Formal Investigation Process

Terms:

Hearing Officer
A neutral party that leads the hearing, reviews evidence, and makes the final decision.

Hearing Advisor
Someone who supports a student during the hearing process. They can help explain the process, provide guidance, and will ask questions on the student's behalf during the hearing.

Complainant
The student who initiates a report or is the person who experienced the reported discrimination, harassment, or sexual misconduct.

Respondent
The student accused of alleged misconduct.

Submit Formal Complaint

Submit through the OIE website of via email (DOS staff can help!)

Intake Meeting with OIE Investigator
To help understand the process, share relevant information.

Notice of Investigation
Both parties (the complainant and respondent) get written notice with details of the allegations and the process.

Information Gathering

Investigator collects evidence: messages, names, interviews, etc.

Review & Feedback
Each party can review the evidence and submit feedback.

The investigator may revise or gather more information if needed

Feedback process then repeats.

Final Investigation Steps

- Investigator summarizes findings in a report
- Report shared for review by both parties
- The report is sent to a hearing officer
- Hearing Advisor is assigned (if needed).

Hearing Process

The hearing is a stuctured, live proceeding where the Hearing Officer considers the evidence and presents a determination. More information on this process is available in the "Formal Hearing Process" Flow Chart.

After the Hearing

- **If Respondent is found Responsible:** Sanctions & remedies set by OIE & DOS
- **If Found Not Responsible:** Supportive measures and other supportive resources continue.
- **Appeals are available for both parties.**

Remember

At any point in the process you are able to request an adaptable resolution, or request supporitve measures only.

You are in control throughout the process.

Support is always available, no matter the path you choose.

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