1. Complainant meets with ECRT for a recorded interview:
   - Timing of interview at Complainant’s discretion
   - Complainant shares information about their experience with Investigator, and Investigator asks questions.
   - Complainant will have three calendar days to review statement summary + transcript
   - Complainant can provide evidence at or following this interview.

2. Complainant files a Formal Complaint requesting Investigative Resolution:
   - Title IX Coordinator reviews within one business day
   - If approved, Respondent is notified immediately

3. ECRT Meets with Respondent:
   - Timing at Respondent’s Discretion.
   - Respondent shares information about their experience with Investigator, and Investigator asks questions
   - Respondent will have three calendar days to review statement summary + transcript
   - Respondent can provide evidence at or following this interview

4. ECRT interviews witnesses + gathers additional information:
   - Timing ranges from 1 week to 6 weeks.
   - Each Witness has two business days to respond to statement summary + transcript

5. Preliminary Report Review:
   - Parties have 10 calendar days to respond.
   - ECRT provides Complainant and Respondent with preliminary report, which includes all relevant information gathered by the Investigator.
   - Investigator incorporates any new information from parties in to final report

6. Final Report Drafting + ECRT Internal Review:
   - Occurs as soon as possible after receipt of feedback from both parties
   - Investigator drafts analysis + finding.
   - Deputy Title IX Coordinator, Title IX Coordinator, and Executive Director review entire report + finding.

7. Distribution of Final Report:
   - Investigator distributes final report, including finding as to whether or not policy was violated, to both parties simultaneously.
   - If sanctioning needed, Respondent’s supervisor works with HR to determine sanctioning and ECRT shares with both parties when possible

8. Appeal:
   - Either party may (but is not required to) appeal the finding within 14 calendar days of receipt of Final Report
   - Non-appealing party has 14 business days to respond
   - External reviewer makes determination