



**Classification:** Student Affairs

**Approving Authority:** President

**Responsible Authority:** Office of Enrollment Services and Student Affairs

**Implementing Authority:** Vice President of Enrollment Services and Student Affairs

**Effective Date:** December 2025

**Review Date:** November 2028

### ***Sexual Harassment Policy and Procedures (students)***

#### **1.0 Purpose**

1.1 The University is committed to providing a learning environment that is free from sexual harassment, discrimination, and misconduct. Sexual harassment undermines academic freedom, the integrity of the educational experience, and the well-being of students. The University strictly prohibits sexual harassment in any form and will take prompt, fair, and effective action to address violations of this policy. This policy aligns with and should be read in conjunction with the University's Anti-Discrimination Policy.

#### **2.0 Scope**

2.1 This policy applies to all students of the University, whether on campus, off campus, or engaged in university-related activities, including study abroad programs, internships, online classes, and university-sponsored events.

#### **3.0 Definitions**

3.1 Sexual harassment includes any unwelcome sexual advances, requests for sexual favors, or other verbal, non-verbal, or physical conduct of a sexual nature when:

- 3.1.1 Submission is made explicitly or implicitly as a term or condition of a student's education or participation in a university activity.
- 3.1.2 Submission to or rejection of such conduct is used as the basis for academic decisions.
- 3.1.3 Such conduct creates a hostile, intimidating, or offensive learning environment.

3.2 Examples include but are not limited to:

- 3.2.1 Inappropriate or unwanted touching.
- 3.2.2 Persistent sexual comments, jokes, or gestures.
- 3.2.3 Displaying sexually explicit materials in academic spaces.
- 3.2.4 Repeated unwelcome invitations or propositions.
- 3.2.5 Sexual assault or coerced sexual activity.

#### **4.0 Policy**

4.1 Rights and Responsibilities

- 4.1.1 Students have the right to study in an environment free from harassment and the responsibility to treat others with respect.
- 4.1.2 Faculty and staff are required to report any allegations of student sexual harassment they become aware of.
- 4.1.3 The University has the responsibility to respond promptly, conduct fair investigations, protect confidentiality where possible, and prevent retaliation.

#### **5.0 Procedures**



5.1 Students who experience or witness sexual harassment are encouraged to report it promptly. Reports can be made in any of the following ways:

- 5.1.1 The Student Affairs Office: Official complaints should be submitted in writing to the Student Affairs Office.
- 5.1.2 Confidential Resources: Students may seek support from the Wellness Office, which will not trigger an investigation without student consent.
- 5.1.3 Anonymous Reporting: An online reporting form is available in the Student Affairs Office for those who wish to remain anonymous. However, those wishing to remain anonymous should be aware that anonymity limits the ability of the University to conduct a full investigation and come to a satisfactory resolution.
- 5.1.4 Emergency situations involving immediate danger should be reported to Campus Security [campussecurity@bwe.iq](mailto:campussecurity@bwe.iq)

5.2 Complaint Resolution Procedures

5.2.1 Initial Intake

- The Student Affairs Office receives the complaint.
- Immediate safety and support measures (e.g., no-contact orders, academic accommodation) may be implemented.

5.2.2 Informal Resolution (Optional)

- If appropriate, and if both parties agree, the University may facilitate an informal resolution such as mediation or restorative dialogue.
- Informal resolution is not available in cases of sexual assault or violence.

5.2.3 Formal Investigation

- A trained and impartial counselor will interview the complainant, respondent, and witnesses, and collect relevant evidence.
- Both parties will be given equal opportunity to present information and will have the right to an advisor of their choice and equal access to evidence gathered.
- The investigation will normally be completed within sixty (60) calendar days.

5.2.4 Findings and Outcome

- The investigator submits a report to the Student Affairs Office.
- A separate decision-maker, not involved in the investigation, will determine responsibility, and sanctions based on the preponderance of evidence (more likely than not).
- Both parties will be notified in writing of the outcome.

5.2.5 Appeals

- Either party may appeal within ten (10) business days of receiving the decision. Grounds for appeal include procedural errors, new evidence, or disproportionate sanctions.
- Appeals will be submitted to the Vice President (Enrollment Services and Student Affairs), whose decision will be final. The appeal process must be completed within 10 business days, and written notice of the final decision will be provided to both parties.
- The determination by the University does not preclude either party to the sexual harassment case from taking private legal action.

5.2.6 Sanctions

Sanctions for students found responsible may include:

- Formal warning or reprimand.
- Required counseling or education.
- Suspension or expulsion from the University.

5.2.7 Recordkeeping and Confidentiality



The Student Affairs Office shall securely maintain all records of reports, investigations, and outcomes for a minimum of seven (7) years. Confidentiality should be respected to the extent possible, consistent with the need to investigate and take corrective action.

**5.2.8 Protection Against Retaliation**

The University prohibits retaliation against any student who files a complaint, participates in an investigation, or supports another student in exercising their rights under this policy. Retaliation concerns should be reported immediately to the Student Affairs Office or HR.

**5.2.9 Education and Prevention**

- Mandatory orientation sessions for all incoming students.
- Annual workshops and awareness campaigns.
- Training for faculty, staff, and student leaders on recognizing, preventing, and responding to sexual harassment will be coordinated by the Offices of HR and Student Affairs. Training completion shall be tracked and reviewed annually.

**Related Policies and Documents:**

Code of Conduct Policy

Student Non-Discrimination Policy

**Approval Signatures**

Signature of Policy Owner: \_\_\_\_\_

Date:

Signature of Project Chair: \_\_\_\_\_

Date:

Signature of President: \_\_\_\_\_

Date: