

**Formal Complaint is filed by the Complainant or Title IX Coordinator.**

The Formal Complaint is reviewed to determine if the allegations, if substantiated, would rise to the level of a violation of the College's Sexual Harassment and Sexual Misconduct Policy.

**If the alleged conduct passes an initial inquiry/review, the College will proceed with a formal investigation and hearing in accordance with College policy.**

**If the alleged conduct would not constitute a violation of the Policy, it did not occur during or as part of the institution's education programs or activities, or did not occur in the United States, the complaint must be dismissed. A written notice of dismissal will be issued to both parties.\***

\*The complaint may be referred to another campus office to be handled (e.g., Human Resources, Student Affairs, or Academic Affairs).

\*The complaint may be handled under a separate, alternative grievance process in accordance with College policy.

\*Supportive measures can remain in place even if the complaint is dismissed or handled by another office/process.

The Title IX Office provides both parties a written notice of investigation with information about the complaint resolution process and details of the allegation.

The investigators interview the complainant, respondent, and relevant witnesses. The investigators identify and gather evidence.

At the conclusion of evidence gathering, the investigators give the parties an equal opportunity to inspect and review evidence obtained. Each party can submit a response within 10 days after the evidence is made available for review.

The decision-maker holds a pre-hearing conference with the parties to discuss the hearing procedures. Following the conference, notices of attendance are sent to witnesses, advising them of the date and time of the hearing.

The Title IX Coordinator appoints a decision-maker to conduct the hearing. The parties are notified of the decision-maker's appointment. The parties are given a deadline to submit responses to the investigative report, a date for a pre-hearing conference, and a date for the hearing.

After the parties have provided their written response, the investigators will create a written investigation report summarizing the relevant evidence collected and will provide this report to each party and their advisor of record.

**The hearing is conducted live, with simultaneous participation by the parties and their advisors of record.**

The decision-maker will rely on relevant evidence available through the investigation and hearing in making the determination of responsibility.

**After the hearing is completed, the decision-maker will evaluate all evidence and reach a determination as to whether there has been a policy violation.**

If the decision-maker determines that the respondent is responsible, the matter will be referred to the appropriate sanctions determination (in accordance with College policy).

**Student Respondent Panel**

Three senior administrators who are members of the President's Cabinet

**Staff Sanctions Panel**

EVP of the College and two senior administrators (VP/AVP)

**Faculty Respondent Sanctions Council**

Academic dean, dean of the school in which the faculty teaches, and president of the faculty council

**The decision-maker issues a written determination regarding responsibility.**

In matters where a respondent has been found responsible, the determination will include any sanctions imposed on the respondent and any remedies provided to the complainant. The written determination will include information on the appeal procedure.

**Any party may appeal a finding or sanction.**

Information on how to appeal is included in the written determination provided to the parties and can be found in the College's Sexual Harassment and Sexual Misconduct policy.