FORMAL RESOLUTION PROCESS

01 A Formal Complaint is submitted in writing and signed by a complainant.

02 Parties are notified of an investigation.

03 Investigator interviews Complainant, Respondent, witnesses, and gathers evidence.

04 Investigator drafts a report which is provided to both Parties.

05 Parties have an opportunity to provide comments on the draft report and final report.

06 A hearing panel is assembled.

07 A live hearing takes place via Zoom.

08 The Hearing Panel poses questions to the Investigator and Parties.

09 Parties are given the opportunity to cross examine each other through their Advisors.

10 The Hearing Panel issues a finding and sanctions (if applicable).

11 The parties are given the opportunity to appeal the decision(s).

12 The case is closed upon a final finding.

*A determination of responsibility is based on a preponderance of the evidence (meaning more likely than not).

* In instances where the Complainant does not wish to sign a Formal Complaint, the Title IX Coordinator will consider the safety of the individual and campus community to determine whether to sign on behalf of the Complainant to initiate the grievance process. In these cases, the Title IX Coordinator is not regarded as a party.