

# College Procedure

## Sexual Harassment & Sexual Violence Flowchart



Complainant or Title IX Coordinator (TIXC) files a Formal Written Complaint with the **TIXC, located in the Office of Student Life**. TIXC sends initial acknowledgment to complainant within 2 business days.



TIXC provides the complainant and respondent **written notice** of procedures, allegations and rights.



If appropriate and agreed to by both parties, TIXC offers an opportunity for **informal resolution**.

**If the informal resolution is agreed to, the process ends here and is not subject to appeal.**



Evidence is provided to the parties to inspect and review. Parties have **10 calendar days to submit** a written response.



Investigators **gather information** by conducting interviews and collecting evidence.

**If informal resolution is not appropriate or not agreed to, an investigation begins.**



Investigators review parties' written responses, conduct any follow-up investigation as appropriate, and prepare the **investigative report**.



Investigative report is provided to parties separately to review and respond to in writing. Parties have at least **10 calendar days to respond**.



**Title IX Or Non-Title IX**

**TIXC reviews the report** and parties' feedback and decides whether a Title IX hearing or Non-Title IX resolution is appropriate.

**Parties are notified** regarding a Title IX hearing or Non-Title IX resolution and have 3 calendar days to appeal decision.

**For a student respondent, case is referred to the Office of Student Conduct for a resolution.**

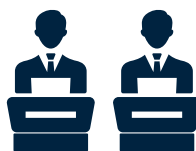
**For an employee respondent, case is referred to Human Resources for a resolution.**

**NON-TITLE IX**



**TITLE IX**

**Parties receive written notice of hearing outcome and appeal process and have 5 calendar days to appeal.**



**Title IX hearing is held.**

Both parties must be present and answer relevant questions for the Hearing Officer to consider related evidence. Each party must bring an advisor or be appointed one.



At least 5 business days before the hearing, a pre-hearing conference is held with each party separately to review witnesses, evidence, and hearing expectations.