



Complaint

Investigation

Hearing

Sanctions

Appeal

Complainant's Home Institution receives notice of misconduct from Complainant or Reporting Party.

**Emergency Removal:** Respondent's Home Institution Title IX Office, in consultation with Complainant's Home Institution's Title IX Office, evaluates potential emergency removal of Respondent

**Supportive Measures:** Complainant's Home Institution Title IX Office institutes appropriate supportive measures, and coordinates with Respondent's Home Institution Title IX Office, as necessary, for supportive measures at Respondent's Home Institution. Supportive Measures are available to Complainant even if there is no formal complaint filed. Supportive Measures are also available to both the parties throughout the Formal Grievance Process.

A Formal Complaint is filed and Intake Process begins. Complainant's Home Institution notifies Respondent's Home Institution and TCC Title IX Coordinator.

Respondent's and Complainant's Home Institution Title IX Coordinators makes initial determination whether conduct is covered under Title IX Grievance Process.

Other policy violation investigations and adjudications may continue.

**Alternative Resolution:** By consent of both parties, Formal Complaint is resolved through Alternative Resolution Process overseen by Resolution Facilitator. *Not available for allegations of employee engaging in sexual harassment.*

**Formal Grievance Process:** TCC Title IX Administrator initiates Title IX Grievance Process and designates Investigator.

The Title IX Coordinators confer with TCC Title IX Administrator who makes final determination on applicability of Title IX Grievance Process.

TCC Title IX Administrator sends Notice of Allegations to parties. Parties have 5 days to object to selection of Investigator.

Investigator interviews parties and requests relevant evidence. Parties have equal opportunities to meet with Investigator, submit evidence, and identify relevant witnesses.

**Evidence Review:** Investigator issues preliminary Investigation Report. TCC Title IX Administrator coordinates evidence review by the parties. Parties have ten business days to review evidence and submit comments and questions.

Upon receipt of final Investigative Report, parties have ten days to submit a written response. TCC Title IX Administrator determines if Title IX Grievance is still applicable.

Other policy violation investigations and adjudications may continue.

**Hearing Coordination:** TCC Title IX Administrator designates Hearing Coordinator and Hearing Adjudicator.

Hearing Coordinator sends Notice of Hearing to parties. Parties have five days to object to Hearing Adjudicator selection for actual conflict of interest or bias.

**Pre-Hearing Information:** Parties are provided with opportunity to ask questions regarding Hearing and Hearing scope.

If party does not have an advisor, TCC will provide the party with an advisor for the Hearing.

**Live Hearing:** Parties' advisors are permitted to question parties and witnesses. Parties may offer closing statements regarding the allegations.

**Hearing Decision:** Hearing Adjudicator writes Hearing Decision making factual and policy findings, and sends to TCC Title IX Administrator.

**Hearing Decision:** Hearing Adjudicator finalizes Hearing Decision making factual and policy findings, and sends to TCC Title IX Administrator.

Other policy violation investigations and adjudications may continue.

Complainant's Home Institution Title IX Coordinator sends sanction recommendations based on Hearing Decision.

**Sanctions:** Adjudicator makes a sanctioning determination based on factual and policy findings, party Impact and Mitigation Statements, parties' Home Institutions' recommendations, and other relevant factors.

Respondent's Home Institution Title IX Coordinator sends sanction recommendations based on Hearing Decision.

**Appeal:** Either party may appeal the Hearing Decision or sanctions based on procedural error, disproportionate sanctions, conflict of interest, or new evidence. Appeals must be submitted to TCC Title IX Coordinator within five days of receiving notice of a determination regarding responsibility and/or any sanctions.

**Appeal Response:** Other party has five days to submit response to the appeal after receiving notice of the appeal.

**Appeal Clarification:** Appeal Authority will make a written request for clarification through TCC Title IX Administrator.

**Appeal Decision:** Appeal Authority issues Notice of Appeal Decision and Appeal Decision. Sanctions, if applicable, are instituted. Matter is closed.