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## **Title IX Student Formal Resolution Conduct Process At-A-Glance**

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### **I. INTAKE**

Complainant is referred or reports to the Title IX Coordinator an experience of Prohibited Behavior.

Complainant or Title IX Coordinator submits Formal Complaint Form for evaluation of next steps.

Initial Title IX assessment by the Dean of Students (Senior Official) and/or



Respondent receives request to meet with investigator for an interview to tell their narrative of the incident(s) and are asked to provide witness names and exhibits/evidence; reminded that retaliation is prohibited; reminded of support resources, and the right to a support person of their choice.

If the investigation reveals the existence of additional or different potential violations of this policy, the Senior Official will issue a supplemental notice of investigation.

Any party may raise a challenge to the designated investigator(s) on the basis of actual bias or conflict of interest. This challenge must be raised, in writing, to the Title IX Coordinator within **2 business days** of receipt of the Notice of Investigation.

**b. Investigation Process**

The investigator will interview the Complainant who is allowed to have a support person of their choice present.

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The Final Investigative Report includes all summaries, addenda, transcripts, evidence, exhibits and responses from Draft Investigative Report/Evidence Review.

The Final Investigative Report is shared with Complainant, Respondent, their support persons, and the Adjudicator by the Title IX Coordinator or Dean of Students **10 or more business days** before the adjudication hearing.

**e. Assessment for Mandatory Dismissal**

At the conclusion of the investigation, the Title IX Coordinator will review the investigation report to determine whether the formal complaint must be dismissed. If some or all of the allegations are dismissed, the Title IX Coordinator will provide the parties notice of the dismissal and the opportunity to appeal that dismissal.

**III. ADJUDICATION HEARING**

**a. Adjudication Hearing**

The Title IX Coordinator or Senior Official will send the parties a Notice of Hearing and procedures of the hearing.

Hearings are conducted virtually, typically via Webex.


Either party can request to have the hearing rescheduled. Absent extenuating circumstances, requests to reschedule must be submitted to the Senior Official or Title IX Coordinator at least **5 business days** prior to the hearing.

The Adjudicator is typically a retired judge who will oversee the hearing process and make a determination of responsibility.

Parties and witnesses are encouraged, but not required, to attend the hearing. The Adjudicator may not draw an adverse inference about the determination regarding responsibility based solely on a party's or witness's absence from the hearing.

Complainant may bring or have a support person of their choice present for the hearing. No other support is allowed in the room for the hearing unless previously approved by the College.

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recommended sanction and rationale for the sanction. The case opinion will be provided to the Senior Official for sanctioning.

**b. Notice of Outcome**

The written notification of outcome will include: a. Identification of the allegations potentially constituting Prohibited Behavior; b. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held; c. Findings of fact supporting the determination; d. Conclusions regarding the application of the policy to the facts; and e. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary, and whether remedies designed to restore or preserve equal access to the College's education program or activity will be provided to the Complainant; f. The procedures and permissible bases for the Complainant and Respondent to appeal.