

Title VI Process - Formal (student to student)

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

When the 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. This flowchart depicts the formal process. For the informal process, please see that flowchart.

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

Investigation begins. Interviews commence with complainant, respondent, and/or any witnesses. Other information such as texts or social media is gathered. Investigator writes a fact finding report. Report is shared with the formal parties with preliminary finding of a policy violation or not. Reports may be redacted slightly for reasons of confidentiality / privacy. [Can take 60--90 days]

Parties have the opportunity to submit an appeal or a rebuttal. The OEO reviews any final due process information the parties may submit at this stage. If no further investigation is required, the 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 the rebuttal information into consideration.

The 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 the process best addresses the specifics of a case.