

## Quick Guide to an Equal Opportunity & Title IX Investigation

This is intended to be a brief guide. Please carefully review the Office of Equal Opportunity & Title Procedures at: [https://www.du.edu/equalopportunity/policies\\_procedures/index.html](https://www.du.edu/equalopportunity/policies_procedures/index.html)

Throughout the investigative process, consideration of discipline, and/or appeal proceedings:

- ✓ You can expect to be treated with dignity and respect (Sec. III.A.)
- ✓ The office will conduct a prompt and thorough investigation (Sec. VIII.E.)
- ✓ You can raise an objection to the participation of the assigned Investigator(s) or a member of the Outcome Council based on a bias (Sec. VIII.F.2. and Sec. XI.B.1.)
- ✓ You can request reasonable assistance or support (i.e., for disability, language barriers, or location/proximity concerns) to allow for full participation in the process. Requests must be received by our office at least 24 hours before any meeting time (Sec. VII)
- ✓ Your privacy will be maintained throughout the process to the extent possible and with the exception of University administrators with a legitimate need to know (Sec. VI)
- ✓ Retaliation is strictly prohibited; if you have a concern about retaliation, report it to our office immediately (Sec. V.L.)
- ✓ You can request that the University take reasonable steps to prevent unnecessary or unwanted contact with involved parties. (Sec. IX.D.4.)
- ✓ You will receive written notification of any pending investigation of potential violation of these procedures (Sec. IX.F.3 and Sec. IX.F.5.)
- ✓ You will be informed of these procedures and other relevant University policies (Sec. IX.C. and Sec. IX.F.5.)
- ✓ During the investigative process, you can provide investigators with information in support of your own perspective and the names of others who have information directly relevant to the incident (Sec. IX.F.4.)
- ✓ You may have a support person of your choice present throughout the process (Sec. IX.F.11.)
- ✓ You may seek the advice and assistance of an advisor, at your own expense, who may accompany you to any meeting or proceeding (Sec. IX.F.11.)
- ✓ You must notify our office that an advisor or support person will be accompanying you no later than 48 hours before the scheduled meeting. Failure to provide names prior to the meeting may be grounds to exclude the person (Sec. XIII.A.)
- ✓ You must notify your advisor or support person of the time, date and location of any meeting or proceeding; Meetings need not be rescheduled to accommodate an advisor or support person (Sec. XIII.A.)
- ✓ You are responsible for providing our office with an accurate address and other contact information, and promptly open and read any communication from the Office of Equal Opportunity & Title IX, the Office of Student Rights & Responsibilities, or any other University administrator involved in the investigative process. (Sec. XIII.A.)