

# THE PATH OF A REPORT

## TITLE IX SEXUAL HARASSMENT PROCEDURES

*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 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 hearing/disciplinary actions (if applicable).
2. **Informal Resolution**, which (if available) includes a variety of alternative resolution process for resolving reports.

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

- 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**

Immediate threat to health or safety risks may require reporting to:

  1. The Police (if health/ safety threat 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

EVALUATION  
OF REPORT  
AND  
INDIVIDUAL-  
IZED SAFETY  
AND  
RISK ANALYSIS

CONCLUDE  
OR BEGIN  
RESOLUTION  
PROCESS

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

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



# FORMAL RESOLUTION - TITLE IX SEXUAL HARASSMENT

## *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.

### INVESTIGATION

## *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 ten (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 ten (10) **business days** to review and respond to the **Investigation Report**.

### HEARING

## *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.

### WRITTEN DETERMINATION

**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.

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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.