

Title IX Reporting Flow Chart

Responsible Employee* or Campus Safety

Responsible employees are **required to report suspected violations** of the Sexual Misconduct and Sex-Based Discrimination Policy with the Title IX Coordinator.

*Colby-Sawyer defines Responsible Employees as **all employees other than those formally designated as Confidential Resources** (Baird Health and Counseling).

Direct or 3rd Party Report

Community members who have experienced prohibited conduct **may report directly** to the Title IX Coordinator.

Friends or colleagues may also disclose potential prohibited conduct.

Individuals may also disclose prohibited conduct anonymously via the **Sexual Misconduct Report Form**.

OUTREACH BY TITLE IX COORDINATOR

1

When the Title IX Coordinator receives a report, they **respond to the report via email**.

The email includes an offer to **meet and discuss** the report, supportive measures, as well as Colby-Sawyer's policies and **resolution procedures** related to Sexual Misconduct and Sex-Based Discrimination.

MEETING WITH TITLE IX COORDINATOR

Complainants will be invited to **bring a support person** of their choosing with them.

The Coordinator meets with the complainant to discuss **supportive measures** and resources, explain the **grievance procedures** (including the investigation process), and review relevant policies and complainant/respondent **rights and options**.

2

UPON RECEIPT OF FORMAL COMPLAINT

3

The Title IX Coordinator will respond to any **immediate health or safety concerns** raised.

An **initial assessment** is then conducted for the sole purpose of determining whether the alleged conduct (if substantiated) would constitute prohibited conduct under the Sexual Misconduct and Sex-Based Discrimination Policy.