

## REPORTING OF THE INCIDENT

### Report to the Institutional Equity Office (IEO) or Responsible Employee

**Outreach from IEO includes:**

- Information about IEO and the process
- Supportive measures
- On-and-off-campus resources
- Invitation to meet with IEO to discuss rights, resources and options

**Initial Meeting**

- Grievance procedures including the formal and informal process
- University's Resolution process including how to file a formal complaint
- Right to an advisor of choice

**YES FORMAL COMPLAINT FILED by the Complainant or Director of IEO, if deemed appropriate**

- May proceed with Formal Resolution process or Informal Resolution process
- Support Measures available

OR

**NO FORMAL COMPLAINT FILED**

- Case Closed
- Support Measures offered

### Formal Resolution Process

**Investigation**

- Notice of allegation sent to the parties
- Parties are allowed to present evidence and witnesses
- All parties have a right to an advisor

**Investigation Report**

- The investigator(s) will prepare a written report summarizing the information provided during the investigation
- The parties have 10 days to provide a written response

**Hearing**

- This is an opportunity for both parties to present their side of the situation in front of a decision maker in a recorded meeting
- In Title IX hearings, the parties' advisor of choice may cross-examine the other party and witnesses
- In Non-Title IX hearings, the decision-maker is responsible for all questioning of parties and witnesses

**Notice of Outcome**

- The parties will receive written notification regarding the hearing decision
- If there is a finding of responsibility, sanctions may be assigned for the respondent and remedies may be provided for the complainant
- Both parties have the opportunity to appeal the outcome
- If no appeal is filed, the case is closed

**Appeal**

Appeals are available for dismissals of complaint and after a final determination is made. Appeals are based on three categories:

- Procedural irregularities
- New evidence
- Conflict of interest or bias

### Informal Resolution Process

**Informal Resolution Process Support Measures Available**

**Parties Agree on Resolution**

No Appeal Available

**Parties Do Not Agree on Informal Resolution**

- Complainant may elect to proceed with a formal resolution process