**Equity, Civil Rights, and Title IX Office**

**SGBM/Title IX Investigation Process: Student Respondent**

1. **Complainant meets with ECRT for a recorded interview**
   - 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 or Title IX Coordinator files a Formal Complaint requesting Investigative Resolution**
   - Title IX Coordinator reviews within one business day
   - Respondent is notified immediately upon receipt of a Formal Complaint and next steps

3. **ECRT Meets with Respondent**
   - 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 this 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 & Evidence File Review**
   - ECRT provides Complainant and Respondent with preliminary report, which includes all relevant information gathered by the Investigator
   - Parties have 10 calendar days to respond
   - Investigator reviews new information provided by parties and incorporates as appropriate

6. **Pre-Hearing Meeting**
   - Occurs approximately 1-2 weeks after final report completion
   - Complainant and Respondent meet separately with ECRT staff member & Hearing Officer to discuss the final report, logistics of the hearing, and remainder of process.

7. **Hearing**
   - Hearings occur over Zoom
   - The Hearing Officer and each party’s advisor may ask questions of Complainant, Respondent, and/or Witnesses
   - Complainants and Respondents never speak directly to one another

8. **Hearing Outcome**
   - Communicated simultaneously to Complainant and Respondent within ideally within 30 days of hearing
   - Potential outcomes -
     - Evidence supports that Respondent violated Policy
       - Sanctions are included in hearing outcome.
     - Evidence does not support that Respondent violated policy

9. **Appeal**
   - Either party may (but is not required to) submit an appeal within 14 calendar days of receipt of Hearing Outcome
   - Non-appealing party has 14 business days to respond
   - External reviewer makes determination, to be approved by Vice President of Student Life