

CLCS Receives Notice/Complaint

Report is sent to the Title IX Coordinator for initial assessment and review of: dismissal of case, policy violation, supportive measures, and options for informal or formal resolution.
 Title IX Coordinator or their designee reaches out to complainant to offer supportive measures.

Title IX Coordinator determination

No reasonable cause to believe policy violated

Reasonable cause to believe policy violated

Informal resolution:
OR referred to alternate process

Investigation ends

Title IX Coordinator sends complaint to the Compliance Officer

Compliance Officer maintains log of complaints with code number and date stamp.

No violation/not responsible, but may violate another party

Formal investigation (Prompt, Thorough, Impartial)

Compliance Officer establishes interview strategy: Identification of witnesses; schedule and conduct interviews and questioning; gathering of all available evidence; report preparation/writing

Compliance Officer meets with Title IX Coordinator (or legal counsel) to review draft of report and evidence.

CLCS issues investigation report with all parties within 60 days.

Investigation Report: synthesize and analyze relevant evidence; clear determination of responsibility; corrective actions (if applicable).

Complete final investigation report: Synthesize and analyze relevant evidence. Send final report to both parties for review and written response at least 10 days prior to making a determination of responsibility

Any party can request an appeal of determination within 30 days to the CDE.