1. A written Complaint is submitted to the Title IX Office and the respondent receives notice of the allegations.

2. The respondent has 5 business days to submit a statement.

3. An investigator is appointed by the Title IX Program Officer or a designee.

4. The investigation is conducted:
   - Witnesses are interviewed
   - Information is gathered
   - An initial investigation report is prepared and shared with both parties

5. The investigation report is finalized and shared with the parties and the Chair of the Title IX Council.

6. Within 3 business days following receipt of the investigation report, both parties may provide a written response.

7. The Title IX Program Officer and Chair of the Title IX Council appoint a member hearing panel from the Title IX Council.

8. The parties may submit a written statement to be considered by the hearing panel. The written statement must be submitted 24 hours before the scheduled hearing.

9. The Chair of the Title IX Council provides hearing panelists with the investigation report and any written statements from the parties.

10. The hearing panel convenes with the investigator, if necessary, to ask questions related to the investigation report.

11. Parties may appear before the panel to make an oral statement.

12. The panel will convene to deliberate and render a decision, by majority vote, regarding whether the respondent has violated the University policy.

13. If there is a finding of responsibility for any violations, the panel will deliberate as to an appropriate sanction.

14. The Chair will prepare a written decision and rationale within 5 business days, which will be shared simultaneously with the parties.

Terms:
- **Complainant**: The person who submits the complaint and is generally the harmed party.
- **Respondent**: The person who is responding to the complaint and is the person who has been accused of a policy violation.