

Sex-based Discrimination & Sex-based Harassment Grievance Procedure Flow

Complaint meets standard



Complaint meets standard if the reported conduct:

Is prohibited conduct according to the Sex-based Discrimination & Sex-based Harassment Policy

Occurs within the United States and/or occurs within Colby-Sawyer's education program or activity

If complainant does not want to proceed with formal grievance process, supportive measures are still available.

GRIEVANCE PROCESS

Title IX Coordinator **assigns an investigator** and informs the parties of the investigation.

Investigator collects information from each party, including interviews. Each party is given an equal opportunity to **suggest witnesses & provide any relevant information**.

After investigator completes this process, they **prepare a case file that includes all collected evidence** directly related to allegations.

INVESTIGATIVE REPORT

Investigator creates a **written investigative report** covering relevant evidence.

Title IX Coordinator will review/redact personally identifiable information, then **disseminate the investigative report to each party**.

Parties will have **five business days** from receipt of investigative report to respond in writing.

Title IX Coordinator **updates and disseminates Notice of the Allegations** (as appropriate).

Title IX Coordinator provides the parties and the **final copy of the investigation report**.

HEARING PROCESS

Both parties have equal rights to an impartial hearing.

The Hearing Board determines whether evidence and witnesses are relevant and reviews the investigative report, asks questions during the hearing as they deem appropriate, and participates in deliberations leading to the final decision.

The parties have the opportunity to pose questions to each other and witnesses. The Hearing Chair first determines the question's relevancy.

If either party or a witness does not attend the hearing, the hearing may proceed, as determined by the Title IX Coordinator.

The Hearing Board **considers all relevant evidence** and makes a **determination of responsibility/no responsibility** by a preponderance of the evidence standard.

If the respondent is found responsible, the Hearing Board determines appropriate remedies/sanctions.