Investigation Process

Formal Complaint Received

Informal Resolution can be held at any time after formal complaint and before final decision: mediation, shuttle facilitation, restorative conferences, etc

Discrimination Based on Sex (Title IX/Sex-based Misconduct)

- Intake conducted by Title IX Coordinator
- 5 days to dismiss or assign to Investigators (IA)
- IA has 30 days to investigate
- SECO/OGC has 10 days to review initial draft report
- IA has 5 days to finalize initial draft report
- Parties have 10 days to review final draft and exhibits and provide written comments to IA
- IA has 5 days to prepare final report. If there is a review waiver by SECO/OGC IA sends draft to Designated Administrator
- SECO/OGC has 5 days to review (unless waived)
- IA has 5 days to prepare final report to submit to DA
- Hearing Facilitator (HF) sends reports/exhibits to parties for 10 day pre-hearing review
- HF holds pre-hearing conference with parties which may turn into an administrative conference (parties may agree to finding and sanctions eliminating need for hearing)
- Hearing with cross examination
- Panel has 2 days to confer and submit findings/ sanctions to SECO/OGC for review
- SECO/OGC has 5 days to review
- Panel has 3 days to finalize and send findings/sanctions to parties through HF

Discrimination based on race, color, religion, national origin, age, disability, genetic information, and/or veteran status

- Intake conducted by Chief Compliance Officer or designee
- 5 days to dismiss or assign to Investigators
- Same investigative process as discrimination based on sex until the IA shares the final draft with the parties for their 10-day review
- Parties have 10 days to review report and provide IA with statement and questions they want posed to other party and/or witnesses
- IA has 10 days to get answers for the parties or provide reason for not asking the questions
- IA has 5 days to provide final report to OGC/SECO for review
- Upon approval, IA sends report to DA

Student Respondent

- DA will use student conduct process

Employee Respondent

- DA has 5 days to provide a decision to SECO/OGC for review
- SECO/OGC has 5 days to review
- DA has 5 days to provide decision to parties

*Time reflected in business days.
** Timing subject to change if an extension request is made. All extensions will be communicated to all parties of an investigation.