

Title IX Forms

Chronological

1. Title IX Intake Form

- Title IX Coordinator
- Upon learning of potential complaint.

1. Title IX Formal Complaint Form

- Complainant or Title IX Coordinator
- After meeting between Complainant and Title IX Coordinator.

1. Notice of Formal Complaint

- Title IX Coordinator
- After Formal Complaint submitted

1. Notice of Dismissal

- Title IX Coordinator
- After Formal Complaint submitted and Title IX Coordinator determines that if all alleged facts are true, the allegation does not meet the definition of sexual harassment.

1. Pre-Meeting Notice

- Investigator
- Provided to each interviewee (witness or party) before their interview.
- May be sent after contacting the witnesses/parties to schedule interviews.

1. Initial Investigator Report

- Investigator
- At conclusion of investigation

1. Final Investigator Report

- Investigator
- After 10 day response period, updated version of Initial Report that accounts for supplemental information.

1. Notice of Opportunity to Submit Written Questions

- Decision-Maker
- After receipt of Final Investigator Report

1. Decision Regarding Responsibility

- Decision-Maker
- After exchange of questions, but not less than 10 days after Final Report issued.

1. Request for Appeal

- Either party
- After Decision Regarding Responsibility

1. Notice of Appeal

- Title IX Coordinator
- After Request for Appeal

1. Notice of Opportunity to Submit Written Questions

- Appeal Decision-Maker
- After Notice of Appeal

1. Decision on Appeal

- After appeal arguments submitted and review of investigation documents.

Informal Resolution Forms

Informal Resolution Process Consent

- Informal Resolution Faciliator
- Upon agreement of parties to participate in Informal Resolution Process

Informal Resolution Conclusion – No Agreement

- Informal Resolution Faciliator
- After initiation of Informal Resolution Process if either party wishes to stop the process or if agreement cannot be reached

Information Resolution Agreement

- Informal Resolution Faciliator
- When parties reach informal agreement