



**Procedures for Title IX and Disciplinary Report Investigation**

<p>A report about an alleged violation of UWS policy is submitted (via TIPS Reporting, email, or verbal communication).</p> <p>Please note, all University employees who have direct contact with students are considered Mandatory Reporters, and must report any instances of sexual violence/discrimination that they become aware of. <a href="#">Policy 1004 Nondiscrimination and Anti-harassment</a> describes circumstances that require mandatory reporting. These reports should be made with or without a cooperating reporting party. All efforts will be made to protect reporting party confidentiality.</p>	
<p>Regardless of the initial reporting method, a <a href="#">TIPS Report</a> shall be generated as the official investigatory record. Reporters are encouraged to use TIPS for the initial report to ensure accuracy at the onset.</p>	
<p>Upon receiving the report, The Associate Vice President of Operations and/or the Associate Dean of Students will determine if the complaint is at Title IX complaint or a non-Title IX complaint and assign investigators accordingly. (Within two days*).</p>	
<p><b>Disciplinary Incident Report (Non-Title IX) Investigation Process:</b></p>	<p><b>Title IX Incident Report Investigation Process (Completed within 60 Days):</b></p>
<p>1. Within four days*, the investigator(s) will provide formal, written notice that an investigation is in process to the reporting party, responding party, and any other relevant parties (e.g. Human Resources, Collective Bargaining Unit, witnesses, etc.).</p>	<p>1. Within four days, the investigators will provide formal, written notice that an investigation is in process to the reporting party, responding party, and any other relevant parties (e.g. Collective Bargaining Unit, Human Resources, witnesses, etc.).</p>
<p>2. The assigned investigator(s) will interview the reporting and responding parties and any relevant witnesses and write a formal report of findings.</p> <p>Both the reporting party and the responding party are entitled to up to two advocates during the interview process. The advocate may not speak for or on the behalf of the interviewee.</p> <p>If the reporting party and/or the responding party are unresponsive or uncooperative with the investigation, the investigator is authorized to submit a report based on the evidence/testimony which is available.</p> <p>The investigation will be completed in 10-14* days. An extension may be granted with</p>	<p>2. The assigned investigators will interview the reporting and responding parties and any relevant witnesses and write a formal report of findings.</p> <p>Both the reporting party and the responding party are entitled to up to two advocates during the interview process. The advocates may not speak for or on the behalf of the interviewee during the interview.</p> <p>If the reporting party and/or the responding party are unresponsive or uncooperative with the investigation, the investigator is authorized to submit a report based on the evidence/testimony which is available.</p> <p>The investigation will be completed in 10-14 days. An extension may be granted by the</p>

written notice to both parties.	dean of enrollment and student services. Formal written notice of extensions must be provided for the reporting and responding parties.
3. The investigator(s) will provide the summary report of their investigation to the Dean of Enrollment and Student Services for review.	3. The investigators will provide a summary report of their investigation to a Title IX Investigation Review Panel, assigned by the Title IX Coordinator.
4. Within 1-3* days, the dean will render a decision based on the investigation report and provide a formal, written ruling on the outcome of the matter to the parties.	4. Within 1-3 days, the panel will render a decision based on the investigation report and provide a formal, written ruling on the outcome of the matter to the parties.
<b>Appeals</b>	
A written request for appeal must be filed within 3-5 days of the date on the written ruling of outcome.	
Grade appeals shall be governed under the terms of <a href="#">Policy 1211 Grade Appeal</a> .	
Requests for non-academic appeals shall be governed under the terms of <a href="#">Policy 9009 Student Grievance and Appeal</a> .	

\* Typically days when class is in session.