



*Upon receiving a report of unlawful discrimination, harassment, or gender-based violence of any kind, 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 make a report and seek one of three forms of **University resolution**

The University will consider expressed preferences 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 determination/disciplinary action (if applicable).
2. **Informal Resolution**, which (if available) includes a variety of informal options for resolving reports.
3. **Inquiry**, gather information and attempt to resolve a Complaint at the earliest stage.

*The University will do initial assessment whether the allegations may reasonably constitute Prohibited Conduct:*

- 1 DETERMINE UNIVERSITY ACTIONS
  - **University Resolution**: if AVC for CREO/Title IX Coordinator determines Informal or Formal Resolution is appropriate
  - **No Action**: balance request with health and safety risk factors to determine whether request can be honored
- 2 EVALUATE REPORTING DUTIES
  - Immediate threat to health or safety risks may require reporting to:
    1. The Police (if health/ safety concern is identified)  
OR
    2. Child Protective Services (if under 18)

**CREO may close matter and/or coordinate with University partners to refer matter to appropriate office or move to Formal or Informal Resolution.**

INITIAL ASSESSMENT OF REPORT

A REPORT TO LAW ENFORCEMENT MAY BE MADE AT ANY POINT THROUGHOUT THIS PROCESS

EVALUATION OF REPORT AND INDIVIDUALIZED SAFETY AND RISK ANALYSIS

RESOURCES AND SUPPORT ARE AVAILABLE THROUGHOUT THIS PROCESS

CONCLUDE OR BEGIN RESOLUTION PROCESS

Supportive Measures are individualized services offered to Complainants and Respondents as appropriate to assist in continued access to the educational environment.

# FORMAL RESOLUTION - COMPREHENSIVE DISCRIMINATION & HARASSMENT PROCEDURES

## INVESTIGATION

### *At the beginning of the resolution process:*

- 1 WRITTEN NOTICE to the Complainant and the Respondent.
- 2 TRAINED INVESTIGATOR(S) will conduct a prompt and equitable investigation with equal opportunity to be heard, submit evidence, & identify witnesses.
- 3 ADVISOR AND SUPPORT PERSON may accompany, support, and advise each party.

### *At the conclusion of an investigation:*

Investigator will prepare a <b>Preliminary Investigation Report</b> summarizing the information gathered, without finding(s).	Investigator will send the <b>Preliminary Investigation Report</b> and all accompanying materials to the Complainant and Respondent.	Complainant and Respondent each have <b>five (5) business days</b> to review and respond to the <b>Preliminary Investigation Report</b> .
Investigator will prepare a <b>Final Investigation Report</b> which includes a finding as to whether or not there is sufficient evidence to support a finding of Responsibility by a Preponderance of the Evidence.		Investigator will send the <b>Final Investigation Report</b> to the parties and the AVC for CREO/Title IX Coordinator will issue a determination letter to the parties.

## OUTCOME

### *Remedies, Disciplinary Actions, and Outcomes:*

If student Respondent, a finding of Responsibility will be referred to Outcome Council for disciplinary action.	If employee Respondent, has a finding of Responsibility will be referred to the supervisor or Vice Provost for Faculty Affairs for disciplinary action.	The Outcome Council or University official will determine additional remedies in consultation with the AVC for CREO/ Title IX Coordinator.
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## APPEAL

Either party may **Appeal** a determination of Responsibility in writing no later than **five (5) days** after the determination is issued on one or more of the following bases: (1) procedural irregularity, (2) new evidence not reasonably available at time of determination, (3) AVC for CREO or Investigator had a conflict of interest or bias, or (4) (where respondent is a student) the Outcomes imposed are substantially disproportionate to the severity of the violation. Any sanction issued by the **Outcome 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.

A REPORT TO LAW ENFORCEMENT MAY BE MADE AT ANY POINT THROUGHOUT THIS PROCESS  
RESOURCES AND SUPPORT ARE AVAILABLE THROUGHOUT THIS PROCESS