

**Campus Title IX Coordinating
Considerations to ensure Compliance**

1. Title IX Coordinator is visible, independent, and has authority [34 CFR § 106.8, 106.45(b)(1)(iii)]
 - ✓ Title IX Coordinator contact information online
 - ✓ Easily accessible on website (3-clicks from Home page)
 - ✓ Athletics: cross-linked
2. 1B1 and 1B3 policies and procedures [34 CFR 106.8]
 - ✓ Annual notice (prior to the start of the Fall term), including to unions
 - ✓ Continuous notices (exist on application materials)
3. Required prevention training for students [Mn 135A.15]
 - ✓ collaborate with campus IT/Instructional Technology, new student orientation and first year seminars, Registrar
4. Online Reporting form [Mn 135A.15]
 - Can be anonymous
 - Reference to uniform amnesty
 - Link to policy, procedure
 - Title IX Coordinator information
 - Reference to confidentiality
 - Routed directly to Coordinator
5. Identify system-trained campus individuals [34 CFR 106.45(b)(1)(iii); Mn 135A.15]
 - ✓ Coordinator required training
 - ✓ Investigators, Decisionmakers
6. Data disclosure requirements
 - ✓ [VAWA categories for Clery](#)
 - ✓ [MN OHE categories](#)
 - ✓ Establish process for data sharing, communication (Security, Housing, Athletics)
7. Campus process [34 CFR 106.8(c); 34 CFR 106.44; 34 CFR 106.45]
 - ✓ Intake checklists, including support services
 - ✓ Emergency removal [34 CFR 106.44(c)] checklist
 - ✓ Flow charts, templates for communication, resources, support guide
8. Pregnant and parenting students [34 CFR 106.21(c), 106.31(a), 106.37(a)(3), 106.40]
 - ✓ Establish & publish information re: process/requests
 - ✓ Consult with ADA Coordinator
 - ✓ Fact sheet (per [Mn SS 135A.158](#)), including lactation spaces on campus (not a bathroom)
9. Record management [34 CFR 106.45(b)(10)(i)(D); 106.45(b)(10)(ii)]
 - ✓ Retention schedule: at least 7 years (Title IX, Clery)
 - ✓ Actions taken, response to reports; investigation, decision documents, recordings, etc.
 - ✓ Training materials: Coordinator, investigators, advisors, informal resolution, deputies, decisionmakers, etc. → available to public/website
10. Team approach considerations
 - ✓ Roles, additional roles
 - ✓ Meetings (scheduled, additional training, interactions with other teams on campus)
 - ✓ Increase process transparency, community trust, and familiarity with Title IX Coordinator
 - ✓ Evaluate team: Reliable? Remain impartial and free from conflicts of interests, bias? Confidential and private? Thorough, well-written, and rational? Knowledgeable on intersections of issues?