TITLE IX
INCIDENT RESPONSE PROTOCOL

American University
Washington DC

KEY
● Report
● Investigation (complaint)
● Case Review Period
● Hearing Panel
● Sanctioning Panel
● Appeals

REPORT

Report received by the Title IX Coordinator

Title IX Coordinator or Designee e-mails the person making the report:
- Requests meeting
- Offers confidential resources

INVESTIGATION

Complainant or the Title IX Coordinator files formal complaint; if complaint falls under jurisdiction of Title IX, notice of investigation is issued

Title IX Coordinator or designee (“investigator”) interviews complaining and responding students and witnesses; reviews evidence: audio, video, photos, texts, social media; and prepares a draft Investigative Report on the facts of the case

The parties will review a draft Investigative Report and Evidence made available to Complainant and Respondent (“parties”)

CASE REVIEW PERIOD

Parties have ten (10) calendar days to review Draft Investigation Report and evidence; parties may submit any additions or corrections for the Investigator

Investigator reviews/evaluates new information submitted, if any, finalizes report, and presents it to both parties, who may submit a written response

HEARING PANEL

3-person panel composed of faculty members and staff appointed by the Title IX Coordinator holds live hearing; both parties present information and their advisors ask questions on their behalf

The Panel considers all evidence and determines, by a preponderance of the evidence, whether a policy violation occurred

RESPONSIBLE

Written outcome simultaneously sent to both parties

NOT RESPONSIBLE

Written outcome simultaneously sent to both parties

APPEALS

Both parties have seven (7) calendar days to appeal using the appeal process outlined in the Title IX Sexual Harassment Policy

SANCTIONING PANEL

Parties may participate in person or in writing; panel recommends sanctions to the appropriate university administrator for final decision and communication of outcome to the parties