**Equity and Title IX Reporting and Response Process**

**REPORT**
Report received at american.guardianconduct.com/incident-reporting by the Office of Equity and Title IX (OETIX).

**OUTREACH**
Email is sent to potential complainant (the person who experienced the harm) offering an intake meeting.

**INTAKE AND ASSESSMENT**
Informational meeting is scheduled to gather facts about the alleged harm and to provide information about resources (confidential and non-confidential), supportive measures, and the formal and informal resolution processes, and consideration of need for emergency removal and administrative leave. Information gathered will be assessed to determine next best steps.

**SUPPORTIVE MEASURES**
To ensure safety, non-retaliation, and the ability of individuals to continue their participation in the university’s programs. Examples include written no-contact orders and alternative academic, work, or housing arrangements.

**DISCRIMINATION AND NON-TITLE IX SEXUAL MISCONDUCT POLICY**
Investigation:
A university investigator conducts an investigation by:
- Interviewing parties and witnesses
- Collecting and reviewing other relevant evidence
- Preparing an investigative report with findings
After the investigation is complete, the Assistant Vice President of Equity issues the outcome of the investigation including whether there was a finding of policy violation.

**FORMAL RESOLUTION**
A notice is issued to the parties involved explaining the allegations that will be investigated. Supportive measures are available to the parties.

**INFORMAL RESOLUTION**
May include:
- Addressing the respondent (person who perpetrated the alleged harm) directly
- Facilitating meetings by OETIX with the parties
- Mediation
- Educational and training programs
***Note: Informal resolution is not permitted for allegations of sexual assault, dating or domestic violence, or stalking, or for cases filed by a student against an employee.

**TITLE IX SEXUAL HARASSMENT POLICY**
Investigation:
A university investigator conducts an investigation by:
- Interviewing parties and witnesses
- Collecting and reviewing other relevant evidence
- Preparing a draft investigative report
Review of Preliminary Investigative Report:
Parties review the draft investigative report and respond to content.
Final Report:
The investigator presents the final report to both parties, their advisors, and the hearing panel.

**SANCTIONS**
Sanctions are only imposed for responsible findings. The sanction process will depend on the nature of the conduct and the status of the respondent.

**APPEALS**
Both parties have the option to appeal the final decision.

**SANCTIONING PANEL**
A separate three-person panel recommends sanctions for the respondent and those sanctions are issued.

**LIVE HEARING**
A three-person panel composed of faculty and staff hold a live hearing.
The panel considers all evidence and determines, by a preponderance of the evidence, whether a policy violation occurred.

**FINDING OF RESPONSIBILITY**
If the hearing panel makes a finding of responsibility (for a violation of the policy), a sanctioning panel is convened.

**FINDING OF NOT RESPONSIBLE**
If the hearing panel finds the respondent not responsible for a policy violation, this decision is issued to the parties.