TUFTS UNIVERSITY | OFFICE OF EQUAL OPPORTUNITY

Title VI Process: Formal

STUDENT TO STUDENT

Title VI addresses non-sexual harassment and discrimination allegations between students on the basis of race, color, ethnicity, national origin, language, religion, ancestry, shared ancestry, disability, or the intersectionality of these categories, and/or retaliation for reporting on the basis of these protected categories.

Non-Discrimination Policy (PDF)

1

Complaint received

When OEO receives a complaint, the office will contact the student/s who felt harmed to ask how they want to resolve the matter--formally or informally (if possible). This flowchart depicts the formal process. For the informal process, please see the relevant flowchart.

2

Written complaint & response

If the complainant chooses a formal process, OEO requests a written complaint which will then be shared with the respondent, if known, who may submit a written response to be shared with the complainant.

3

Investigation

Can take 60–90 days

Investigation begins. Interviews commence with the complainant, respondent and/or any witnesses. Other information such as email, text or social media is gathered. Investigator writes a draft fact finding report. The draft is shared with the formal parties on our secure portal, OneHub, including if there is a preliminary finding of a policy violation or not. Reports may be redacted slightly for reasons of confidentiality/privacy (Can take 60-90 days).

4

Response to draft & final decision

Both parties have an opportunity to submit a response to the draft report in the form of an appeal or a rebuttal. The investigator reviews the parties' responses to the draft report and makes any changes to the draft report they deem necessary. If no further investigation is required, OEO will make a final decision as to whether there was a policy violation found or not based on a preponderance of the evidence taking into consideration the rebuttal information.

5

Outcome letter

OEO issues an outcome letter with a copy to the appropriate Dean's Office. This letter includes a policy violation if found and any other relevant information to be referred to the appropriate decision-maker for action or discipline consistent with the findings.

It is important to note this process is sometimes not linear or fixed. The OEO reviews each case uniquely. Thus, certain steps may be modified or skipped to ensure this process best addresses the specifics of a case.

For more information please visit oeo.tufts.edu or call OEO at **617-627-3298**.

Revised June 2025