an Advisor of their choice and request disability-related accommodations, if applicable.

What is a Hearing?

A Hearing is a formal process that takes place after a Title IX investigation when a Respondent is accused of violating the Federal Title IX Policy. During the hearing, a neutral Hearing Officer reviews the evidence, hears from the parties and witnesses, and determines whether the policy was violated. All parties have an equal opportunity to present information, question the evidence, and be accompanied by an advisor. The Hearing Officer issues a written decision, which may include findings and, if applicable, sanctions or remedies.

Your Right to an Advisor

The Complainant and Respondent may choose to be accompanied by one Advisor of their choice, who may be, but is not required to be, an attorney or a union representative during meetings or any stage of the Complaint process.

The Advisor may be a friend, family member, faculty or staff member, attorney, or any other person chosen by the Party. The Advisor's role is to provide emotional, logistical, or procedural support. Advisors are not permitted to speak on behalf of the Party or interfere with the process. However, they may offer guidance and reassurance during what can be a difficult and unfamiliar experience.

Right to an Advisor

- The University will not limit the choice or presence of the Advisor for the Complainant or Respondent in any meeting or proceeding. However, the unavailability of a specific Advisor will not unreasonably delay scheduling.
- A Party's Advisor may not answer questions regarding the subject matter of the investigation for the Complainant or the Respondent. However, the Advisor may observe and consult with the Complainant or Respondent.
- The Parties also have the right to consult with an attorney, at their own expense, or a union representative at any stage of the process if they wish to do so.

What do I do once I have identified an Advisor?

- To ensure compliance with the Family Educational Rights and Privacy Act (FERPA), any Student who wishes to have an Advisor present during meetings and/or included on emails must sign a FERPA Release of Information.
- A signed FERPA Release is valid for one year, is revocable at any time, and must be on file before the Advisor may attend any meeting or receive protected information.
- This release authorizes university staff to share limited case-related information with the Advisor for the duration of the process. The release does not authorize the Advisor to make decisions or act on behalf of the party.

Tips for Completing Required Agreements:

FERPA Release of Information

- The Student should read the entire document carefully before signing.
- Be sure to check each box before signing, and indicate the information you would like to be shared with your Advisor.
- Provide up-to-date contact information for the Advisor, so that our office can include them (as requested) on meeting invitations, emails, etc.
- For any questions related to the content of the FERPA Release of Information Form, reach out to the Title IX office. Our contact information is listed below.