













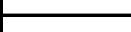






**Check Sheet
Formal Process**

Case Identifier			
Parties	Document Flow	Team	
			Event Date
			Incident Report Received
			Investigation Begun
			Is Incident, as confirmed by Title IX Coordinator, a Title IX Violation?
			No: Case Handled by _____
			Yes: Continue Checklist
			Notification Sent to Both Parties of Title IX Violation and Investigation. Advisors assigned to parties
			Parties Invited to Resolve Issue through Informal Negotiation
			Was Incident Resolved Through Informal Negotiations
			Yes: Manage Remedies and Close Case
			No: Move to Formal Hearing Processes. [In some cases the claimant may not wish to pursue the matter any further. Continue to follow the guidelines but know you may not receive replies from the complainant if they are uncooperative. Allow a reasonable time for a reply and indicate "no response" if complainant does not respond.
			Title IX Coordinator Names a Hearing Panel Chair. Investigation Continues
			Investigation Concludes. All Evidence Provided to Hearing Panel Chair
			Hearing Panel Chair Reviews Evidence for Relevancy and Creates Hearing File
			Provide Claimant and Respondant Access to Redacted Hearing File
			Claimant and Respondant Respond/Challenge Hearing File Evidence or Submit New Evidence
			Hearing Panel Chair Reviews Claimant's and Respondant's response/evidence
			Provide Claimant and Respondant Access to Redacted Finalized Hearing File
			Invite Parties to Submit Position Letters on Finalized Hearing File
			Hearing Panel Chair Redacts Position Statements as Appropriate for Hearing File
			Hearing Panel Chair Names Hearing Panel
			Member #1
			Member #2
			Member #3
			Claimant and Respondant are Advised of hearing date and of Panel Members and Invited to Challenge for Conflict of Interest
			If a challenge is received, Hearing Panel Chair Determines if Conflict of Interest Exists
			No: Notice sent to both parties
			Yes: Replaces Panel Member(s). Notice sent to both parties
			Parties may challenge new appointees.
			Hearing held
			Deliberation phase completed
			If respondent is found responsible for Title IX violation both Parties invited to submit statement regarding sanctions
			Hearing Panel Chair redacts the statements and shares with parties.
			Hearing Panel determines sanctions
			Hearing Panel provides Title IX Coordinator with Outcome of hearing
			Title IX Coordinator prepares Outcome Letter and sends to both parties
			If respondent is found not responsible for Title IX violation the claimant is advised they can appeal for cause.
			If the respondent is found responsible for Title IX violation the respondent is advised they can appeal for cause.

**Check Sheet
Formal Process**

		Claimant or Respondant submits Appeal Letter	
		Redacted appeal letter is shared with other party and they are invited to respond	
		Response to appeal letter is redacted and shared with party appealing	
		Title IX Coordinator determines the merit of the appeal	
		If appeal is determined to be invalid notice of rejection of appeal is sent to both parties	
		If appeal is determined to have merit the Title IX Coordinator will instruct the Hearing Panel to re-convene and determine if the process error or new evidence would change the decision of the panel	