



## Title IX Office FORMAL INVESTIGATIVE RESOLUTION OVERVIEW

**Formal Complaint.** When a Complainant or Title IX Coordinator signs a Formal Complaint, it initiates the Formal Investigative Resolution process. The Title IX Coordinator will review the Formal Complaint to determine whether the case falls within the scope and jurisdiction of Grace’s Title IX and Sexual Harassment Policy (Policy). If the Formal Complaint is dismissed, the parties may appeal this decision.

**Notice of Allegations.** If the case is approved for Formal Investigative Resolution, the Title IX Office sends a Notice of Allegations letter to the parties that summarizes the allegations and provides information regarding the investigative and hearing process.

**Investigation.** Two trained and impartial investigators will be assigned to conduct the investigation. They will conduct interviews with the parties and relevant witnesses. These interviews will be recorded, and the Title IX Office will create transcripts of all the interviews. The parties may review their own interview transcripts. The investigators will also collect relevant documentary evidence, such as photos, videos, text messages, emails, social media posts, and receipts. The parties will be given an opportunity to a) submit relevant evidence, b) identify witnesses, and c) propose questions for witnesses and the other party. The parties will also be provided timely notice of any meetings they are requested to attend and are permitted to have an advisor of their choice, including an attorney, accompany them to any meeting or proceeding.

**Preliminary Investigative Report.** Once the investigators have completed their initial investigation, they will create a Preliminary Investigative Report. The parties will be given an opportunity to review and respond to the report. If necessary, the Investigators may engage in additional investigation and the parties will be able to review and respond to any additional substantive information gathered.

**Final Investigative Report.** The investigators will then prepare a Final Investigative Report that summarizes the relevant evidence, which will be provided to the parties and a trained Decision Maker. The parties may submit another written response.

**Hearing.** The Decision Maker will then conduct the virtual live hearing. The Decision Maker and the parties’ advisors will ask the parties and any participating witnesses relevant questions about the allegations. More information regarding the hearing can be found in the Policy and discussed with the Title IX Coordinator.

**Notice of Outcome.** The Decision Maker will make a determination using the preponderance of the evidence standard (more likely than not that a policy violation occurred) and will issue a written notice of outcome. If the Respondent is found responsible for one or more policy violations, the Decision Maker will also determine the appropriate sanction, remedies, and/or corrective actions. A range of sanctions may be imposed, from warnings up to and including expulsion or termination of employment.

**Appeal.** The parties may submit a written appeal of the notice of outcome, which will be considered by a trained Appeals Officer.

While it is not possible to predict how long the entire Formal Investigative Resolution process will take, many cases take at a minimum 4 months to complete.

**More detailed information can be reviewed with you by the Title IX Coordinator.**

TO KNOW CHRIST AND TO MAKE HIM KNOWN