Upon receiving a report of Prohibited Conduct, the University will:

1. PROVIDE SUPPORT and assistance in obtaining University and community resources.
2. PROVIDE INFORMATION about preserving evidence, obtaining medical treatment, and contacting police.
3. EVALUATE SAFETY of individuals and the University community.
4. DETERMINE COMPLAINANT’S PREFERENCES:
   A. Complainant may request that no further University Resolution be taken.
   B. Complainant may file a Formal Complaint and seek one of two forms of University resolution.

The University will seek to honor this request if it is possible to do so while also protecting the health and safety of individuals and the University community.

1. Formal Resolution, which involves an investigation, and hearing/sanction (if applicable).
2. Informal Resolution, which (if available) includes a variety of informal options for resolving reports.

Next, the University will conduct a Threat Assessment to:

1. DETERMINE UNIVERSITY ACTIONS
   - University Resolution: if Complainant or Title IX Coordinator filed Formal Complaint
   - No Action: balance request with health and safety risk factors to determine whether request can be honored
2. EVALUATE REPORTING DUTIES
   Health & Safety risks may require reporting to:
   1. The Police (if health/ safety threat is identified)
      OR
   2. Child Protective Services (if under 18)

Process either concludes or moves on to Formal or Informal Resolution.

The University also offers access to confidential resources for students and employees who are unsure about whether to report Prohibited Conduct, or to any student or employee seeking counseling or other emotional support throughout this process.
At the beginning of the resolution process:

1. WRITTEN NOTICE to the Complainant and the Respondent.
2. TRAINED INVESTIGATOR(S) will conduct a prompt, thorough, fair, impartial investigation with equal opportunity to be heard, submit evidence, & identify witnesses.
3. ADVISOR OF CHOICE may accompany, support, and advise each party.

At the conclusion of an investigation:

Investigator will make available to the Complainant and Respondent all available evidence obtained during investigation.

Complainant and Respondent have 10 business days to submit a written response to the evidence.

Investigator will consider any additional response submitted prior to the conclusion of the investigation.

Investigator will prepare an Investigation Report which fairly summarizes the information and conducts an objective evaluation of all relevant evidence, both inculpatory and exculpatory.

Title IX Coordinator will send the Investigation Report to the parties and provide each 10 business days to review and respond to the Investigation Report.

Hearing before Hearing Officer:

Title IX Coordinator will appoint a trained, impartial Hearing Officer who is provided the Investigation Report and evidence.

If party does not have Advisor at the Hearing, University will appoint an advisor of the University’s choice.

Hearing with cross examination of parties and witnesses by Advisor. Hearing Officer CAN consider information from individuals who do not participate in hearing.

Hearing Officer will issue a Written Determination Letter to the parties following the Hearing that identifies all potential policy violations, whether there is sufficient evidence to support a finding of Responsibility, the findings of facts, rationale for determination. If there is a finding of Responsibility, the Outcome Council or Decision Maker for Disciplinary Action will determine the sanction.

The Written Determination may be appealed to an Appeal Officer. Any sanction issued by the Outcomes Council or Decision Maker for Disciplinary Action will not take effect until the conclusion of the Appeal.

Typically, the period from commencement of an investigation through resolution (finding and sanction, if any) will not exceed 90 business days. This time frame may be extended for good cause.