**EQUAL OPPORTUNITY & TITLE IX INVESTIGATION PROCESS**

1. **REPORT**
   The Office of Equal Opportunity & Title IX receives a report.

2. **OUTREACH**
   The Coordinator will reach out to the person, provide support referrals, and offer to meet.

3. **INTAKE MEETING**
   The Coordinator and complainant will meet to discuss the complaint, options, and needs.

4. **ASSESSMENT**
   The Coordinator will determine if the complaint is sufficient for formal investigation.

5. **COMPLAINANT INTERVIEW**
   The assigned investigator will interview the complainant and take a statement.

6. **INVESTIGATION STARTS**
   When the complainant returns their approved statement.

7. **NOTICE TO RESPONDENT**
   Coordinator will notify the respondent of the allegations and provide support referrals.

8. **INFORMATIONAL MEETING**
   Coordinator and respondent will discuss the allegations and procedures (voluntary).

9. **RESPONDENT INTERVIEW**
   The investigator will interview the respondent and take a statement (voluntary).

10. **INVESTIGATION**
    The investigator will interview witnesses and gather evidence.

11. **PRELIMINARY REPORT**
    Issued to the parties for review; does not contain any findings, only information gathered.

12. **RESPONSE**
    Parties have 5 business days to submit any comments in response to the preliminary report.

13. **FINAL REPORT**
    Issued to parties with a conclusion determining whether or not DU policies were violated.

14. **OUTCOME (FOR STUDENTS)**
    If there is a finding, the report will be shared with the Outcome Council to determine any outcomes.

15. **OUTCOME (FOR EMPLOYEES)**
    If there is a finding, the report will be shared with supervisor to determine any sanctions or job action.

16. **APPEAL**
    Both parties may appeal within 5 business days of outcomes (for students) and final report (for employees).