

**The Title IX Coordinator receives a report of sexual harassment, sexual assault, domestic violence, dating violence, or stalking.**

The report is reviewed to determine if, after an initial assessment, it falls under the College's Sexual Harassment and Sexual Misconduct policy. If it doesn't fall under the College's policy, it will be referred to the appropriate office—Student Affairs, Human Resources, or Academic Affairs—to be addressed.

**Outreach is made to the complainant. Intake meeting takes place. \***

Supportive measures are offered to the complainant. The safety of the complainant is addressed, resources both on and off campus are offered. The Title IX Coordinator discusses the options for proceeding – no report, informal resolution, or formal complaint. If conduct is criminal, complainant is strongly encouraged to also report to local law enforcement. Options for initiating the formal grievance process are discussed at this meeting.

*\*In case of a report made by a third party, outreach is made to the complainant. Information regarding supportive measures, safety, resources, and options for proceeding is provided in this outreach.*

**Complainant chooses how they would like to proceed. Complainant can change their mind at any point in the process.**

The College does not make decisions without the input and direction of the complainant.\*

*\*In the case of an anonymous report, the College's ability to adequately respond or take action may be limited by the information provided in an anonymous report.*

**Complainant chooses not to initiate the formal grievance process** and continues to access supportive measures, resources, and accommodations. No further action is taken unless the complainant changes their mind in the future or seeks additional supportive measures.

**Complainant chooses to initiate the formal grievance process** and files a formal complaint. A written notice of allegations is sent to both parties describing the nature of the allegations and the parties' rights during the grievance process, including the right to an adviser.

*In limited circumstances, the Title IX Coordinator may need to bring the complaint forward to protect the safety and welfare of the community.*

Both parties agree to participate in the informal resolution process.

One or both parties decline to participate in the informal resolution process—either the process is halted by the complainant or it moves to the investigation and hearing process.

Complainant immediately initiates the formal complaint process that begins the investigation and hearing phase.

Informal resolution process is successful; matter is closed.

Informal resolution process is not successful or either party declines to participate further in the process.

Investigation and hearing process begins or case is dropped by the complainant.\*

*\*Complainant can withdraw their formal complaint at any time, thus halting the grievance process.*