

## Title IX Investigation Process

This document provides a brief overview of the Title IX process after an allegation or complaint has been received by College of the Redwoods ("College"). The investigation process is used to determine if a gender-based claim such as sexual harassment or sexual violence has occurred and whether or not the College policy was violated. Each case involves different facts and circumstances which may result in slight variations to the process.

Affected Party: The person who alleges to have suffered harm.

Responding Student: The person who is alleged to have violated the rights of the Affected Party.

### **1. Notification of Investigation:**

Introductory letters are sent to both the Affected Party and Responding Student. The letters will include information about the general nature of the allegations and information about the investigation process. The parties are provided with copies of the policy under which College Title IX investigations are conducted. The rights of the Affected Party and Responding Student throughout the process are provided and warnings given about retaliation. Any additional information unique to the particular circumstances are given.

### **2. Collection of Information:**

The investigator will gather information concerning the allegations. This may include initial interviews with the parties, witnesses, review of documents or other materials such as text messages, emails, photos or videos. The Affected Party and Responding Student are both allowed an opportunity to provide information and details to the investigator, such as names of witnesses or materials to be reviewed.

### **3. Review of Information Collected:**

Additional interviews may be conducted with the Affected Party, Responding Student, and identified witnesses in order to make a determination concerning the allegations and whether or not, if substantiated, disciplinary proceedings are appropriate.

### **4. Determination of Facts:**

The investigator will review all information collected during the investigation, including statements and documents, in order to make a determination as to what happened. The determination of facts will be based on a "preponderance of evidence" standard, which means "more likely than not" did or did not occur. The investigator will complete a summary of the investigation that includes an analysis of the statements and documents collected. A determination will be made about what happened and whether the allegations have been substantiated.

### **5. Notification of the Outcome:**

Following the completion of the investigative summary, the parties will be provided with a formal written notification of the outcome of the investigation and summary investigation report. If the investigation determines that a violation of the Student Code of Conduct occurred, the Responding Student may be given an opportunity to enter into an informal resolution, or, notified of the opportunity for a hearing regarding the allegations.

If either party has questions regarding the Title IX process, he or she may contact the Title IX coordinator at any time.