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

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

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.

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?

Yes
No

Proceed through TIXC investigation process, documenting each step.

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

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

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.

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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.

Note

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.

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

*This flowchart is intended to capture the most foreseeable routes that a matter may take, but does not cover every circumstance that may arise. Please consult with your campus TIXC regarding specific circumstances and questions.*