Intake Meeting
Title IX & Compliance office contact the reporter and complainant to gather additional information to determine the needs of the complainant to promote safety and continued access to education.

Initial Assessment
Once a formal Complaint is received, the Title IX & Compliance office determines if complaint falls within the scope of Title IX Sexual Harassment (Complaint Resolution Process A) or if Student Conduct, Human Resources or the Office of the Provost is best suited to address complaint (Complaint Resolution Process B).

Supportive Measures
Supportive measures are offered to all parties involved. Supportive measures could include No Contact Orders, referrals to counseling, assistance with notifying campus or local law enforcement, on campus work, housing and/or academic adjustments.

Investigation
If the reported conduct violates Spelman College policy and the College has control over the Respondent, the College will investigate the complaint, either through the steps outlined in Complaint Resolution Process A or Complaint Resolution Process B.

Complaint Resolution
Complaint are resolved either through a formal or informal complaint resolution process. Informal resolution is voluntary and must be requested by both Parties and at the discretion of the Title IX Coordinator.
FORMAL RESOLUTION
TITLE IX COMPLAINTS
COMPLAINT RESOLUTION PROCESS

**Formal Complaint**
To proceed with an investigation, informal resolution or formal resolution process, the College must receive a formal complaint signed by the Complainant. In rare instances, the College may proceed with a complaint signed by the Title IX Coordinator.

The College will assign an investigator to investigate the complaint. Notice of investigation will be sent to anyone who has information related to the complaint. The investigations are designed to identify all relevant facts and evidence related to the complaint. All parties can identify witnesses and information they want the investigator to review.

**Investigative Report Review**
The investigator will prepare a report, which includes relevant information related to the complaint. Parties review a preliminary report and submit comments, additional witnesses or information they want the investigator to consider prior to finalizing the report.

**Advisor Identification**
Complainants and Respondents can be accompanied by an advisor of choice to any meeting and investigation interview. **Complainants & Respondent must be accompanied by an advisor at the hearing.** The College will provide an advisor for the purpose of conducting cross-examination to any Complainant or Respondent that attends a Hearing without an advisor.

**Hearing**
The College will identify either a single decision maker or a panel of decision-makers who will conduct a hearing, that is live and in real time. Parties, through their advisor will question the other party and any witnesses. Following the hearing, the decision makers will determine if the Respondent violated campus policy, if so they will also determine the appropriate sanctions and remedies for the Complainant.

**Appeals & Informal Resolution**
Either party can submit an appeal of any determination made throughout the process. Both parties can also submit a request to the Title IX Coordinator for the complaint to be resolved through informal resolution. **Informal Resolution can not be used when an employee is accused of sexually harassing a student.** The College will work with the Parties to identify the most appropriate mechanism for informal resolution.
Formal Complaint

If a complaint has been dismissed as Title IX Sexual Harassment, the Title IX & Compliance office will refer the complaint to the Office of the Dean of Students, Director of Human Resources or Office of the Provost for review.

The College will assign an investigator to investigate the complaint. Notice of investigation will be sent to anyone who has information related to the complaint. The investigations are designed to identify all relevant facts and evidence related to the complaint. All parties can identify witnesses and information for the investigator to review.

Investigative Report Review

The investigator will prepare a report, which includes relevant information related to the complaint. Parties review a preliminary report and submit comments, additional witnesses or information they want the investigator to consider prior to finalizing the report.

Advisor Identification

Complainants and Respondents can be accompanied by their advisor of choice to any meeting, investigation interview and hearing. The advisor does not have an active role in the proceedings, outside of advising their advisee.

Hearing

The College will identify a single decision-maker or panel of decision-makers who will conduct a hearing to determine, by preponderance of the information, if the Respondent violated campus policy. If the Respondent is found responsible, the panel will determine the appropriate sanctions for the respondent and remedies for the Complainant.

Appeals & Informal Resolution

Either party can submit an appeal of any determination made throughout the process. Additionally, Parties can submit a request to the Title IX Coordinator to resolve the complaint through Informal Resolution. The college will work with the Parties to identify the most appropriate mechanism for informal resolution.