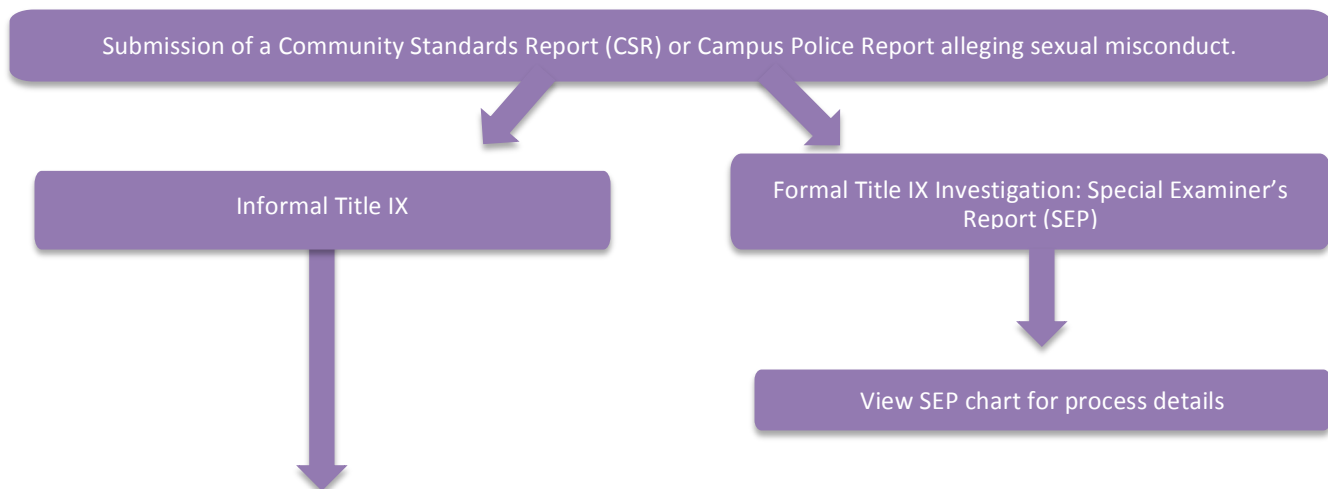


Informal Title IX Administrative Investigation: Investigation into allegations that a student violated Brandeis University sexual misconduct and interpersonal violence policy



Assessment

Point of Contact (POC) meeting occurs between University administrator and complainant. Discussion includes right to report to criminal law enforcement and/or a University Title IX investigation, interim measures and community resources.

Complainant informs POC they would like to pursue an informal Title IX investigation. In an informal investigation, formal charges are NOT levied against the respondent. Accordingly, sanctions will not result from an informal investigation, however, protective measures focusing on the safety of the complaining party and community may be applied. Examples of protective measures include, but are not limited to, No Contact Orders, relocation of residence hall room, or restricting the respondent's movements on, [and access to, campus](#).

Complainant meets with Case Manager to determine which policy provisions from Section 3 of the Rights and Responsibility Handbook may have been violated. Case Manager works with complainant throughout the informal investigation by providing weekly case updates, scheduling meetings with the investigator and connecting the complainant to resources.

Case Manager meets with respondent to notify them of alleged policy violations and informal investigation. Case Manager works with the respondent throughout the investigation by providing weekly case updates, scheduling meetings with the Investigator and connecting the respondent to resources.

If respondent accepts responsibility, complainant and respondent hold separate meetings with Outcomes Administrator to discuss what, if any, protective measures will be implemented.

If respondent denies responsibility, informal investigation moves forward into fact-finding phase. Case manager works with the respondent throughout the informal investigation process by providing weekly case updates, scheduling meetings with the investigator and connecting the respondent to resources.

Fact-Finding

Fact-finding occurs with both parties having an opportunity to discuss their experiences and present evidence to the University Title IX Investigator. Both parties are entitled to utilize an advisor and advocate during the informal investigation. Only advisors may attend meetings with the Investigator.

Upon conclusion of all interviews and collection of all known documents and materials deemed necessary and relevant, the Investigator drafts a memorandum of their findings for the Outcomes Administrator. The memorandum summarizes factual findings, offers conclusions about the credibility of testimony, and opinions about whether the respondent is responsible or not responsible for alleged policy violations.

Outcomes

Outcomes Administrator renders final decision as to any findings of responsibility. Complainant and respondent hold separate meetings with the Outcomes Administrator to discuss the findings and what, if any, protective measures will be implemented. Parties are also notified of the outcome in writing.

*Brandeis University strives to align with the U.S. Department of Education suggestion that investigations be completed within 60 calendar days following receipt of the complaint. Based on past experiences, investigations may take longer due to the complexity of the investigation and depending on the severity and extent of the allegations.
 *This flow chart is meant to be a visual guide of the adjudication process and does not contain all policy language. The full policy statements enumerated in *Rights and Responsibilities* take priority.
 *This document may be updated to reflect Brandeis University policies and procedures.