

Is this a Title IX Sexual Harassment Case?

Complaint made to Title IX Coordinator

Is the complainant currently participating in or attempting to participate in your programs (i.e. an employee, student, applicant, etc.?)

Yes No

Do they wish to make a formal complaint?

Yes No

Provide supportive measures as appropriate, document, and consider proceeding through your applicable non-TIX process.

Provide supportive measures as appropriate. Formal complaint will be filed. Provide notice of allegations to parties, begin TIXC Investigation process.

Is there another reason that TIXC feels a formal complaint needs to be filed, (i.e. severity of the misconduct and/or whether there is safety risk to the complainant or college community?)

Yes No

Did it happen on campus, or otherwise in CUNY's education program or activity (i.e. situations over which the school exercised substantial control including buildings owned or controlled by student organizations that are officially recognized by CUNY.) Allegations occurring outside of the US are not included.

Document action taken, & rationale, then (see next box)

Provide supportive measures as appropriate. Document.

Yes No

Would the alleged conduct constitute (1) quid pro quo harassment by an employee, (2) severe, persistent and objectively offensive sexual harassment, or (3) sexual assault, domestic violence, dating violence, or stalking?

Note If it becomes clear that the allegations do not meet the definition of Title IX Sexual Harassment the TIXC must dismiss the Title IX Formal Complaint.

Dismiss complaint for TIX process. Consider proceeding as a Non-Title IX Sexual Misconduct Matter. Notify parties, and continue investigation. Continue to provide supportive measures as appropriate, and document actions taken.

Note Dismissal of a Title IX Sexual Harassment case can be appealed for the following reasons: procedural irregularity that affected outcome of the matter, new evidence that could effect the outcome of the matter, TIXC had conflict of interest/bias that affected outcome of the matter.

Yes No

If at any point during the investigatory process, (1) complainant notifies in writing desire to withdraw complaint or any allegations, (2) respondent no longer enrolled/employed, (3) circumstances prevent gathering sufficient evidence, complaint *may* be dismissed.

Note The parties have a right to appeal this.

Proceed through TIXC investigation process, documenting each step.

If multiple formal complaints arise out of same facts or circumstances, you *may* consolidate complaint & investigation.