








## Grace College and Grace Theological Seminary An Overview of the Title IX Process

-  **Step 1: Title IX Office Receives Report**  
The first notice to the Title IX Office that someone may have experienced sex discrimination or sex-based harassment.
-  **Step 2: Outreach Email Sent to Complainant**  
The complainant does not have to respond to or share information with the Title IX Coordinator if they do not feel comfortable sharing.
-  **Step 3: Intake Meeting**  
A discussion with the Title IX Coordinator about options, supportive measures, resolution options, and additional resources.
-  **Step 4: Supportive Measures**  
Offered and available to complainants regardless of whether they choose to file a formal complaint. This may include counseling and medical services, academic support, a change in campus housing, safety planning, and more.
-  **Step 5: Formal Complaint**  
A written document signed by the complainant or Title IX Coordinator that triggers a resolution process.
- Step 6: (Two Options)**
  -  **Informal Resolution**  
Option 1: A voluntary, facilitated, remedies-based resolution to help reduce the impact of the harm.
  -  **Formal Investigative Resolution**  
Option 2: An investigation followed by a hearing.