

FORMAL RESOLUTION PROCESS

01

A 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 the decision maker

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.*