STEP 1: INITIAL CONTACT

The Institutional Equity, Diversity and Inclusion Intake Officer receives a report about your case from you, a witness, or a mandated reporter. You will receive outreach from our Intake Officer — we want to know how you’re doing! You will have two options.

**DO NOT RESPOND TO OUTREACH**
Complainant (you) may choose not to respond to the outreach. If no response is received, a second outreach will be attempted. If you change your mind, you may contact us at any time. However, the longer you wait, the more limited our options may become.

**RESPOND TO OUTREACH**
Responding to our outreach does not mean that you must pursue the complaint. However, appropriate interim remedies may be provided at this time. The Complainant (you) may choose to meet with the Intake Officer and schedule an interview. You may request to remain anonymous.

Even if you choose not to pursue a complaint, the university may continue with an investigation when it is necessary to protect the university community and provide a safe and nondiscriminatory environment.

STEP 2: INVESTIGATION

You may have an advisor of your choice in attendance at all meetings with our office.

You will meet with the Intake Officer and University Investigator for an interview. Your account of the incident will be recorded and we will ask preliminary questions. Names of witnesses or any other parties involved will also be collected at this time.

Witnesses will be sent outreach so that we can schedule a time to meet with them to assist in the investigation.

After our meeting with you, our Investigator will meet with the Accused (other party) to discuss their side of the situation. Our office will act as a neutral party during the conversations with both sides. Evidence will be gathered at this time. We will gather as much relevant information as possible from all parties involved.

The Title IX Coordinator will review the evidence and decide whether to move the case to the resolution process.

**ACCUSED COULD NOT FOUND RESPONSIBLE**
The Title IX Coordinator finds that the Accused could NOT be found responsible by a reasonable person. Complainant may request that the Title IX Coordinator review the case and decision again. If the Accused is again found not responsible, the investigation process concludes.

**ACCUSED FOUND RESPONSIBLE**
If the Title IX Coordinator finds that the Accused could be found responsible by a reasonable person, then both parties will receive a NOTICE OF CHARGE and the Title IX Coordinator will direct the process to continue.
### STEP 3: RESOLUTION PROCESS

Typically, cases are filtered through the informal process, but it is ultimately the parties of the case that decide how to proceed. **You and the Accused will have the following three options:**

#### INFORMAL RESOLUTION PROCESS

The Title IX Coordinator or Deputy Coordinator will meet with you and the Accused and will render a decision.

#### CONFLICT RESOLUTION PROCESS

This process could be mediation or facilitated dialogue between you and the Accused to come to an agreeable resolution. Mediation will **NOT** be used in cases of sexual misconduct or violent behavior of any kind.

#### FORMAL RESOLUTION PROCESS

A hearing date will be set and you will receive a NOTICE OF HEARING. At least two days prior to the hearing, both parties can pick up copies of evidence gathered, names of Hearing Panel members, and the list of witnesses. A three-member Hearing Panel will listen to the case. Witnesses are called, both you and the Accused are allowed to present, and a decision is rendered.

### POSSIBLE SANCTIONS INCLUDE

- Warning; loss of privileges; housing penalties; educational sanctions; suspension; expulsion

### APPEALS

You have the right to appeal findings and sanctions based on procedural error, new evidence, or because sanctions don’t fit the severity of the offense.

### YOUR RIGHTS

In accordance with UM System Collected Rules and Regulations:

1. To be treated with respect by University officials.
2. Access to campus support resources (such as counseling and mental health services and University health services).
3. To have an Advisor accompany them to all interviews, meetings and proceedings throughout the Equity Resolution Process.
4. To refuse to have an allegation resolved through the Informal Resolution Process.
5. To receive amnesty for minor student misconduct that is ancillary to the incident, at the discretion of the AAO.
6. To receive advance notice of the investigation and notice of a Formal Resolution Hearing.
7. An equal opportunity to present a list of potential witnesses and provide evidence.
8. To be free from retaliation.
9. To have Complaints heard in substantial accordance with these procedures.
10. When not the reporting party, the Complainant has full rights to participation in any Equity Resolution Process.
11. To be informed of the finding, rationale and sanction (where applicable to the Complainant) of the Complaint in writing.
12. To report the matter to law enforcement (if applicable) and to have assistance in making that report.
13. To request reasonable housing, living and other accommodations and remedies consistent with Section 200.025D.
14. To request a no contact directive between the parties.
15. Equal opportunity to appeal the findings and sanction.

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**Institutional Equity, Diversity and Inclusion**

For more information, please see CRR sections 200.025 & 600.020. [titleix.mst.edu](http://titleix.mst.edu)