

# TITLE IX STEP CHART

## I. INITIAL RESPONSE

<b>TRIGGER</b>	Once the College has “actual knowledge—i.e., a Title IX Coordinator or other employee with authority to institute corrective measures has notice of the sexual harassment allegations—” the College must respond.  <b style="color: red;">GO TO STEP 1</b>	
<b>STEP 1</b>	The Title IX Coordinator (or designee) must contact the complainant to discuss the availability of supportive measures and explain the process for filing a formal complaint.  <b style="color: red;">GO TO STEP 2</b>	
<b>STEP 2</b>	<i>Option A – Formal Complaint is Filed</i>  (Complainant may sign Formal Complaint or College may sign on complainant’s behalf.)  <b style="color: red;">GO TO STEP 3</b>	<i>Option B – Formal Complaint is NOT Filed:</i> If appropriate, address the conduct under other College policies and notify the complainant in writing. Continue to the complainant offer supportive measures, as necessary.  <b style="color: red;">END OF PROCESS</b>
<b>STEP 3</b>	Evaluate whether the College should dismiss the complaint for mandatory or discretionary purposes.  <i>NOTE: You may return to this step throughout the grievance process.</i>  <b style="color: red;">GO TO STEP 4</b>	
<b>STEP 4</b>	<i>Option A – Formal Complaint is NOT Dismissed:</i> Provide both parties a written notice of allegations. Formal grievance process or informal resolution process begins.  <b style="color: red;">GO TO BOX II OR BOX III</b>	<i>Option B – Formal Complaint is Dismissed:</i> Provide <i>both</i> parties written notice offering an opportunity to appeal the dismissal on the permitted bases. If appropriate, address the conduct under other College policies.  <b style="color: red;">END OF PROCESS (unless appealed)</b>

## II. FORMAL GRIEVANCE PROCESS

<b>STEP 1</b>	<b>Investigation.</b> The investigative process will generally include: (1) interviewing the complainant; (2) interviewing the respondent; (3) interviewing witnesses; (4) collecting evidence and objectively evaluating whether the evidence is relevant; (5) preparing an investigative report that fairly summarizes relevant evidence; (6) offer both parties at least 10 days to
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	<p>review the investigative report and provide a response; and (7) final investigative report is provided to decisionmaker.</p> <p style="text-align: right;"><b>GO TO STEP 2</b></p>
<b>STEP 2</b>	<p><b>Determination Phase.</b> The determination phase broadly includes: (1) holding a live hearing before decisionmaker; (2) preparing a written decision and providing it to the parties; (3) evaluating all evidence and determining by a preponderance of the evidence whether a policy violation occurred; (4) providing an opportunity to appeal the determination regarding responsibility.</p> <p style="text-align: right;"><b>END OF PROCESS (unless appealed – go to step 3)</b></p>
<b>STEP 3</b>	<p><b>Appeal Phase.</b> The appeal phase will generally include: (1) notifying the non-appealing party that an appeal has been filed; (2) giving both parties a reasonable, equal opportunity to submit written statement in support of, or challenging, the outcome; (3) preparing a written decision and providing it to the parties.</p> <p style="text-align: right;"><b>END OF PROCESS</b></p>

### III. INFORMAL RESOLUTION PROCESS

<b>STEP 1</b>	<p>Provide written notice to the parties containing the allegations and the requirements of the informal resolution process and obtain the parties' voluntary written consent to participate.</p> <p style="text-align: right;"><b>GO TO STEP 2</b></p>	
<b>STEP 2</b>	<p>Begin mediation or other selected informal resolution process.</p> <p><i><b>NOTE:</b> Either party can choose to terminate the informal process at any time and, if so, GO TO STEP 1 under the Formal Grievance Process.</i></p> <p style="text-align: right;"><b>GO TO STEP 3</b></p>	
<b>STEP 3</b>	<p><i>Option A – Reach resolution</i></p> <p style="text-align: right;"><b>END OF PROCESS</b></p>	<p><i>Option B – Fail to reach resolution</i></p> <p style="text-align: right;"><b>GO TO “FORMAL GRIEVANCE PROCESS” STEP 1</b></p>