

# Process Overview: Formal Complaint and Investigation

A Formal Complaint is filed against a student respondent  
(this can be done by a complainant or by the Title IX Coordinator).

The parties are notified of the complaint and invited to meet with the Title IX Coordinator to review the process.

## Investigation Occurs:

- **Evidence Gathering:** The parties and witnesses (if applicable) are invited to share information and evidence with the investigator. Evidence gathering typically involves parties and witnesses participating in interviews with the investigator to share their perspective as well as an opportunity to submit any other information they may have (screenshots, text messages, pictures, videos, names of other people with information, etc).
- **Evidence Review:** The parties and their advisors receive a copy of all evidence collected during the investigation that is directly related to the allegations raised in the formal complaint and have an opportunity to respond.
- **Report Writing:** The investigator takes all information, evidence, and responses and writes an investigation report summarizing the collected information.

## Formal Resolution Process:

All parties may participate in the hearing/conduct conference. Parties may ask questions to other party and/or witnesses via their advisor.

## Alternative Resolution Process:

Only available if deemed a reasonable option by the University and all parties voluntarily choose to participate.

## Glossary of Terms

- **Advisor:** individual who can accompany parties throughout the process and provide advice/support. Ferris will provide each party an advisor for the formal resolution process or parties may provide an advisor of choice.
- **Complainant:** individual who is alleged to be the victim of conduct that could constitute sexual misconduct.
- **Parties:** Complainant(s) and Respondent(s)
- **Respondent:** individual who is reported to be the perpetrator of conduct that could constitute sexual misconduct.
- **Title IX Coordinator:** staff member responsible for ensuring Ferris complies with federal laws related to preventing/addressing sexual and gender-based discrimination/harassment in education.