

# Title IX Notice of Non-Discrimination, Reporting & Grievance Procedures

Last updated: March 02, 2026

SelectTechnical Institute ("STI") prohibits discrimination on the basis of sex in its education programs and activities and is committed to maintaining a learning environment free from sex discrimination, sexual harassment, sexual assault, dating/domestic violence, and stalking. Title IX of the Education Amendments of 1972 and its implementing regulations protect against such conduct.

## Title IX Coordinator

**Marshall Caplan**

Email: [Marshall.Caplan@Selecttechnical.Institute](mailto:Marshall.Caplan@Selecttechnical.Institute)

Phone: [713-672-4115](tel:713-672-4115)

Address: 12802B Crosby Freeway, Houston, TX 77049

Hours: Monday–Friday, 8:00 AM–5:00 PM

The Title IX Coordinator oversees STI's response to reports of prohibited conduct, coordinates supportive measures, and manages the grievance process.

## Scope

This policy applies to conduct that occurs in STI's education programs or activities, including on campus, in program-related settings (e.g., externships or institute-sponsored events), and certain off-campus conduct that affects the campus community.

## How to Report

Anyone may report sex discrimination or sexual harassment—whether or not the reporting party is the person alleged to be the victim—by contacting the Title IX Coordinator in person, by mail, by telephone, or by email at any time. You may also report to any responsible employee who will promptly notify the Title IX Coordinator.

**Emergency or Immediate Threat:** Call 911.

## **Supportive Measures**

STI offers individualized services reasonably available and without fee, designed to restore or preserve equal access to education (e.g., safety planning, academic adjustments, schedule modifications, mutual no-contact directives). Supportive measures are available with or without the filing of a formal complaint.

## **Formal Complaint & Grievance Process**

1. Provide written notice to the parties.
2. Offer a prompt, fair, and impartial investigation.
3. Provide an opportunity to present evidence and witnesses.
4. Use trained decision-makers free from bias or conflict.
5. Apply an appropriate standard of evidence and provide a written determination.
6. Offer appeal rights and, where appropriate, informal resolution options.

## **Retaliation Prohibited**

STI prohibits retaliation against any individual for reporting, participating in, or refusing to participate in any Title IX process.

## **Education & Training**

STI provides training to the Title IX Coordinator, investigators, decision-makers, and any facilitators of informal resolution. Training materials will be posted/linked here when available.

## **Related Policies and Resources**

- Student Code of Conduct
- Student Catalog / Policies
- Title IX Reporting Form (optional)
- [Student Links](#)