1. Complainant initiates a complaint

2. Respondent is Notified of Disciplinary Charge*
   Respondent receives complaint and has 5 business days to submit a written statement

3. Complainant receives respondent's statement

4. Fact-Finding Investigation
   Investigator interviews parties and witnesses and reviews documents
   Usually takes 60-90 days

5. Fact-finding investigative report provided to the parties**

6. Panel Review***
   The Panel meets and reviews the fact-finding investigative report
   [6-9 can take a few weeks]

7. Pre-Decision Conference
   The Panel Chair and Title IX Coordinator meet with each party individually and review the preliminary decision

8. Parties can provide any rebuttal information within 5 business days of the conference

9. Panel's Final Decision
   The Panel will issue a written Panel's Decision of their findings on the preponderance of the evidence standard

Either party can appeal a panel's decision****

Questions? Please contact the Office of Equal Opportunity (OEO) at (617) 627-3298 or oeo@tufts.edu or Director OEO and Title IX Coordinator Jill Zellmer
*An automatic no contact order is put in place and both parties signs Privacy/Non-Retaliation Acknowledgments.

**The report is accessed through a secure portal.

***The Panel is assembled by the Title IX Coordinator. All panel members affirm they can be neutral and parties confirm they do not know any of the panel members.

****Either party can appeal a Panel's decision within 7 business days, on 3 bases: procedural error, new evidence, and/or severity of discipline. For the appeals process a new panel is convened.