

Incident Report (IR)

The Office for Equity, Access, & Opportunity (EAO) receives an Incident Report of the allegation. Upon receipt of a complaint or notice to the Title IX Coordinator of an alleged violation of the Equal Opportunity, Harassment, & Nondiscrimination Policy, Tiffin University initiates a prompt initial assessment to determine the next steps the University needs to take.

Appointment Letter to the Complainant

The Office for EAO sends an appointment letter to the Complainant to conduct an initial assessment and to discuss support services.

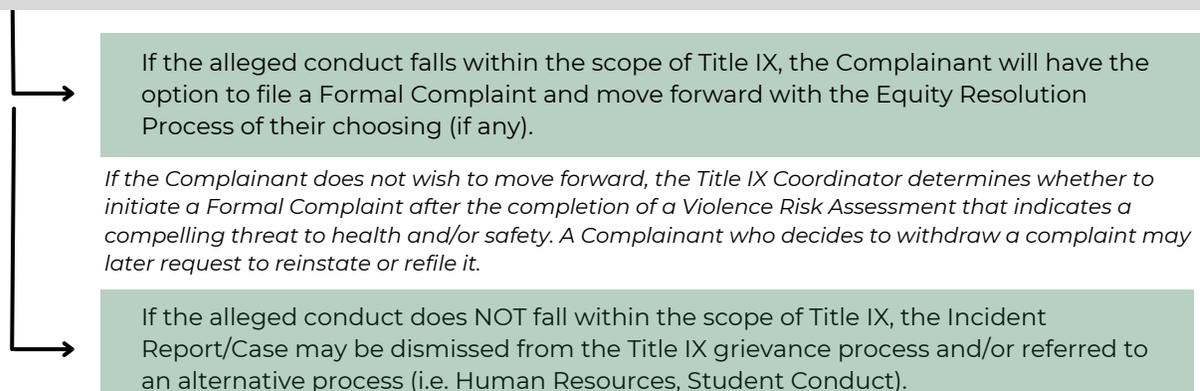
Preliminary Inquiry Meeting

This meeting is an opportunity for the Complainant to clarify the details of what was reported in the Incident Report, to learn about supportive measures available to them, their right to sign a Formal Complaint, and the resolution options. The Preliminary Inquiry Meeting is also the Complainant's opportunity to provide information regarding the incident, provide names of witnesses, ask questions about the process, and assist the office in completing a timely and thorough investigation, if warranted.



Preliminary Assessment*

The Title IX Coordinator reviews the Incident Report and additional details provided in the Preliminary Inquiry Meeting to determine if the misconduct alleged falls within the scope of Title IX, which can take one to five (1-5) business days to complete. During this time, the Complainant can schedule a meeting with the Victim's Advocate who will help coordinate supportive measures (if desired).



If the Complainant does not wish to move forward, the Title IX Coordinator determines whether to initiate a Formal Complaint after the completion of a Violence Risk Assessment that indicates a compelling threat to health and/or safety. A Complainant who decides to withdraw a complaint may later request to reinstate or refile it.

A dismissal decision is appealable by any party under the procedures for appeal outlined in the Equal Opportunity, Harassment, & Nondiscrimination Policy.

Follow Up Meeting

If necessary, a follow up meeting will be scheduled with the Complainant to discuss the findings of the Preliminary Assessment (whether or not the alleged conduct falls within the scope of Title IX), and to discuss next steps (if any).